

WHITEWATER VALLEY PRESBYTERY
1100 W 42nd St Ste 210 - Indianapolis IN 46208
Phone: 317.923.3681 800.566.5996 Fax: 317.927.5985

CONSENT AGENDA MEMO

TO: CLERKS OF COUNCIL

FROM: STATED CLERK

SUBJECT: REVIEW OF COUNCIL RECORDS

The Council Records Review Committee has reviewed the *OMNIBUS MOTION* for use at the first or second meeting of Council at the start of a new year. It covers about 1/3 of the required actions Council must take to meet the requirements of the revised *Book of Order* and used properly, should facilitate Council meetings and make it easier for you to have Minutes that are approved “**WITHOUT EXCEPTION**”.

We hope this will prove valuable to you. After using it, if you have suggestions to improve the document or to make it easier to use or you have a unique situation not accounted for by the document, please send me your suggested changes—snail mail or email to rmacpherson@whitewatervalley.org.

CONSENT AGENDA – Page 1 of 3

JANUARY/FEBRUARY COUNCIL MEETING: CONSENT AGENDA

The following items, required by the *Book of Order* of the Presbyterian Church (U.S.A.), are presented to the Council for its favorable action at this meeting.

1. Clerk of Council Election

That Ruling Elder _____ be elected CLERK OF COUNCIL for _____ years (or was elected in _____ for a term of _____ years) . [Unless otherwise provided for in the Congregation's "Standing Rules/Bylaws"]

2. Treasurer Election

That _____ be elected TREASURER of the congregation for the year 2012__ [Unless otherwise provided for in the Congregation's "Standing Rules/Bylaws"], and that _____ be designated to a) co-sign checks where necessary, b) sign checks in the absence or incapacity of the Treasurer.

3. Record Offerings

That _____ be appointed to count and record offerings.

4. Commissioner & Alternate Commissioner Election

That the following Elder(s) be elected Commissioner(s) to the Presbytery for the year 2012 and that the following Elder(s) be elected Alternate Commissioner(s) to the Presbytery for the year 2012.

5. Audit Committee Election

That the following persons be elected as the "Audit Committee" for 2012 Records with responsibility for providing the Council with a Full Financial Review by _____.

6 Statistical Report

That the *COUNCIL ANNUAL STATISTICAL REPORT* (attached) be received by the Council.

7. New Officer Training

That the annual training of new officers was completed _____/is scheduled to be completed on _____.

8 Annual Congregational Meeting

That the Annual Meeting of the Congregation was/will be held _____ and the following persons were/will be elected to the Nominating Committee: {date may be provided for in *Standing Rules/Bylaws*}

Ruling Elders:

Provided for in Standing Rules:

Members at Large: (must constitute a majority of the Committee):

--- continued ---

CONSENT AGENDA – Page 2 of 3

9. Terms of Call

That the changes in the pastor(s)'s terms of call have been submitted to the Presbytery of Whitewater Valley and to the Board of Pensions.

_____ YES _____ NO

10. Compliance of IRS Regulations

That the following resolution is adopted by the Council in compliance with the regulations of the Internal Revenue Service:

The following resolution was duly adopted by the Board of Directors of the _____ Presbyterian Church at a regularly scheduled meeting held on _____, a quorum being present:

Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to him/ her as part of his/ her compensation to the extent used by him/ her for actual expenses in owning or renting a home; and

Whereas, Pastor _____ is compensated by _____ Presbyterian Church exclusively for services as a Minister of Word and Sacrament; and

Whereas, _____ Presbyterian Church does not provide Pastor _____ with a manse; therefore, it is hereby

Resolved, that the total compensation paid to Pastor _____ for calendar year 2012 shall be \$ _____, of which \$ _____ is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further Resolved, that the designation of \$ _____ as a housing allowance shall apply to calendar year 2012 and all future years unless otherwise provided.

11. Resolution adoption for IRS Purposes

That the following resolution is adopted by the Council in compliance with the regulations of the Internal Revenue Service:

That the following sentence be included on all statements to members of contributions: *UNLESS NOTED, OR IF NO VALUE IS LISTED, NO GOODS OR SERVICES WERE PROVIDED TO YOU BY THE CHURCH IN CONNECTION WITH ANY CONTRIBUTION, OR THEIR VALUE WAS INSIGNIFICANT OR CONSISTED ENTIRELY OF INTANGIBLE RELIGIOUS BENEFITS.*

And further, the Treasurer is directed to comply with all related regulations regarding reporting of contributions.

CONSENT AGENDA – Page 3 of 3

12. Communion Approval

That the Sacrament of Holy Communion will be provided during worship on the following occasions:

13. Budget Approval

That the Budget (other than Pastoral Compensation) for the year be approved.

{Reminder: only the Council actually “approves” the budget; the congregation may “review”, “endorse”, “concur” or make recommendations but it does not “approve”.}

14. Per Capita Apportionment Recorded

That the per capita apportionment for 2012 operational expenses of General Assembly, Synod, and Presbytery in the amount of \$_____, has been/shall be paid to the Presbytery.

15. Insurance Coverage

That the Church’s 2012 insurance is provided by with coverage in the amount of at a premium cost of \$ _____ per year.

16. Vouchered Reimbursable Expenses

That a “Vouchered, Reimbursable Professional Expense Policy” (similar to the one below– adapted from the one for Presbytery staff) be adopted :

*Business & Professional Expense
Reimbursement Policy*

1. Any employee of the church shall be reimbursed for ordinary and necessary business and professional expenses incurred on behalf of the congregation:

- a. The expenses are reasonable in amount;
- b. The employee documents the amount, time and place, business purposes of each expense and the business relationship of any person for whom expenditures were incurred, in a manner sufficient to satisfy paragraphs 1.62-2 (d) (e) (f) of the Internal Revenue Code;
- c. The employee provides the documentation for each month's expenses to the _____, including a receipt for any expenditure of at least \$25.00, not more than 5 working days after the end of each month. [IRS allows submission “at least every 60 days”]
- d. Auto expenses will be reimbursed at the IRS maximum allowable mileage rate.
- e. Any advance or reimbursement of expenses that exceeds the amount of expenses substantiated in accordance with this policy shall be repaid to the church not less than 120 days after it is received by the employee.
- f. The church will not reimburse expenses not substantiated in accordance with the policy.

2. All documentation submitted to the Treasurer in accordance with this policy will be copied by the church and should be retained by the employer and employee for at least 4 years.

17. Officers of Corporation

IF THE COUNCIL IS ALSO THE BOARD OF DIRECTORS OF THE CORPORATION AND STANDING RULES DO NOT OTHERWISE SPECIFY OR PROVIDE FOR:

The Council elected _____ President of the Board of Directors/ Trustees;
_____ Vice-President, and _____ Secretary.

--- end consent agenda ---