

Coordinating Council Minutes
Approved Minutes
May – August 2018

May 17, 2018 – Stated

May 29, 2018 – Called

June 28, 2018 – Stated

July 26, 2018 – Stated

August 9, 2018 - Stated

MINUTES
Presbytery Coordinating Council
Stated Meeting
May 17, 2018 at 9:00 a.m.
(Jeff Welch, Chair)

The Coordinating Council of the Presbytery of St. Augustine met on May 17, 2018, in the Fireplace Conference Room at Montgomery Presbyterian Conference Center. A quorum was present. The meeting was called to order at 9:00 a.m. with a sharing of joys and concerns and prayer by Jeff Welch.

Present: Moderator Jeff Welch and Presbytery Moderator Mary Mickel. Class of 2018: Patti Phillips, Joe Rigsby, and Diane Wilson. Class of 2019: Larry Green, Bill Hoff, and Suzi Lemen. Class of 2020: Kristie Hall and Edd Norris.

Absent/Excused: Class of 2019: Vickie Bossuot. Class of 2020: Kristie Hall, Yvan Kelly, and David Lee.

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk)

The Coordinating Council took the following actions:

- Welcomed new member Suzi Lemen (ruling elder at St. Giles) and appointed her as the chair of the Administration Committee.
- Approved the minutes of the meetings held on April 5 and April 30, 2018.
- Received reports from Committees, Teams and the Stated Clerk. Confirmed that limited moving expenses could be provided to the candidate for the Relationship Coordination Director if they were requested.
- Received a report from Jeff Welch on the status of appointment of the Administrative Commission for the St. Johns Presbyterian Church.
- Approved a \$1,453 grant request from Grace Presbyterian Church. The purpose of the grant is to provide support to the Alachua County Organization for Rural Needs. This request will be submitted to the synod which will take action on whether it is submitted to the denomination so that it can be funded by a restricted fund.
- Decided that preparation for 2019 Triennium will be overseen by our new Relationship Coordination Director.

- Received a report from the Trustees (by member Cynthia Montgomery) regarding a reconciliation process involving the Trustees, the MPCC Executive Operating Board, the Coordinating Council, and others.
- Discussed planning for the special presbytery meeting on August 25 and designated the Administration Committee to make sure that information (facts, financial information, trends, etc.) is gathered, reviewed, and agreed to so that it can be provided to the presbytery before the special meeting takes place. Jeff Welch is working on process and procedures, including a procedure for making and circulating proposals prior to the meeting.
- Discussed status of activation of all presbytery committees and continuing the work of transition.

Upcoming Coordinating Council meetings:

Thursday, June 28 at 9 a.m. at First Starke
Thursday, July 26 at 9 a.m. at First Starke
Thursday, August 9 at 9 a.m. at First Starke
Thursday, September 6 at 9 a.m. at Montgomer

The meeting was closed with prayer.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Called Meeting
May 29, 2018 at 3:00 p.m.
(Jeff Welch, Chair)

The Coordinating Council of the Presbytery of St. Augustine met for a special called meeting on May 29, 2018, by telephone conference call. The purpose of the meeting was to receive a report of the Personnel Team concerning the search for the Relationship Coordination Director.

A quorum was present. The meeting was called to order with prayer by Jeff Welch.

Present: Moderator Jeff Welch and Presbytery Moderator Mary Mickel. Class of 2018: Patti Phillips, Joe Rigsby, and Diane Wilson. Class of 2019: Vickie Bossuot, Larry Green, Bill Hoff, and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, David Lee, and Edd Norris (Edd was excused before the vote was taken).

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk) and Jon Lovelady (Personnel Team Member).

The Personnel Team served as the search committee. Jon Lovelady presented its report and recommendation that the Coordinating Council call Chris Lieberman to serve as the presbytery's new Relationship Coordination Director beginning August 1, 2018. This is a full time position with annual compensation of \$55,000 and Board of Pensions benefits. There is a continuing education allowance of \$1,000, and the travel and automobile expenses are as contained in the current year's budget.

The Coordinating Council approved the recommendation of the Personnel Team. It also expressed its gratitude for the Personnel Team's hard work.

Suzi Lemen will work with Jeff Welch to prepare the offer letter.

The meeting was closed with prayer by Jon Lovelady.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
June 28, 2018 at 9:00 a.m.
(Jeff Welch, Chair)

The Coordinating Council of the Presbytery of St. Augustine met on June 28, 2018, at the First Presbyterian Church of Starke, Florida. A quorum was present. The meeting was called to order at 10:00 a.m. with a sharing of joys and concerns and prayer by Jeff Welch.

Present: Moderator Jeff Welch. Class of 2018: Patti Phillips, Joe Rigsby, and Diane Wilson. Class of 2019: Larry Green, Bill Hoff, and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, and Edd Norris.

Absent/Excused: Mary Mickel and David Lee.

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk) and Chris Lieberman (Relationship Coordination Director beginning August 1, 2018).

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on May 17 and 29, 2018.
- Received reports from Committees, Teams and the Stated Clerk and discussed financial statements for the presbytery and Montgomery Presbyterian Conference Center. The potential need for \$800 more in committee/commission meals raised by the stated clerk based on year-to-date expenditures was referred to the Finance Team via the Administration Committee. Administration Committee Chair Suzi Lemen suggested that the Coordinating Council and the presbytery need better definition of responsibilities and roles of officers, staff, committees, commissions and teams. We need policies and a flow chart for all key processes. She will prepare a form to be filled out no later than two weeks from now so that the dialogue and work can begin.
- Discussed the resignations of two staff members. Sheryl Sumlin-Walker (an area relationship coordinator) has taken an installed church call in the Presbytery of Central Florida. Kristen Magda (communications coordinator) has taken a full-time position with benefits with a private employer. These resignations and positions going forward are being evaluated with the input of Chris Lieberman and exit interviews. This evaluative work is referred to the Personnel Team (under the Administration Committee) that will share its findings with the Strategic Issues Committee for its input and then report back to the Coordinating Council.
- Received the update that the Administrative Commission for the St. Johns Presbyterian Church will have an orientation meeting in the near future.

- On the recommendation of the Relationship Coordination Committee to recommend to the presbytery to go forward with the proposal for the use of the Highlands church property as a non-profit counseling center and other non-profit uses that may be developed and approved, it was moved, seconded and approved to refer the matter to the Strategic Issues Committee and the Administration Committee for recommendation to the Coordinating Council no later than September 6, 2018.
- On the recommendation of the Relationship Coordination Committee to engage the services of a property manager to manage the Highlands property and collect lease payments, it was moved, seconded and approved to postpone (indefinitely) action on that decision. Larry Green assured the Coordinating Council that the Administrative Commission is caring for the property, and the church tenant is cutting the grass.
- On minister member Jim Black's request that the Coordinating Council review the "Reclaiming Jesus Statement" (reclaimingjesus.org) and make it available to sessions for review and use, it was moved, seconded and approved to refer the matter to the Strategic Issues Committee for recommendation to the Coordinating Council.
- Discussed planning for the special presbytery meeting on August 25. This included discussing and making minor changes to a proposal from the Coordinating Council Moderator containing an invitation for overtures, agreed data, and a timeline for review and dissemination. The stated clerk was instructed to disseminate the correspondence and materials to presbytery members, session clerks, trustees, the Executive Operating Board of Montgomery Presbyterian Conference Center, and the Montgomery Task Force.
- Discussed the status of activation of all presbytery committees and continuing the work of transition.

Upcoming Coordinating Council meetings:

Thursday, July 26 at 9 a.m. at First Starke

Thursday, August 9 at 9 a.m. at First Starke

Thursday, September 6 at 9 a.m. at Montgomer

The meeting was closed with prayer.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
July 26, 2018 at 9:00 a.m.
(Jeff Welch, Chair)

The Coordinating Council of the Presbytery of St. Augustine met on July 26, 2018, at the First Presbyterian Church of Starke, Florida. A quorum was present. The meeting was called to order at 9:10 a.m. by Mary Mickel, who led the Coordinating Council in a reading from scripture and a prayer. Jeff Welch then began moderating, and the meeting continued with a sharing of joys and concerns.

Present: Council Moderator Jeff Welch and Presbytery Moderator Mary Mickel. Class of 2018: Patti Phillips, Joe Rigsby, and Diane Wilson. Class of 2019: Larry Green, and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, David Lee, and Edd Norris.

Absent/Excused: Bill Hoff.

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk) and Chris Lieberman (Relationship Coordination Director beginning August 1, 2018).

The Coordinating Council took the following actions:

- Approved the minutes of the June 28, 2018 meeting.
- Received reports from committees, Joe Rigsby (as an area relationship coordinator), and the stated clerk.
- Ratified an email vote that allowed a continuation of pay to our part-time area relationship coordinators beyond the expiration of their contracts; approved changing their employment relationship to “at will” rather than annual contracts (offer letter will include housing allowance designation refer to the attached job description); and approved increasing the compensation for this position from \$100 per week to \$120 per week. Sandra Hedrick will get a template from Suzi Lemen.
- Approved a motion to post and fill the communications coordinator position with the current job description; approved adding “other duties as assigned”; and approved adding language that would say that the individual may need to work with the office team on clerical duties from time to time.
- Approved a motion to thank the personnel team for its work on a proposed job description (communications ministry assistant) that contains more extensive changes to the communications coordinator position. The suggested changes will be revisited in about six

months after the presbytery has more experience with the new structure as originally envisioned and fully staffed.

- With regard to the budgeting process, Coordinating Council members were reminded that all budget requests are due by July 31. Suzi Lemen will convey to the Finance Team a request to highlight all “over budget” items when the team provides presbytery and Montgomery Conference Center financial statements.
- Received completed questionnaires about the roles and responsibilities of staff positions, volunteer leaders, and committees, commissions and teams and referred them to the Strategic Issues Committee to assimilate, evaluate, and report back. Diane Wilson and others will come alongside them to assist as they request. It was clarified that the Reconciliation Team is to address matters involving the presbytery/General Assembly and congregations; the Dispute Resolution Team is to focus on conflict within congregations.
- With regard to the recommendation of the Relationship Coordination Committee that the Coordinating Council recommend to the presbytery the annual approval of the Gainesville Campus Ministry, the Coordinating Council referred a portion of the recommendation to a four-person task force: Kristie Hall, Joe Rigsby, Patti Phillips, and Paige Porter-Buhl. This group will explore with the First Presbyterian Church of Gainesville and explicate the intent of the language from the committee recommendation that says: “that the presbytery and the First Gainesville church will explore ways that there may be more active collaboration with other Presbyterian churches in the area in terms of volunteers, holding events, etc., and that this be a part of the ministry plan for the upcoming school year.” At a later meeting, the Coordinating Council will act on the recommendation that the reference to “Committee on Ministry” in the approval process be changed and approved by the presbytery at the Fall Stated Meeting.
- With regard to the recommendation of the Strategic Issues Committee to pay off the Montgomery Conference Center’s debt and structure the programming to further meet the key strategic issues presented by the Discernment and Design Team and adopted by the presbytery, the Coordinating Council advised the committee that any proposals should be in overture form.
- Postponed until its September 6 meeting consideration of the recommendation of the Strategic Issues Committee to consider a start-up grant for the proposed Gainesville counseling center.
- Postponed until its September 6 meeting consideration of the recommendation of the Strategic Issues Committee to pursue the sale of the Highlands church property with the proceeds to be used to pursue the four strategic issues.
- Approved the recommendation of the Strategic Issues Committee that the Rev. Jim Black be asked to personally contact pastors and sessions about the “Reclaiming Jesus”

statement rather than the Coordinating Council adopting/sharing the statement throughout the presbytery.

- Discussed information to be gathered before the August 25 special called presbytery meeting; approved the expense of ordering a title search (stated clerk will follow up); asked the Administration Committee to be sure that the “agreed data” is updated through June 2018.
- Approved sending to outside counsel a request to look into the special use permit at the Highlands church property to determine how it affects ownership or sale of the property.

Mary Mickel will moderate the stated meeting of the Coordinating Council on August 9. A main focus of the meeting will be to review the overtures and whether they are in compliance with requested information before they are circulated to the presbytery.

Upcoming Coordinating Council meetings:

Thursday, August 9 at 9 a.m. at First Starke

Thursday, September 6 at 9 a.m. at Montgomery Presbyterian Conference Center

The meeting was closed with prayer.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
August 9, 2018 at 9:00 a.m.
(Mary Mickel, Acting Chair)

The Coordinating Council of the Presbytery of St. Augustine met on August 9, 2018, at the First Presbyterian Church of Starke, Florida. A quorum was present. The meeting was called to order by Mary Mickel, who served as Acting Chair. After a time of sharing joys and concerns, Joe Rigsby led us in prayer.

Present: Presbytery Moderator Mary Mickel. Class of 2018: Patti Phillips, Joe Rigsby, and Diane Wilson. Class of 2019: Larry Green, and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, David Lee, and Edd Norris.

Absent/Excused: Jeff Welch.

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk) and Chris Lieberman (Relationship Coordination Director).

The Coordinating Council took the following actions:

- Approved the minutes of the July 26, 2018 meeting.
- Received reports from committees and the stated clerk.
- Postponed to September 6 a motion to study whether we need any trustees or whether the Coordinating Council could be the trustees.
- Agreed to send a response to the First Alachua session as to why the called meeting on August 25 is being held at St. Giles rather than Montgomery Presbyterian Conference Center.
- Made detailed plans for the called meeting on August 25 and directed the Stated Clerk to communicate with the sponsors of each of the three overtures regarding information to be added to the overtures before they are distributed to the presbytery. It was moved, seconded and approved (a) to send out the overtures as received by Tuesday, August 14 at 11:59 p.m. and (b) to send an email from the Coordinating Council advising that the overtures will be distributed on August 15. The agenda at the meeting will provide for paper ballots.
- Approved the celebration of the Lord's Supper at the Women Pastor Retreat to be held on September 10 and 11, 2018.

- Designated to Presbyterian Disaster Assistance the offering that will be collected at our 2018 Fall Stated Meeting.
- Began a conversation on the possible addition of a team or committee focusing on youth and church growth. This conversation will be continued at the next Coordinating Council meeting.

Mary Mickel closed the meeting in prayer at approximately 11:30 a.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council