

Minutes of the Meeting of Council of the Nevada Presbytery  
Via Zoom June 17, 2023

Attendees:

Rev Scott Trevithick, Moderator of Presbytery and Personnel Committee  
Elder Peggy Hall, Vice Moderator  
Rev Pat Mecham, Moderator of Mission Outreach Committee  
Rev Jim Houston-Hencken, Moderator of the Committee on Ministry (COM)  
CP Chris Kirschman, Moderator of the Nominating Committee  
Elder Scott Plumer, Moderator of Trustees  
Elder Jean Rey, Committee on Representation (COR)

Staff: Elder Vern Manke, Director of Finance  
Rev Christy Ramsey, Stated Clerk/General Presbyter  
Rev Kate Freeman, Pastor to the Presbytery and Journal Clerk

Guests: Elder Doug Small, member of Equipping  
Elder John Harbison, member of COM and Representative of the PNC for LTCPC  
Elder Lynne Zenier, Member of AC for FKPC  
Rev Greg Hughes, candidate for called pastor to LTCPC  
Rev Mariano "Nonong" Ordonez, Pastor of Presbyterian Church of the Living God  
and Henderson United Presbyterian Church  
CP Brandolyn Thran, at Large member of the council

Excused: Rev Dr. Adrian Doll, Moderator of the Equipping Committee  
Rev Bob Kelley, HR

The meeting was called to order with a reading from the Foundation of Faith portion of the Book of Order (F 3.0203) and prayer by Moderator Scott Trevithick at 11:01 am.

The Privilege of the Floor was extended to non-voting guests, meaning they can speak but not vote.

Approval of the Agenda

Requests to revise the agenda due to timing constraints.

1. Jim Houston-Henken, Moderator of COM, requests the COM report be inserted after the Trustees due to the time arranged (11:30) for Rev Greg Hughes to meet with the council. Approved.
2. Stated Clerk Christy Ramsey requests the agenda be revised to allow council to meet with Rev Nonong Ordonez is set for 12:30 pm. Approved.

**MOTION: To approve the agenda as amended. Carries**

The Presbytery Pastor has no report at this time.  
The Director of Finance has no report at this time.

Regarding Committee Reports at the upcoming September Presbytery meeting, moderators are requested to please offer the Clerk an estimation of how much time your report will require on the floor of the Presbytery and what day, Monday, Tuesday, or Wednesday, your committee will be meeting at Zephyr Point Conference Grounds.

Committee Reports

Trustees – Scott Plummer

1. **MOTION: Trustees recommend that the council approve the officers of the Corporation for the states of Nevada as presented (Attachment C-1). Carries.**
2. Information
  - a. Trustees approved the recommendation by Stated Clerk Christy Ramsey to construct a new website for the Presbytery by the company “Worship Times.” The cost of \$8000. plus \$47/month maintenance was deemed reasonable.
  - b. Trustees approved the financial review from Steele Public Accountants. (Attachment C-5).

**Committee on Ministry** – Jim Houston-Hencken

The Committee on Ministry, per the Presbytery of Nevada by-laws 5.0203, reports they have reviewed and approved the terms of call of the Lake Tahoe Community Presbyterian Church

Our by-laws state that the commission of the Committee on Ministry to act as the Presbytery applies to ministers transferring from other presbyteries. Since the Rev. Greg Hughes was dismissed from the Presbytery of Santa Barbara to ECO: A Covenant Order of Evangelical Presbyterians on June 30, 2014, Rev. Hughes **cannot** be transferred by the COM action alone. Rev. Hughes transfer is as a minister of another Christian denomination (G-2.0505) and requires Presbytery action.

The requirements for such a transfer are nearly identical to the requirements for ordination as a minister of the Word and Sacrament. The practice of the Presbytery of Nevada has reserved decisions concerning ordination to the entire Presbytery, not a committee.

**Council affirmed the work of the COM and approved the following**, acting as the Presbytery according to our by-laws (4.0400)

1. Approve the work and actions of the Committee on Ministry to review and approve the call of Lake Tahoe Community Presbyterian Church to the Rev. Greg Hughes on behalf of the Presbytery of Nevada.
2. Approve COM’s examination on behalf of the Presbytery of Rev. Greg Hughes, a minister of another Christian Church
3. Approve the COM reception and examination of credentials and evidence of Rev. Greg Hughes’s good standing as a minister as acceptable to the Presbytery.
4. Approve the COM action finding that Rev. Greg Hughes has satisfactory evidence for the Presbytery to affirm that Rev. Greg Hughes possesses the qualifications of character and scholarship required for candidates of this church for service as teaching elders.
5. Affirm the COM’s determination for the Presbytery that Rev. Greg Hughes possesses the wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment required of those entering service in the PCUSA ministry as a teaching elder.
6. Affirm the COM’s determination that based on Rev. Greg Hughes’s previous membership in the PCUSA and as a minister member of the Presbytery of Santa Barbara and his affirmation that the requirements for transcripts, course work requirements, and graduation from an accredited college or university and theological institution accredited by the Association of Theological Schools has been fulfilled.
7. And thus, acting as the Presbytery, determines that the Rev. Greg Hughes is called to work properly under the jurisdiction of the Presbytery of Nevada.

**The council approved and affirmed the following motion from the Committee on Ministry:**

that Rev. Greg Hughes, a minister of another Christian church having been ordained for five or more years, called to work properly under the jurisdiction of the Presbytery of Nevada, be granted an exception from the

requirements of G-2.0607 and G-2.0610 according to G-2.0505 by a two-thirds vote of the council acting as Presbytery between meetings of Presbytery as provided by our by-laws (4.0400)

From G-2.0607:

- d. *examination materials and evaluations declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries.*

This waiver is necessary because Rev. Greg Hughes, a minister of another Christian Church, does not have copies of examination materials to submit. The Committee of Ministry notes that the Rev. Hughes has passed the PCUSA ordination examinations as evidenced by his affirmation and previous service and membership in the PC(USA). By approving this motion, the Presbytery of Nevada finds this evidence constitutes an alternative means to ascertain readiness to have his previous ordination to ministry recognized by the Presbytery of Nevada so he may work properly under the jurisdiction of the Presbytery of Nevada after being called to that work.

Upon enrollment, Reverend Greg Hughes is required by G-2.0505b. to “furnish the presbytery with evidence of having surrendered membership in any and all other Christian churches with which the minister has previously been associated.”

Gregory H Hughes – PC(USA) records:

12/9/1990	Ordained by Los Ranchos Presbytery
1/1/1991	Associate Pastor - Good Shepherd, Los Alamitos CA
12/1/2000	Pastor/Co-Pastor - Malibu, Malibu CA
3/8/2014	Pastor Serving another Denomination - Malibu (ECO) Malibu CA
6/30/2014	Dismissed to ECO: A Covenant Order of Evangelical Presbyterians

Committee on Ministry – other items

1. COM requests 45 minutes to 1 hour of time on the floor of Presbytery in September.
2. Spanish Springs **MOTION: to allow Spanish Springs PC to form a Pastor Nominating Committee per COM recommendation. Carries.**
3. Rev Sue Taylor, chair of the AC for Lee Vining PC, requests Sylvia Cook be commissioned as a Commissioned Pastor to served communion once a month. **MOTION: Seeing that there is a distinct need for ministry in the sharing of the sacrament of communion within the Lee Vining Presbyterian Church, we move to approve Sylvia Cook as a Commissioned Pastor with the responsibility to preside over communion once a month for the Lee Vining Presbyterian Church provided the following conditions are met:**
  - a. She is shown to be an ordained ruling elder
  - b. She is trained in her duties by the COM

**MOTION carries**

Personnel – Scott Trevithick

1. As concerns Vern Manke's retirement. **MOTION: The Personnel team recommends that Elder Scott Plummer serve as the new Director of Finance starting September 2023. Carries**
2. As concerns presbytery payroll. **MOTION: To contract with Nevada Payroll Services to handle all the intricacies of payroll and taxes for employees of the Presbytery residing in both Nevada and California. Carries**

Mission Outreach – Pat Mecham  
No Report at this time.

Nominating – Chris Kirschman

1. Readers for Ordination Exams. **MOTION: To approve Rev Dr Adrian Doll (Green Valley) and CP Elaine York (St John's) as readers for the PC(USA) Ordination exams. Carries.**
2. Requests a Tuesday committee meeting date for September, perhaps around 11:00 am.

Committee on Representation – Jean Rey

**MOTION: To direct the COR to find and present an antiracism policy for the Presbytery of Nevada to be presented at the September 2023 meeting. Carries.**

Peace and Justice – Rebecca Watkins

Asking about the September meeting. Directed to communicate with Moderator, Stated Clerk, and Presbytery Pastor by email.

Equipping

Plans are to present a new form for requesting grant funds at the September meeting.

Administrative Commissions (AC) Reports

First Korean Presbyterian Church of Las Vegas – Lynne Zenier and Scott Plummer.

Report detailed some of the difficulties the AC has encountered with FKPC since 9/2021. Including an unwillingness to elect a Session. And not following through on multiple yearly extensions graciously offered. The congregation does not appear to want to be a PC(USA) church. The move to a new location has not resulted in an increase but rather a loss of membership and financial performance.

The AC unanimously voted to dissolve the congregation and remove them from the PC(USA) rolls.

Discussion followed concerning remedial cases where congregations were allowed to be dissolved by AC's and some which were not. Compassionate pastoral assistance in the transition from PC(USA) to wherever the congregation might choose to go is offered by members of the AC.

**MOTION: After consultation with members of the First Korean Presbyterian Church of Las Vegas, the Administrative Commission recommends the dissolution of the church. Council affirms and approves of the dissolution of the church effective August 31, 2023. Carries.**

**MOTION: Current Pastor Rev Shin Hwang of First Korean Presbyterian Church of Las Vegas will become a Member-at-Large of the Nevada Presbytery pending the dissolution of the church on August 31, 2023.**

Dismissing of Administrative Commissions

**Lee Vining AC. With gratitude. Carries**

**Rev Craig Sanders Installation at Grace AC. With gratitude. Carries**

Prayer was led by Pastor Kate Freeman for those who served on AC's and for the church of FKPC.

### New Business

Stated Clerk Christy Ramsey asked the council to appoint an Administrative Commission to come alongside the sessions and congregations of the Henderson United Presbyterian Church and Presbyterian Church of the Living God to complete their merger. The responsibilities of the commission will be as follows:

- a. Authority to approve the merger as agreed by the churches.
- b. Authority to dissolve the old churches.
- c. Authority to create the new church and set a date of chartering service.
- d. Authority to approve merging the assets and liabilities with the presbytery trustees.
- e. Authority to review the new church's by-laws.
- f. Responsibility to report to Presbytery on a regular basis.
- g. Responsibility for keeping minutes of all meetings to be delivered to the Stated Clerk.
- h. Authority to approve the call of their current pastor to the newly formed church.

**MOTION: To approve the establishment of an Administrative Commission with responsibilities as stated above (a-h). Carries.**

**MOTION: Approve the Stated Clerk to work with Rev Ken Harper, HR to populate the approved Commission with 2 Ruling Elders and 2 Pastors. Carries.**

Meeting adjourned with hope and blessings at 1:56 pm

Minutes Respectfully Submitted

Rev Kate Freeman  
Journal Clerk

Attachments included

**C-1 Corporation Officers**

**C-2 Worship Times Website Proposal**

**C-3 Financial Review**

**C-1 Officers of Presbytery for Nevada and California**

Trustees recommend that the council approve these as officers of The Presbytery of Nevada, Inc. All have been emailed, and none has objected.

Nevada (due in July)

**President SCOTT PLUMMER**  
**Secretary JOHN CHRISTY RAMSEY (and Resident Agent)**  
**Treasurer VERNON W MANKE**  
**Director LYNNE ZENIER**  
**Director ROBERT C KELLEY**

**California is Due in November. I will file after we select a new Director of Finance but ask for approval to submit the name of that person as Treasurer to the State of California.**

**Secretary: JOHN CHRISTY RAMSEY**  
**Treasurer: (Director of Finance)**  
**Resident Agent: KATE FREEMAN**

Thanks.

J. Christy Ramsey, Stated Clerk/General Presbyter  
Resident Agent/ Secretaryx2



**ATTACHMENT C – 2**

**Note: 17 pages**

**Website Development & Hosting Proposal**

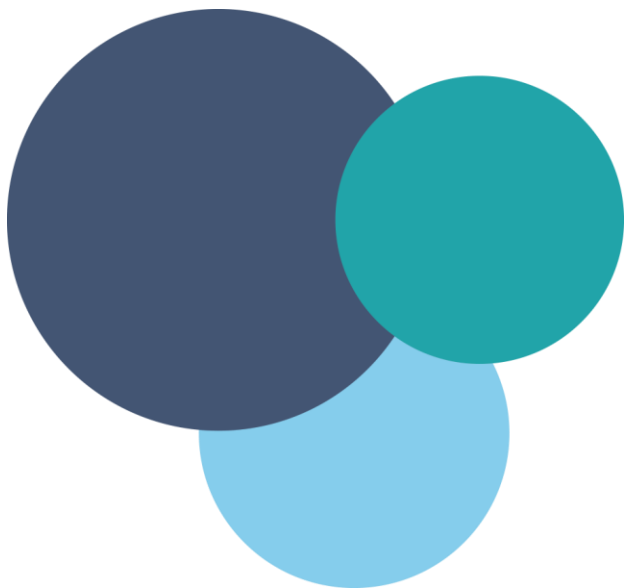
for Presbytery of Nevada

**Created by**

**Michael Gyura  
Worship Times  
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**Prepared for**

**Christy Ramsey  
Presbytery of Nevada  
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## Scope and Guidelines

We are excited about this opportunity to partner with Presbytery of Nevada to create a beautiful, welcoming site that highlights all aspects of your story. We are also happy to offer our optional design services for any logo or other branding work that you all might need. You, too, will find a list of our communication support packages at the end of this proposal. These are all entirely optional and customizable as well.

In particular, with regard to the design and development of a new website for Presbytery of Nevada, the professionals at Worship Times will perform the following:

- Develop a customized, easy-to-update, and content-rich website on WordPress, a CMS platform;
- Empower your staff with tools to edit and manage site content quickly and accurately including documents and media as well as easily make navigation and layout changes;
- Create a new design that preserves the desired elements from the current site while improving overall user experience for visitors, longtime members, staff, and other constituencies;
- Improve overall site searchability;
- Build a mobile responsive website using your current content as well as new content provided by Presbytery of Nevada;
- Provide Search Engine Optimization (SEO) that will make the Presbytery of Nevada website easy to find;
- Provide easy access to basic information about site visitors via Google Analytics;
- Include social media integrations that will allow users to interact with each other;
- Build a beautiful and robust events management system to organize and promote all of your organization's happenings. Top line features include event registration, payment collection, customizable views, calendar subscriptions, recurring events, easy searchability and LOTS more.
- Build integrations within the site to include an online payment page, livestreaming, document archives, newsletters (archive and signup), calendar, photo sliders, and much, much more.

Our proposal outlines deliverables in more detail, describes our approach to project management, and provides cost estimates. Going forward, your site and its content continue to be yours and yours alone. For the last 15+ years, we've built a powerful and reliable technology stack that, combined with our adherence to industry best practices, will protect your organization at every turn.



## Standard Worship Times Deliverables

### Quality Design

Your website will clearly reflect your already recognized and valued identity. Quality design supports content by being web-readable and dynamic without being so trendy that it will quickly become obsolete. Colors and fonts must work well across browsers and be easy-to-see on all devices. We take pride in advising clients about what will work now and serve them in years to come. For example, we'll help you understand why and when it makes sense to include "sliders" or "carousel" images and when it does not.

### Search Engine Optimization (SEO)

SEO stands for Search Engine Optimization, which is the practice of increasing the *quantity* and *quality* of traffic to your website through *organic search engine results*. This is not Pay Per Click (PPC) advertising or other costly marketing. In this step we make sure your content is organized in a way that best fits today's practice for the best search results. While this isn't an instant fix, it's the organic way to grow your website traffic.

We build in tools that rate your content and offer suggestions for improvement. SEO is a vast arena that is so complicated there are companies that solely focus on this. At Worship Times our goal is to assist Presbytery of Nevada on the best practices for success. If the desire is to have a full blown SEO team assisting with online marketing and paid advertising, we have some quality partners that we can bring to the table.

### User Experience (Website Navigation)

User experience (abbreviated as UX) is how a person feels when interfacing with a system. In our world, this is in relation to the website we're building for Presbytery of Nevada. How will your user interact with your new website? Who are these users and what are they looking for? How do we deliver your content in the fastest most accurate way possible? These are just some of the items we will address during this phase of our build.

Once we have this process done, it will inform items like placement of content, the size of your navigation menu, priority of pages, and homepage placement of your items.

## Social Media Integration

Social media has radically changed the way website developers consider users' interaction with websites. Your social media presence will be fully integrated into your website via social media icons and embeddable Facebook, Instagram, and Twitter feeds.

## **Events**

Our events management system goes well beyond just an events calendar. Built with all of the features of WordPress, each individual event has its own unique page where you can upload documents (pdf's) available for users to download, embed a livestream, add details about the event, embed social media specific to the event, categorize and disseminate events by region, register for events directly on the events page, host virtual events, sell tickets, and comment on the event as you might a blog post. The registration form can be integrated with MailChimp to provide you with an email list, useful in sending out updates specifically to those who have registered and for sending out post-event surveys, which you can also design within the website's forms system.

## **Forms**

Forms have a variety of uses, from a standard contact form, to individual staff forms, to registration capabilities and PayPal integration, to email collection and MailChimp integration, to surveys – you'll be able to use them all.

## **Blog**

Blogging is a form of social media that is especially powerful for community building. Blog posts keep current members updated and informed about what's happening, while having the potential to generate conversations through comments. A blogging platform is automatically included with the WordPress platform. You can use your blog to post announcements, open positions, and special offerings.

## **Publications**

We've developed a special system for congregations and communities that allow them to easily add specific types of publications, like newsletters, bulletins, and sermons. These can take the form of audio (mp3), video (links to YouTube or Vimeo), and documents (pdf's). We also tie-in with 3rd party archiving services like Amazon S3. This allows you to display items like MP3s, videos, and other content that not only displays on your website but are archived for years to come for future access.

## **File Storage**

We recommend using Amazon S3 for all large-scale file storage and archiving, including audio, and for video, we recommend using Vimeo Pro. The ongoing video server cost or storage cost will be the responsibility of Presbytery of Nevada. This function is only needed for large amounts of file storage or items that you would like

archived for years to come (something you don't want to use a web server for). While most partners don't need to utilize this offering, it's just one of the many ways Worship Times will work with your staff to find the best solution for your requirements.

### **Payment /Donation System**

We integrate safe, secure, and easy-to-use payment/donation systems with the payment-processing platform PayPal. In addition to making financial contributions, this platform can be configured to allow users to register for events and make payments for specific programs/activities. We can also link to many other third-party donation solutions, please just let us know what you'd like to use and we'll research if they have an open API we can utilize.

### **Site Analytics**

All our websites are built with Google's robust analytics platform. You'll be able to assess your user's entry point on the website, individual time spent, path of travel, and ultimate departure page. This statistical data will be used in the dynamic design process and platform maintenance to ensure that hosting servers are meeting current demand, site load times remain fast, and users' tendencies are accounted for.

### **Site Testing**

Site testing is built into our process. We will test all privately developed functions to ensure that all products work to expected levels. Before your website goes live, we make sure all site functions meet your demands and that all branding serves its intended purpose. Our entire team is involved with testing and proofing for both desktop and mobile devices.



## Project Management and Customer Service

Relationships are built over time, and we always seek to develop and maintain strong working bonds with our clients. We love what we do and want you to enjoy the process of creating your new website. We're committed to listening, to understanding, and to addressing any concerns you may have along the way.

Over the years we've learned that projects go more swiftly and smoothly if clients designate one point person to be responsible for shepherding internal approval processes and conveying decisions to us. For projects such as yours, we give you the option to designate one of our team as Project Manager and promise swift availability via email, phone, Zoom, or whatever communication method you prefer.

As a practical matter, we work with you to...

- Establish ways to communicate clearly and quickly;
- Clarify how frequently status reports should be generated;
- Assess what might be working well on your existing website; and
- Determine the look, feel, and tone you wish to convey.

Which makes it possible for us to...

- Create a realistic timeline and approval process;
- Suggest design elements;
- Develop navigation;
- Edit and/or create content;
- Advise you about blogging and social media.

Long before your website goes live, we meet with you to review the design, navigation, and functionality. Anyone and everyone using the Presbytery of Nevada website will learn how to navigate it and use all functions (e.g., online donations, forms, calendar) as well as how to add/edit/remove content, images, and video.



## Technical Specifications

### **Content Management System (CMS)**

A Content Management System (CMS) eliminates the need for knowing or writing HTML code because everything is built right into the system itself. A well-run CMS allows users to manage content easily and efficiently. After the website is designed with great navigation and the content is edited for web-readability, administering content and functionality is very easy.

We generally use WordPress, which has become the preferred platform for CMS. In addition to ease-of-use, WordPress allows areas to be password protected for staff and key leadership access and provides tools for easy blogging, uploading and sharing multimedia, and more.

### **Website Managed Hosting**

We not only build your website but we also manage and host it. Our managed hosting includes software updates, support, daily offsite backups, and bug checks. Your website will be a part of our Worship Times network and receive constant software upgrades and enhancements as technology grows.

### **Browser Compatibility**

We use the industry-standard of supporting the last two versions of all browsers. Our system will work on early versions as well, but we focus on utilizing newer and growing technologies.

### **Responsive Design**

With the rapid growth of mobile technologies, it's essential that websites be easily viewable on all platforms and devices. WorshipTimes will design a fully responsive website optimized for PC, Mac, iPhone, iPad, Android, and Windows Mobile.

### **Training and Practice**

A key responsibility for us is training your ministry website administrators on how to use your new website. After the site is built, we will give you a testing area to learn your new system before it goes live. This gives you a chance to learn on your actual website. You may remain in this testing environment for as long as you like. Launching will occur only when you and your staff are comfortable using the new system.

### **Amazing Support**

Even after going live with your new website, we're still very much on your team. Our support crew is the best in the business. Each website comes with a built-in support system and a very robust learning library filled with how-to videos. We even offer enhanced Communication & Marketing Support Contracts (C&M) where you can bring our team onto your staff. For far less money than hiring an internal staff person, we can fill the roles of much of your social media, communications, and website content needs. Even if you already have a Communications Director, we can team with them to really make your ministry shine!



## Timeline

Site builds of this size generally take two to four months from the time we receive your signed contract, initial payment, and all site content.

We do not outsource and then mark-up design or development. All work on the Presbytery of Nevada site will be done by our teams.

## Proposed Project Costs

### Website Package Includes

This customized website package for Presbytery of Nevada includes the following enhanced set of tools and features. Just pick the option that's best for your ministry. Or reach back out to us and we'll **create a custom package that fits your needs perfectly.**

(These are just the main options, no need to use them all. If you don't see what you want, please let us know. If it can be built, we can build it!)

## Website Options

- Robust drag and drop content editor
  - Millions of design options to make your site unique
- Live streaming viewing directly from your website
- Premium forms tool
  - Donations (PayPal, Auth.net, Square, Stripe, and others)
  - Contact forms

- Registration forms
- MailChimp (and others) email list population
- Surveys, quizzes, digital signatures, and so much more
- Premium events system

### Website Options

- Recurring events
- Event signups
- Collect payments and reservations for events
- Events filtering (i.e. only show Worship Events here...)
- Robust blogging system
- Website analytics
- SEO (search engine optimization: the art and science of getting pages to rank higher in search engines such as Google)
  - Direct tie-in to Google SiteKit, Search Console, and other ways to help you rank higher in local internet searches
- Media embeds
  - Bring in YouTube, Vimeo and other videos, images, podcasts, feeds, and so much more
- Donations system
  - Easily embed donation forms from 3rd party vendors, or use the built in Forms tool to create your own
  - Direct tie-ins with some of the most popular non-profit donation systems
  - Use ApplePay or Google Pay through Stripe
- Publication system
  - Easily list your sermons (audio, video, or PDF), bulletins, newsletters, committee docs, and much more.
- Staff directory
- Private membership directory
- Sliders and image galleries
- Social Media feeds and buttons
- Members-Only Content
- Much more! Just let us know what you don't see here.

Website Package	Upfront Price	Monthly
Website Package Cost	\$8,700.00	\$47.00
<b>\$47 a month covers hosting, support, security, and software updates</b>		



**\$8,747.00**

**Hosting Solutions**

Website Package	Upfront Price	Monthly
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**INCLUDED IN THE PRICE ABOVE**

\$0.00      \$0.00

Worship Times will host the website files, run daily offsite backups, and update software for one low cost with our managed hosting plan. To keep your site load times as fast as possible, large MP3, PDFs, and other data-heavy materials will be stored on an Amazon S3 (or similar service) account paid and managed by Presbytery of Nevada. Backups do not include these files.

The Premium enhancement gets your ministry on our faster dedicated server and CDN. You are also elevated to our tier 1 support access, which gives you a faster turn around on any support needs.

		<b>\$0.00</b>
	Subtotal	<b>\$8,747.00</b>
	Current Partner Discount	<b>\$0.00</b>
	Tax	<b>\$0.00</b>
	<b>Total</b>	<b>\$8,747.00</b>

## OptionalAdditionalSupport

Digital Communication Support Options (select one)	Monthly Price
These are entirely optional and customizable. We'll work with you to find the exact solution that fits your needs.	
<input checked="" type="radio"/> Not Selected	\$0.00

**Base + Communications Assistant Standard** \$397.00

Weekly check in with a member of our team to review the content on your website and make sure things are up to date and accurate. We will meet with you via phone, video or email (your preference) to manually review the content of your website and offer assistance where needed.

**Ideal for:**

The ministry that has a staff person or volunteer who is confident in their ability to maintain content on your website without concern. You are simply looking for a robust set of tools to empower this person (or persons) to thrive and make your ministry shine online.

Digital Communication Support Options (select one)	Monthly Price
<p><input checked="" type="radio"/> <b>Base + Communications Director Basic</b></p> <p>Everything that's included above, plus:            Direct access to an individual of our team for up to 2 hours per week. Tasks can include: content updates, social media posting, contact form checking, updating images, sermon publishing, and much more. We offer a talented staff member to meet your digital communications needs.</p> <p><b>Ideal for:</b>            A ministry that doesn't have a dedicated staff person available to make edits to your website and doesn't anticipate many website updates or edits. The website needs are basic but without assistance, your content would most likely never be updated.</p>	<p><b>\$477.00</b></p>
<p><input type="radio"/> <b>Base + Communications Director Basic Plus</b></p> <p>Everything that's included above, plus:            Direct access to an individual of our team for up to 7 hours per week. Tasks can include: content updates, social media posting, contact form checking, updating images, sermon publishing, and much more. We offer a talented staff member to meet your digital communications needs.</p> <p><b>Ideal for:</b>            A ministry that anticipates a moderate amount of updates to their website and would like to be regularly engaged in social media. The website needs are average but without assistance, your content would never be updated and social media engagement wouldn't happen.</p>	<p><b>\$1,217.00</b></p>

	Monthly Price
<p data-bbox="147 243 727 279">Digital Communication Support Options (select one)</p> <p data-bbox="147 264 185 300"><input type="radio"/></p> <p data-bbox="201 369 695 405"><b>Base + Communications Director Standard</b></p> <p data-bbox="147 432 591 468">Everything that's included above, plus:</p> <p data-bbox="147 531 789 835">Direct access to an individual of our team for up to 15 hours per week. Tasks can include: content updates, social media posting, contact form checking, updating images, sermon publishing, and much more. We offer a talented staff member to meet your digital communications needs.</p> <p data-bbox="147 898 256 934"><b>Ideal for:</b></p> <p data-bbox="147 951 760 1203">A ministry that anticipates regular updates to their website and would like to be engaged in social media daily. The website needs are great but without assistance, your content would never be updated and social media engagement wouldn't happen.</p>	<p data-bbox="1333 369 1450 405">\$2,577.00</p>

<b>Digital Communication Support Options (select one)</b>	<b>Monthly Price</b>
<p><input type="radio"/> <b>Base + Digital Minister</b></p> <p>Everything that's included above, plus:</p> <p>A dedicated Worship Times staff member who would function as a digital minister on your own ministry staff for up to 20 hours a week. These individuals can work directly with your staff to create thoughtful social dialog, meaningful blog posts, and offer a new way to minister to your community during the days your sanctuary is empty.</p> <p>Did you know we have seminary grads on staff at Worship Times? We have graduates of Austin Theological Seminary, Memphis Theological Seminary, and Princeton Theological Seminary (to name a few). Tapping into their unique blend of theological and technical skills and expertise helps you think about and express Church in radically different ways.</p> <p><b>Ideal for:</b></p> <p>A ministry who wants to experiment and try new things, including new ways to reach members as well as those who will never walk through their doors.</p> <p>There isn't one model that fits all congregations. Worship Times will work directly with your staff to create a custom approach to meet the needs of your congregation in the digital space</p>	<p><b>\$3,900.00</b></p>

**\$0.00**Subtotal **\$0.00****Total** **\$0.00**

Jonathan S. Steele, CPA CGMA



## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Trustees Presbytery of Nevada Carson City, NV

We have performed the procedures enumerated below on the financial information of the Presbytery of Nevada as of and for the year ended December 31, 2022. The Presbytery of Nevada's management is responsible for the financial information.

The Presbytery of Nevada has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of satisfying the financial requirements of the Board of Trustees. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1. Analyze the Comparative Balance Sheets as of December 31, 2022, and 2021 for consistency, completeness and cutoff, in accordance with the Modified Cash Basis of Accounting.
  - a. The balance sheet was found to be consistent with the prior year's balance sheet with the change in assets equal to the net income recorded in the Treasurer's Report.
  - b. A proof of cash was performed, and all activity detailed in the bank statements and investment statements was recorded in the general ledger and reflected in the appropriate cash and investment accounts.
  - c. All transfers between cash and investment accounts were traced and netted to zero.
  - d. The balance sheet is presented in accordance with the Modified Cash Basis of Accounting.
  
2. Reconcile the Consolidated Fund Activity Report as of December 31, 2022
  - a. Fund Balances were reconciled and compared to the Consolidated Fund Activity Report without exception.
  - b. Increases in the Fund Balances agreed to revenues recorded.
  - c. Decreases in the Fund Balances agreed to expenses recorded.
  - d. Transfers between fund accounts were reviewed and traced to support as necessary, without exception. Transfers from restricted funds, represent amounts appropriately released from restriction while transfers to restricted funds represent those amounts to which restrictions apply.



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 American Institute of Certified Public Accountants  
 Affordable Housing Association of Certified Public Accountants

3. Analyze the Treasurer's Report – Budget vs. Actual for the year ended December 31, 2022.
  - a. A proof of cash was performed, and all activity detailed in the bank statements was recorded in the general ledger with deposits and disbursements agreeing materially with operating revenues and expenses recorded in the Treasurer's Report. Any variance in categories noted, netted to zero, indicating that the activity recorded in the Treasurer's Report represents the activity occurring in all bank and investment accounts held by the Presbytery.
  
4. Review the bank statements and reconciliations.
  - a. The bank statement and reconciliation for the general checking account were reviewed and agree to the Balance Sheet at December 31, 2022.
  - b. The bank statement for the money market account was reviewed and agrees to the Balance Sheet at December 31, 2022.
  - c. Investment statements for all investment accounts detailed on the Balance Sheet were reviewed and agree to the Balance Sheet at December 31, 2022.
  - d. In addition, all interest income, capital gains and change in marked value, reflected in the individual statements was recorded in the Treasurer's Report. Total adjusted market value change for 2022 was a loss of \$53,865.

We were engaged by the Presbytery of Nevada to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, tenant file compliance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Presbytery of Nevada and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Board of Trustees and the Presbytery of Nevada and is not intended to be and should not be used by anyone other than those specified parties.

*Stute Associates, PC*



