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**In the Loop**  
**A Summary of the October 2024 Meeting of the English Commission  
of the Presbyterian Church in Chinatown**

**Committee and Other Reports**

1. San Francisco Presbytery  
Rev. Grace Kaori Suzuki has accepted a temporary Presbytery appointment that includes serving as a resource person to the Committee on Ministry.
2. Mission and Evangelism
  - a. Worship on November 10th will focus on the theme of hunger and the food pantry ministry.
  - b. Study Hall Proposal – It was determined that a need does not exist to open a study hall at PCC for children displaced by the renovation of the public library. A final report will be made to Session in December
  - c. Christmas Gift Giving – The EWC will be participating in CCDCC's Christmas program and collecting gifts for 100 SRO children.
3. Resource
  - a. 2024 PCC Corporation Officers
    - 1) Treasurer – Dave Soohoo
    - 2) Secretary – Amy Feng (appointed before David Miller accepted the role of Stated Clerk, a position that doubles as secretary of the corporation).
    - 3) President – Based on the premise of tri-community representation and rotation of duties, the president in 2025 will likely come from the Cantonese Worshiping Community.
  - b. Building Utilization – PCC will be the host site for the meeting of Presbyterian Women on March 1, 2025.
4. Worship & Nurture
  - a. Advent planning is underway.
  - b. 2025 Retreat – To assist with planning, a survey will be conducted to obtain feedback on factors such as length of stay, travel distance and location.
5. Nominating  
Terms of Service Policy
  - 1) Deacons – The practice of allowing deacons to be appointed for 1-, 2- or 3-year terms continues to have its advantages and disadvantages with regards to the nominations process, leadership continuity, and annual turnover and renominations.
  - 2) Nominating – There is confusion about why committee members are appointed to 1-year terms only.
  - 3) **To Do:** Pastor Don will write up guidelines for the nominations of deacons, elders and committees for review and adoption.

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6. Pastor's Report
  - a. A new members' class is under development.
  - b. Study leave is scheduled for October 28-31. Pastor Don is also enrolled in a four-week online course on Advent.
7. Treasurer's Report
  - a. Budget Notes
    - 1) Though the year-to-date budget is operating with a deficit, the last quarter of the year is historically stronger.
    - 2) A \$1K memorial gift was made and not earmarked for a specific purpose.
    - 3) Certificates of Deposits (CD) have matured and are available for reinvestment and likely to be locked in at approximately 4%. Caution was expressed about financial institutions and their handling of CDs at the point of maturity and whether banks are acting in the best interest of customers.
  - b. Income to Expense Report for October and Year-to-Date 2024

	<b>October 2024</b>	<b>Year-to-Date 2024</b>
Total Receipts (A)	\$12,898.81	\$160,888.58
Total Expenses (B)	\$17,150.58	\$169,275.88
<b>Total = (A-B)</b>	<b>-\$4,251.77</b>	<b>-\$8,387.30</b>

### **New Business**

1. The personnel segment of the meeting was held in closed session and moderated by Rev. Dr. Janet Bower.
  - a. Topics included: 1) 2025 Terms of Call, 2) Request for a new personnel budget line item, 3) Supervision of part-time Food Pantry employee, and 4) Summary of the Ministry Satisfaction Survey results.
  - b. **Action**: MSP the Personnel committee's recommendation of Rev. Donald P. Hammond's 2025 contract terms for a final vote to be taken by the English Worshiping Community.
  - c. **Action**: MSP to create a new personnel budget line item that will serve as a rainy-day fund designated to off-set future medical premium increases associated with coverage for additional dependents. The new expense line item will be funded by 2025 Board of Pensions medical premium savings, up to 100% of the savings.
  - d. **Action**: MSP to recommend to the PCC Session to approve Rev. Donald P. Hammond as PCC supervisor of record of Chapman Szeto, part-time employee of the PCC Food Pantry. Further, Susie Wong and Jeanette Huie will serve as Rev. Hammond's designees to provide on-site supervision of the employee.
2. PCC Second Pantry
  - a. The administrative and program transition has begun under the leadership of Dave Chan and Susie Wong with technical assistance from others such as Jeanette Huie and Dave Soohoo.
    - 1) Food distribution will switch over from the afternoon to mornings.

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- 2) IRS information is in process of being updated.
  - 3) Updated liability insurance documentation of coverage is in progress.
  - 4) Program capacity has been lifted and all who are on the wait list will be accommodated.
- b. The aim is to complete the institutional hand-off of responsibilities by 10.31.24 and will require replacing current I.D. cards issued by CH with new ones by the PCC.
  - c. Donations – One donation designated for the Second Pantry has been made. In response, a new line item has been added to the budget.
  - d. Purchasing – In preparation for the rain season, canopies and other supplies will need to be purchased.
  - e. **To Do:** Pastor Don will arrange for a special meeting of the English Commission to conclude their discussions of the past month associated with the closure of the CH pantry and transfer of oversight for the Thursday pantry to the English Worshipping Community.
  - f. **To Do:** Elders are tasked with articulating their respective analysis and recommendations about recent actions of the Cameron House staff and Board of Directors as they relate to the closure of the food pantry.

### **Calendar Dates**

Nov. 10	<i>Hunger and Homelessness Sunday</i>
Nov. 10	Resource Committee
Nov. 11	<i>Veterans Day Observance</i>
Nov. 17	Board of Deacons
Nov. 19	English Commission
Nov. 23	<i>Irene Ng Celebration of Life</i>
Nov. 25	Pastor Don – on vacation through Nov. 27
Nov. 28	<i>Thanksgiving Holiday Observance</i>
Nov. 29	<i>Day After Thanksgiving Holiday</i>
Dec. 1	<i>First Sunday of Advent</i>
Dec. 1	<i>Communion &amp; Sabbath Sunday</i>
Dec. 1	<i>Christmas Joy Offering through December 22</i>
Dec. 3	M&E and W&N Committees
Dec. 8	<i>Second Sunday of Advent</i>
Dec. 8	Resource Committee
Dec. 8	PCC Session
Dec. 15	<i>Third Sunday of Advent</i>
Dec. 15	Board of Deacons
Dec. 17	English Commission
Dec. 22	<i>Fourth Sunday of Advent</i>
Dec. 24	<i>Christmas Eve Communion Service</i>
Dec. 25	<i>Christmas Holiday Observance</i>
Dec. 29	Consistory of Deacons and Elders