



SPECIAL CALLED MEETING

of the Presbytery of San Diego

April 7, 2022 - 4:00 pm

Via Zoom

PRESBYTERY OFFICERS

Ruling Elder Lyn Lloyd Smith, Moderator
Teaching Elder Sam Codington, Vice-Moderator
Ruling Elder– Frances Lin, Stated Clerk

PRESBYTERY EXECUTIVE STAFF

Rev. John Moser, Interim Executive Presbyter

Upcoming Stated Presbytery Meetings 2022

Tuesday, May 17, 2022

Tuesday, September 20, 2022

Tuesday, November 15, 2022 – First Presbyterian Church, San Diego

Please have docket materials available during the Zoom meeting.

1. Commissioners requiring an excuse from the meeting should apply to the Stated Clerk via email at statedclerk@presbyterysd.org
2. This meeting will be held by electronic means using Zoom's Webinar Platform. The link to sign into the meeting will be provided by e-mail to the e-mail addresses on record for members of the Presbytery and commissioners identified by sessions of the Presbytery's congregations. Clerks of session should notify the Stated Clerk's office no later than April 4, 2022, of any commissioner whose name and correct e-mail address is not on record.
3. Any supplemental material for this meeting will be provided in the e-mail with notification of the meeting electronic link.

Docket
ASSEMBLE IN GOD'S NAME

4:00 p.m. **Call to Order & Prayer**

Lyn Lloyd-Smith

ENGAGE IN GOD'S WORK

4:05 p.m. **Declaration of a Quorum; Approval of Docket**

Frances Lin

Approval to suspend the requirements of the standing rule prohibiting Presbytery meetings by electronic means, *Manual of Administrative Operations (Manual) Chapter 16, XI. A. 3.*

4:10 p.m. **Committee on Ministry recommends the approval to dissolve the Linda Vista Presbyterian Church of San Diego, California.**

4:15 p.m. **Committee on Ministry recommends the approval of a suspension of the requirement of *Manual Chapter 16, V. A. 3.* for the minimum number of members of an administrative commission (AC): the AC to dissolve the Linda Vista Presbyterian Church will comprise five(5) members in lieu of seven(7). (Note: this vote requires a two-thirds(2/3) majority per *Manual Chapter 16, X.A.*)**

4:20 p.m. **Committee on Ministry recommends that the approval of an AC to work with the Session of Linda Vista Presbyterian Church for the purpose of dissolving the congregation. The AC has the authority to act in accordance with the "Guidelines for Dissolving a Congregation," including assuming the original jurisdiction. (Note: "Guidelines" included as an attachment to this agenda.)**

AC members: Teaching Elder Greg Bostrom (Chair), Christ La Costa

Teaching Elder Jim Rauch, Palisades

Ruling Elder Laura Metzger, Village

Ruling Elder Rob Hanna, Point Loma

Ruling Elder Steve Awe, Linda Vista

4:30 p.m. **Announcements & adjournment**

GO IN GOD'S NAME

Attachment
San Diego Presbytery
Guidelines for Dissolving a Congregation: Responsibilities of the
Administrative Commission -2022

In creating the Administrative Commission, the San Diego Presbytery shall authorize it to act with the authority of the Presbytery, by adopting the following resolution, which may be modified, from time to time, as the specific circumstances of the congregation in question require:

That Presbytery of San Diego appoints an Administrative Commission for the Linda Vista Presbyterian Church at 2130 Ulric Street San Diego, CA 92111, to act on Presbytery's behalf, with the power to meet with the Session and members of the congregation, including calling a meeting of the Session and/or of the congregation, as necessary, to arrange for the pastoral care of the members, publicize the dissolution of the congregation, ascertain the financial status and outstanding financial obligations of the congregation, secure the Session records, secure the legal rights to all property (real or personal) held by or for the benefit of the congregation, dispose of the moveable personal property of the congregation, secure the building and property, attend to matters of insurance, dispose of the building and grounds (subject to any guidelines established by the Presbytery), recommend the use of the assets of the congregation, plan and conduct a Service of Witness, secure the assistance of other individuals, as appropriate, to assist with its work, and generally to do such things and take such actions, for, in the name of, and on behalf of the Presbytery as shall be reasonably necessary to accomplish the general purpose of this resolution.

THE RESPONSIBILITIES OF THE AC

(NOTE: When possible and appropriate, the AC should execute these responsibilities in consultation with the Session of the congregation.)

I. ARRANGE FOR THE PASTORAL CARE OF THE CONGREGATIONAL MEMEBRS.

1. Work with the Session to identify where members wish their membership to be transferred.
2. Appoint a pastor to be responsible for pastoral care until membership is transferred or each member has made a clear decision to cease being an active member of any congregation.
3. Communicate to the members that membership is held by the Stated Clerk for one year if not transferred prior to dissolution of the congregation.
4. If the member wishes to transfer membership before the congregation is dissolved, the Clerk of Session will send the letter of transfer. If the membership is transferred after the dissolution of the congregation and within the one year time period, the Stated Clerk will send the letter of transfer.

II. PLAN A CLOSING WORSHIP SERVICE CELERATING THE LIFE AND MINISTRY OF THE CONGREGATION

1. Set the date and the time for the service allowing for ample time for publicizing and sending invitations.

2. Decide what special features the service should include. Request that the Session designate where the proceeds from the Offering will go, generally a local mission to which the congregation is connected.

III. PUBLISIZE THE CLOSING

1. Request the Session to develop a “guest list” of relatives, friends, community connections, former members, pastors, and staff whom the congregation wishes to invite to the celebration.
2. Develop an announcement about the closing to be used in communication through the week to the congregations and members of the Presbytery, providing ample time for distribution.

IV. ARRANGE FOR THE RECEPTION FOLLOWING THE CLOSING WORSHIP SERVICE.

1. Identify the location for a reception which usually follows the closing worship service.
2. Decide how the food will be provided (follow the food safety guidelines) and what financial resources are available, appropriate, or needed to host this event.

V. ASCERTAIN THE FINANCIAL STATUS AND OUTSTANDING FINANCIAL OBLIGATIONS OF THE SESSION.

1. Conduct a financial review of the Treasurer’s records for the last 12 months.
2. Determine location of all accounts (*e.g.*, checking, savings, investments, endowment) and any other financial resources.
3. Determine if there are any bequest or donor stipulations related to memorial accounts or an endowment.
4. Have all accounts closed, transferring any balances to the primary checking account of the Session.
5. Submit new signature card(s) for accounts with at least two members of Presbytery Officers as designated assignatories.
6. Determine any outstanding debts/obligations.
7. Oversee the discharge of all financial obligations by the Treasurer.
8. Oversee the provision of a “statement of contribution” to all current year contributors.
9. If the congregation owns any stocks, bonds, certificates, or other financial instruments, have ownership transferred to the Presbytery.
10. Following the dissolution, transfer all remaining balances to the Presbytery and close all remaining accounts.

VI. SECURE THE SESSION RECORD

Locate all Session and congregational minutes, the church register, and any other financial and legal records to be transferred to the Presbytery office and then archived with other archival records of the Presbytery.

VII. SECURE THE BUILDING AND PROPERTY

1. Arrange for the disposition of furnishings (These decisions should be documented in detail in

both Session and AC minutes.)

2. Ascertain which utilities should remain connected and which may be disconnected and make these arrangements with the proper companies. Transfer billing for the utilities to the Presbytery following the closing service.
3. Secure the building and recover keys from anyone who does not need access.
4. If distribution of keys is widespread and any contents are valuable, consider having the locks changed.
5. Identify any tenant activities currently using the buildings and grounds at 2130 Ulric Street and determine the authority for such use.
6. Make provisions for a caretaker until the final disposition of the property, including mowing the lawn and maintenance of any sidewalks.

VIII. ATTEND TO THE MATTERS OF INSURANCE

1. All insurance coverage should be maintained at least until the final closing celebration.
2. Liability coverage should be maintained until the final disposition of the property.
3. Once the congregation is dissolved, coverage should be moved to the Presbytery's policy.

IX. DISPOSITION OF BUILDING AND GROUNDS (IF THE AC DECIDES THIS IS A POSSIBLE OPTION)

1. Recommend to the Presbytery any stipulations regarding the sale of building and property such as first attempting to sell to another congregation or to another agency or organization whose mission will allow for use in a "manner respectful of congregation's heritage"
2. After all expenses for insurance, listing and sale are paid, the funds remaining shall go to the Presbytery, in order to assist and support its ministry and mission to congregations.
3. After the closing celebration remove any identifying signage and the cornerstone.

X. DISSOLVE THE CORPORATION

The Corporation of the Linda Vista Presbyterian Church of San Diego, California, a California non-profit religious corporation, under the laws and regulations of the State of California, will be dissolved not later than July 15, 2022.

XI. INITIAL REPORT TO THE PRESBYTERY

Report to the Presbytery at its May 2022 stated meeting the progress being made in completion of the assigned actions and any modifications recommended to the above instructions.

HOW THE ADMINISTRATIVE COMMISSION (AC) IS ESTABLISHED:

1. The San Diego Presbytery votes to concur with request from a Session, the COM or Stated Clerk that a particular congregation be dissolved and that an AC be appointed to oversee the closing process.

2. The Chair and members of the AC were selected by the Presbytery Moderator and established by the Presbytery. The AC “shall consist of both ministers of the Word and Sacrament and members of congregations, in numbers as nearly equal as possible” (G-3.0109), and should, if possible, include a Ruling Elder on Session from the congregation being dissolved.
3. The Chair of the AC, in consultation with the Stated Clerk, will convene the AC in a timely fashion in order for the Stated Clerk to review the responsibilities with the AC and allow it to begin its work. A Recorder shall be chosen from among the AC who will keep accurate records of the AC’s deliberations and actions and promptly furnish them to the AC and the Stated Clerk.
4. The AC, in consultation with the Stated Clerk, will carry out the following responsibilities and will determine the date(s) upon which services of worship and activities shall cease at the congregation to be dissolved, noting that the congregation is not dissolved until the conclusion of the final (Presbytery-approved) closing worship service. The AC Chair will bring all recommendations to Presbytery during the next regular meetings.
5. In the course of carrying out its responsibilities, the AC may remove or replace the Session or may itself act as the Session thereof; any decision to take such action shall be made only after consideration of the general pastoral policy of the Presbytery with regard to dissolution of congregations, as expressed herein, and such action shall be communicated to the Stated Clerk.