

Documents for Townhall Meetings 1
Proposal for the creation of a merged Keystone Conference
September 2024

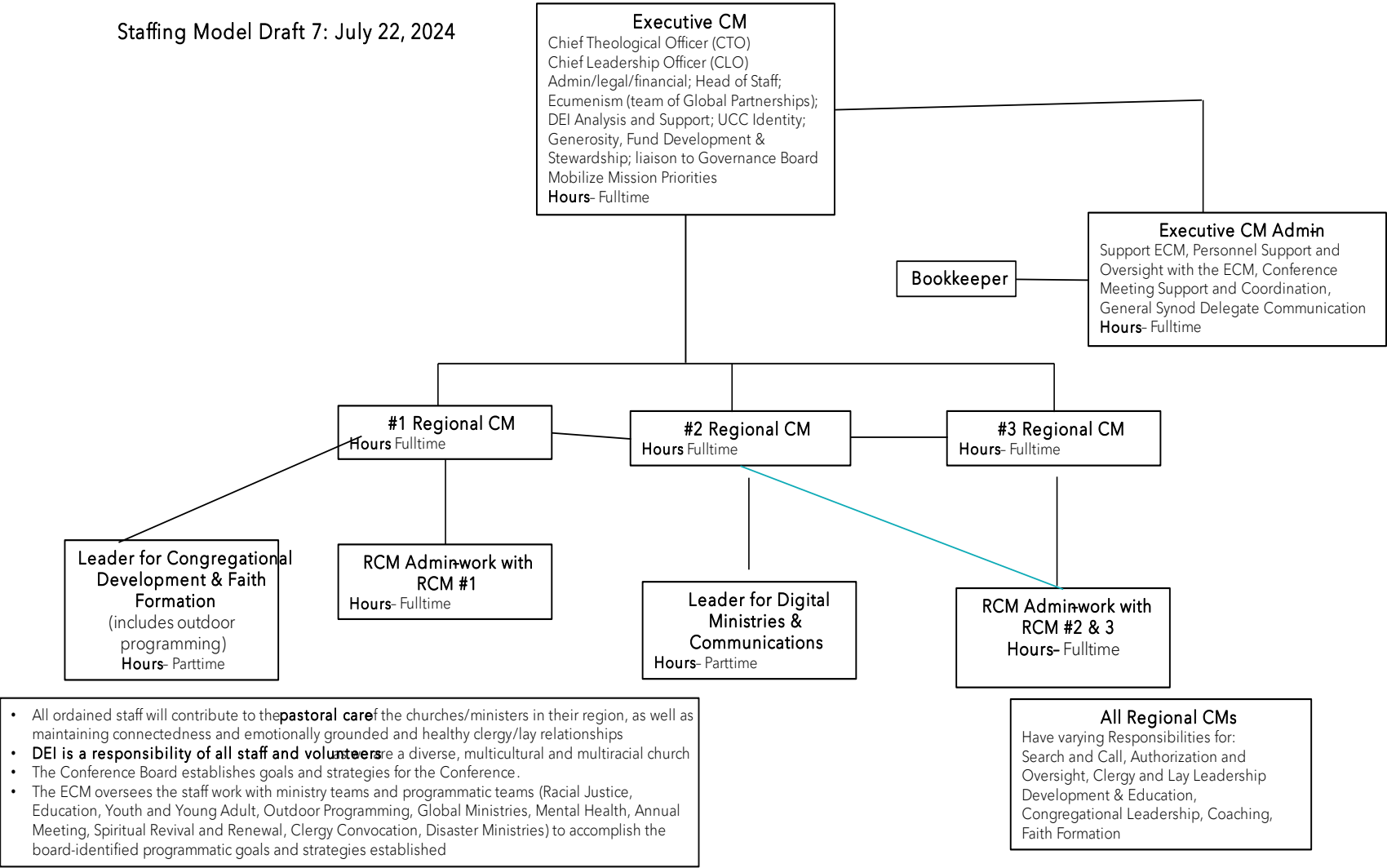
Staffing

Budget

Timeline

Schedule

Staffing Model Draft 7: July 22, 2024



Keystone Conference Exploratory Budget (this is one possible spending plan for a merged Conference. THEE final 2026 Budget will be drafted by the a Keystone Conference

	2024 PA Conference Budgets*					2025 DRAFT PA Conference Budgets*					2026 Keystone*
INCOME	PCC	PNE	PSEC	PWC	TOTAL	PCC	PNE	PSEC	PWC	TOTAL	
OCWM	\$ 763,354	\$ 325,000	\$ 734,000	189,000	\$2,011,354	\$ 701,344	\$ 234,712	\$ 711,980	168,500	\$1,816,536	1,676,769
Individual Offerings	\$ 12,000	\$ 35,000	\$ 1,000	12,000	\$60,000	\$12,000	\$30,000	\$1,000	12,000	\$55,000	50,000
Misc. Income	\$ 5,000	\$ 27,500	\$ 24,500	6,676	\$63,676	\$5,000	\$22,000	\$24,500	4,800	\$56,300	48,000
Interest	\$ 6,000	\$ 8,000	\$ 19,050	-	\$33,050	\$6,000	\$6,000	\$20,000		\$32,000	31,000
Endowment Draw	\$ 70,500	\$ 35,000	\$ 62,359	18,000	\$185,859	\$70,500	\$35,000	\$88,673	18,000	\$212,173	214,173
PNEC Building Sale Proceeds*				-	\$0					\$0	50,000
TOTAL	\$ 856,854	\$ 430,500	\$ 840,909	\$ 225,676	\$2,353,939	\$794,844	\$327,712	\$846,153	\$203,300	\$2,172,009	\$2,069,942
EXPENSES											
STAFF WITH STAFF MODEL #7											
Admin and PT (Salary + benefits)	\$91,684	165500	280192	24,960	\$562,336	\$94,250	172120	288598	25,896	\$580,864	505,163
Ordained (Salary + benefits)	\$281,120	125200	338088	135,591	\$879,999	\$289,434	133408	348231	138,221	\$909,294	586,158
Staff Development	\$3,500	2000	6900	-	\$12,400	\$3,600	2000	6900		\$12,500	12,500
Staff Professional Expenses		8000	4200	-	\$12,200		8000	4200		\$12,200	12,200
Staff Travel	\$54,000	14000	7700	14,000	\$89,700	\$54,000	14000	7700	14,820	\$90,520	100,000
					\$0					\$0	
TOTAL	\$430,304	\$314,700	\$637,080	\$174,551	\$1,556,635	\$441,284	\$329,528	\$655,629	\$178,937	\$1,605,378	\$1,216,021
OFFICE	PCC	PNE	PSEC	PWC	TOTAL	PCC	PNE	PSEC	PWC	TOTAL	
Audit/professional fees	\$40,000	9500	12000	-	\$61,500	\$41,200	12000	12500	15,000	\$80,700	40,000
Finance Services											50,000
Communication (digital/paper)	\$7,500	3000	1500	3,100	\$15,100	\$7,725	3000	2000	3,457	\$16,182	17,000
Equipment	\$11,000	2500	12250	5,850	\$31,600	\$11,330	2500	12250	5,006	\$31,086	30,000
Hospitality	\$5,000		2750	-	\$7,750	\$5,000		2750		\$7,750	7,000
IT Support/Software	\$6,000	2500	14000	2,370	\$24,870	\$6,180	2500	14400	2,917	\$25,997	27,000
Legal			5200	2,000	\$7,200			5500		\$5,500	10,000
Insurance	\$8,000	18000	7500	3,500	\$37,000	\$8,240	20000	7800	4,500	\$40,540	25,000

Miscellaneous (pens, paper, etc)	\$2,400	4600	6200	600	\$13,800	\$2,472	4600	7350	887	\$15,309	15,000
Rent (including leases)	\$24,000	0	28950	8,100	\$61,050	\$24,720	0	29300	8,100	\$62,120	30,000
Taxes		10000					12000				0
Utilities	\$5,500	19600	14656	-	\$39,756	\$5,665	19600	14800		\$40,065	17,000
Dues & Subscriptions	\$6,000	0	6000	425	\$12,425	\$6,180	0	6000	244	\$12,424	6,000
Board of Directors	\$1,000	1000				\$1,000	1000				5,000
					\$0					\$0	
TOTAL	\$116,400	\$70,700	\$111,006	\$25,945	\$324,051	\$119,712	\$77,200	\$114,650	\$40,111	\$351,673	\$279,000
PROGRAM	PCC	PNE	PSEC	PWC	TOTAL	PCC	PNE	PSEC	PWC	TOTAL	
Academy of Ministry			0	-	\$0			0		\$0	0
Annual Conference Meeting			0	-	\$0			0		\$0	0
Clergy Convocation			0	-	\$0			0		\$0	0
Conf Standing Committees/ministry teams	\$0		0	600	\$600			0	288	\$288	0
Congregational Development (coaching?)	\$6,000	22500	4300	-	\$32,800	\$6,000	22500	4300		\$32,800	40,000
Digital Ministry and Technology(mission In			10100	-	\$10,100			10150		\$10,150	10,000
Disaster Ministries	\$2,500		0	-	\$2,500	\$2,500		0		\$2,500	5,000
Ecumenical Ministries			1500	-	\$1,500			1500		\$1,500	3,000
Generosity / Stewardship			300	-	\$300			300		\$300	3,000
Justice and Witness	\$2,000		3000	-	\$5,000	\$2,000		3000		\$5,000	5,000
Leadership Development Clergy & Lay			1420	-	\$1,420			1420		\$1,420	5,000
Ministerial Care and Assistance	\$37,000		11819	-	\$48,819	\$37,000		11935		\$48,935	30,000
Ministerial Oversight/Authorization	\$12,000		1850	-	\$13,850	\$12,000		1850		\$13,850	12,000
Search and Call Resources	\$10,000		200	-	\$10,200	\$10,000		250		\$10,250	10,000
Spiritual Life and Revival Ministries			5000	-	\$5,000			2500		\$2,500	5,000
Youth and Young Adult Ministries		1200	0	-	\$1,200		1200	0		\$1,200	1,500
Outdoor Ministries	\$60,000		0	-	\$60,000	\$60,000		0		\$60,000	60,000
					\$0					\$0	

TOTAL	\$129,500	\$23,700	\$39,489	\$ 600	\$193,289	\$129,500	\$23,700	\$37,205	\$288	\$190,693	\$189,500
WIDER MINISTRY	PCC	PNE	PSEC	PWC	TOTAL	PCC	PNE	PSEC	PWC	TOTAL	
Ministry Partners											
Bethany Childrens Home			\$3,500	-	\$3,500			\$3,500		\$3,500	3,000
Evang/Ref Hist Soc	\$5,000	\$250	\$2,000	-	\$7,250	\$5,000	\$250	\$2,000		\$7,250	5,000
Hoffman Homes				-	\$0					\$0	1,000
Lancaster/Morvian Seminary	\$5,000		\$3,500	1,000	\$9,500	\$5,000	\$4,000	\$3,500	1,000	\$13,500	5,000
PA Council of Churches	\$5,000	\$3,300	\$3,000	1,000	\$12,300	\$5,000	\$3,300	\$3,000	1,000	\$12,300	5,000
Philadelphia Interfaith			\$2,000	-	\$2,000			\$2,000		\$2,000	5,000
Phoebe Ministries			\$9,000	-	\$9,000			\$9,000		\$9,000	9,000
Ursinus Campus Ministry			\$1,242		\$1,242			\$1,250		\$1,250	1,250
Christian Associates of Western PA				-	\$0				1,000	\$1,000	1,000
Living Waters Camp				1,000	\$1,000				1,000	\$1,000	1,000
Freedom School		\$2,000					\$2,000			\$2,000	1,000
Lehigh Vally Conf of Churches		\$2,000					\$2,000			\$2,000	1,000
Christian Associates of Southeast PA				1,000	\$1,000					\$0	0
Cowan's Gap Ministry	\$3,600				\$3,600	\$3,600				\$3,600	3,000
Lutheran Camping	\$5,000				\$5,000	\$5,000				\$5,000	1,000
TOTAL	\$23,600	\$7,550	\$24,242	\$4,000	\$59,392	\$23,600	\$11,550	\$24,250	\$4,000	\$63,400	\$42,250
UCC National Church						PCC	PNE	PSEC	PWC	TOTAL	
AM21 Conference			\$1,750	\$ -	\$1,750			1,750		\$1,750	10,000
CCM (Includes National Legal Counsel)	\$9,800	\$6,350	\$7,866	\$ 4,000	\$28,016	10,094	6,500	7,900	3,980	\$28,474	30,000
General Synod	\$0	\$10,000	\$23,250	\$ -	\$33,250	40,000	12,000	23,250		\$75,250	30,000
Middle Atlantc Region Conf.	\$5,000		\$2,000	\$ -	\$7,000	7,000		2,000		\$9,000	10,000
OCWM Offering	\$144,000	\$32,500	\$73,400	\$ 14,000	\$263,900	144,000	23,471	71,198	11,500	\$250,169	200,000
					\$0					\$0	
					\$0					\$0	
TOTAL	\$158,800	\$48,850	\$108,266	\$18,000	\$333,916	\$201,094	\$41,971	\$106,098	\$15,480	\$364,643	\$280,000
TOTAL EXPENSES	\$858,604	\$465,500	\$920,083	\$223,096	\$2,467,283	\$915,190	\$483,949	\$937,832	\$238,816	\$2,575,787	\$2,006,771
INCOME LESS EXPENSES	-\$1,750	-\$35,000	-\$79,174	\$2,580	-\$113,344	-\$120,346	-\$156,237	-\$91,679	-\$35,516	-\$403,778	\$63,171

** PNEC is currently in the process of listing and selling their Conference Office Building in Palmerton, PA. The estimated income of that sale is \$450,000. Of that sum, the Keystone Conference would employ \$50,000 a year for three years (2026-2028) to underwrite startup costs.

KEYSTONE PROJECT TRANSITION TIMELINE (DRAFT)

Major Tasks/Milestones/Events	Who?	Start Date	Complete Date	Done √
Joint 4 PA Conference Spring Meeting	All	6/7/24	6/9/24	√
Training – to build relationships/scaffolding for Committees on Ministry, etc.	Bonnie Bates Nora Foust	6/2024	12/2026	
*Working group of Association presidents will clarify Association roles, responsibilities & expectations	Nora Foust will staff	7/2024		
Transition info added to draft Bylaws	Carrie Call	7/8/24	8/6/24	✓
Staffing and finance drafts reworked (for Townhall Meetings)	Bill Worley Bonnie Bates Keystone Working Group	8/5/24	9/3/24	✓
Reservation of Keystone Conference name for Corporation (can only be done 120 days in advance)	Carrie Call		8/15/24 3/15/25	
Reservation of Keystone domain name for website	Steve Davis	9/15/24		
Town Halls, info meetings, and forums held in person and by Zoom - covering Transition Timeline, Staffing, Finance, PA-specific Mission Focus, and Associations	ALL Staff, Keystone Working Group	9/14/24	10/31/24	
Each Conference VOTE separately/simultaneously on Motion for Synod	ALL Conference Delegates	11/9/24	11/9/24	
IF MOTION PASSES on 11/9...				
Create Personnel Policies for new Conference	Bonnie Bates and HR sub-team	Fall 2024	Fall 2025	
Submit Formal Motion to GS 35	David Ackerman		11/30/24	
Each Conference Submit formal motion to National	ALL Conference Ministers		11/30/24	
Each Conference VOTE on New Constitution and Bylaws including Transition Plan	ALL Conference Delegates at Spring Meetings of each Conference	5/2025	06/30/25	
General Synod 35 VOTE on Keystone motion	Synod	7/2025	7/2025	
Keystone Working Group work Complete (special gathering)	KWG & 4 CMs	Fall 2025	Fall 2025	
Penn Northeast moves from Conference Status to Association status as of January 1, 2026	Bonnie Bates and Penn Northeast Board	Summer 2025	12/31/26	

Transitional Keystone Conference Board established (TKCB), choose officers	Led by selected representatives from original 4 PA Conference Boards	06/14/2025	6/30/25	
Subgroup formed of personnel chairs from original boards creates Transitional Conference Minister (TCM) job description	TKCB	July 2025	August 2025	
TCM hired/contracted by TKCB **	TKCB		By 11/01/25	
Begin Transitional Board & Officers plan (in new Bylaws)	ALL	08/01/25	08/01/29	
4 PA Conferences become the “Historic Conferences” and retain skeletal boards	ALL Conferences	12/31/25	12/31/29	
Four current Conference Ministers resign their positions	4 CMs		By 12/31/2025	
Keystone Conference Begins		01/01/26		
Three Transitional Regional Conference Ministers (TRCM) hired/contracted	TKCB	01/01/26	03/01/26**	
Transitional Admins Contracted	TCM	01/01/26	03/01/26	
Transitional Staffing Plan in place	ALL	11/01/25	By end of 2026	
Subgroup of TKCB creates Job Description for Settled Executive Conference Minister	TKCB	03/01/2026	05/01/2026	
First Keystone Conference Annual Meeting	All	Spring 2026		
Committee Appointed from TKCB for Settled Executive Conference Minister search	TKCB	By 06/01/2026		
Search for Settled Executive Conference Minister (open search, national)	Search Committee	06/01/2026	01/01/2027	
Subgroup of TKCB creates Job Descriptions for three Settled Regional Conference Ministers	Subcommittee of TKCB	07/01/2026		
Committee Appointed from TKCB for running three Settled Regional Conference Ministers searches	TKCB	By 09/01/2026		
Searches for 3 Settled RCMs	Search committee(s)	01/01/2027	05/01/2028	
Hiring/establishment of permanent admins runs in parallel with calling of settled ECM and RCMs (some transitional admins may move into permanent positions)	ECM, RCMs, and Personnel from Board	By 01/01/2027	By 05/01/2028	

Town Hall Schedule for Keystone Study Group

Town Hall Schedule	Topics I: Timeline, Staffing, Finance	Topics II: Timeline, PA UCC Mission Focus	Topics III: Timeline, Associations
Conference Hosts			
PSEC	Saturday Sept 14, 10:00 am	Tuesday Sept 24, 2:00 pm	Tuesday Oct 15, 6:30 pm
Registration links	https://townhallkeystone914.eventbrite.com	https://townhallkeystone924.eventbrite.com	https://townhallkeystone1015.eventbrite.com
PCC	Monday Sept 23, 6:30 pm	Tuesday Oct 1, 6:30 pm	Wednesday Oct 23, 3:00 pm
Registration links	https://lp.constantcontactpages.com/ev/reg/bsc9gak/lp/eaaf262-c356-4f42-8ccc-52bcc72b25f8	https://lp.constantcontactpages.com/ev/reg/aqppyh/lp/afa995e9-dc00-4d7e-b962-f87031b585a7	https://lp.constantcontactpages.com/ev/reg/9b2asvr/lp/04f46276-f068-4659-be53-806f68a05552
PNEC	Tuesday Sept 17, 10:30 am	Thursday Sept 19, 10:30 am	Thursday Oct 10, 6:30 pm
Registration links	https://townhallkeystone917.eventbrite.com	https://townhallkeystone919.eventbrite.com	https://townhallkeystone1010.eventbrite.com
PWC	Monday Sept 16, 10:00 am	Tuesday Oct 22, 1:00 pm	Thursday Oct 24, 6:30 pm
Registration links	https://townhallkeystone916.eventbrite.com	https://townhallkeystone1022.eventbrite.com	https://townhallkeystone1024.eventbrite.com

To register for Townhalls: Go to <https://psec.org/keystone/> and click on Town Hall Schedule

To ask questions or leave feedback, email us: Keystone.Conference.project@gmail.com

