

Appendix C – Coordinating Council Minutes

Approved Coordinating Council Minutes

April 9, 2019 – Stated Meeting

April 25, 2019 – Special Called Meeting

May 15, 2019 – Stated Meeting

June 20, 2019 – Stated Meeting

July 18, 2019 – Stated Meeting

August 15, 2019 – Stated Meeting

MINUTES
Presbytery Coordinating Council
Stated Meeting
April 9, 2019 at 9:00 am.
Mary Mickel, Chair

The Coordinating Council of the Presbytery of St. Augustine met on April 9, 2019, at the Montgomery Presbyterian Conference Center (MPCC). A quorum was present.

Present: Presbytery Moderator Diane Wilson and Council Moderator Mary Mickel. Class of 2019: Vickie Bossuot, Larry Green and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, and Edd Norris. Class of 2021: Joe Rigsby.

Absent/Excused: Kristie Hall, Bill Hoff, Yvan Kelly, David Lee, Patti Phillips, and Madeline Scales-Taylor.

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

The meeting was opened following the sharing of joys and concerns. Vickie Bossuot led the morning devotional and opened the meeting with prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the March 2019 Stated Meeting of the Coordinating Council.
- Received reports from the Stated Clerk, Relationship Coordination Director, committees, and commissions. Edd Norris also provided a report as the liaison to the Montgomery Presbyterian Conference Center Board.
- Approved that the Chair of the Administration Committee would send out a second letter to all sessions regarding unified giving.
- Approved setting up a short-term task force of Edd Norris, Suzi Lemen, Cynthia Montgomery, and Chuck Atkins and representatives from the Board of Trustees of the Montgomery Presbyterian Conference Center, Inc., to meet in the next few days, look into the details of the proposed loan from the Presbyterian Investment and Loan Corporation (PILP) and have a recommendation by April 22 to provide to the Finance Team, Coordinating Council, and Presbytery Trustees.
- Set a special called meeting on April 25 to consider further the loan proposal from PILP as well as revised personnel policies if they are ready for review.

- Approved paying for liability and casualty insurance and health benefits for MPCC as a loan if absolutely necessary.
- Approved a communication to the Member Preparation and Call Commission asking the commission to report back to the Coordinating Council with documentation of the process that is in place for our presbytery with regard to calling interims and candidate for pastor, including what exceptions and waivers may be requested.
- Approved recommending to the presbytery the following changes to the Manual of Operations:

Youth Ministry Team

(1) The words *Youth Ministry Team (eleven members)* would be added in Section 4.12 to the list of groups and teams that make up the Relationship Coordination Committee (which would then be ten instead of nine).

(2) This language would be added to Section 4.12:

St. Augustine Youth Ministry Team. This Team's purpose is to seek out and connect with young people in all aspects of our ministries by:

- Exploring the question, "How do we invite and affirm young people in our faith community?";*
- Developing a comprehensive plan to engage and integrate young people in the life and mission of the presbytery;*
- Supporting and cultivating youth ministry leaders, providing opportunities for collaboration, fun, support, and dreaming;*
- Facilitating connections between youth of different churches;*
- Planning and organizing youth retreats, events and presbytery-wide opportunities for mission trips;*
- Working through the Relationship Coordination Committee to involve youth in leadership positions. And, helping the presbytery engage young people with energy, intelligence, imagination and love.*

The Youth Ministry Team shall consist of three youth ministry leaders (teaching elders, ruling elders, or Presbyterian church members) and eight youth Presbyterian church members (preferably two from each area of our presbytery). The Team will appoint a chairperson. Through the presbytery process a budget will be established for this committee, which has authority to plan events

and implement ministries using the budgeted funds. The Relationship Coordination Director shall serve ex-officio but without vote.

If this change is approved, nominations for team members will be made at the Fall Stated Meeting, with the nominating process following our commitment to diversity and inclusion. Between this meeting and the Fall Stated Meeting, a working team of the Coordinating Council will continue to prepare for the full functioning and funding of the team. This may include Coordinating Council-sponsored events prior to the Fall Stated Meeting.

Member Preparation and Call Commission

4.06 Member Preparation and Call Commission. The Member Preparation and Call Commission is empowered to:

[added provision] *Take all actions contemplated in G-3.0306 of the Book of Order, including granting a minister member permission to engage in ministry that is outside of our geographic bounds or which is not under our jurisdiction, requesting the consent of the other presbytery, and considering and acting on requests for members of other presbyteries to engage in work within our bounds.*

- The next stated meeting dates for the Coordinating Council will be May 16, June 20, and July 18, all at the Montgomery Presbyterian Conference Center. Additional dates for the remainder of the year are: August 15, September 12, October 17, November 21, and December 12 (by video conference)

The meeting was closed in prayer by Mary Mickel at approximately 12:10 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Special Called Meeting
April 25, 2019 at 9:00 a.m.
Mary Mickel, Chair

The Coordinating Council of the Presbytery of St. Augustine met on April 25, 2019, by phone and video conferencing through Zoom. The purpose of the meeting was to review and consider the loan proposal made by the Presbyterian Investment and Loan Corporation (PILP) and related matters. A quorum was present.

Present: Presbytery Moderator Diane Wilson and Council Moderator Mary Mickel. Class of 2019: Vickie Bossuot, Larry Green, Bill Hoff, and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, David Lee, and Edd Norris. Class of 2021: Patti Phillips and Joe Rigsby.

Absent/Excused: Madeline Scales-Taylor.

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

The meeting was opened with prayer by Mary Mickel.

Following a report from Suzi Lemen on behalf of the appointed task force and from Chuck Atkins as Treasurer of of the presbytery and Montgomery Presbyterian Conference Center (MPCC), the Coordinating Council took the following actions:

- Recommends that the presbytery receive and record the report that at its called meeting on April 25, 2019, it reviewed a loan commitment letter from the Presbyterian Investment and Loan Program (PILP) for a \$700,000 loan to the Montgomery Presbyterian Conference Center (MPCC) that includes the presbytery as a co-borrower on the loan. It also reviewed information provided by MPCC.
- Requests the MPCC Board of Directors/Trustees make the motion for the proposed action on the loan commitment without a recommendation for or against from the Coordinating Council.

The motion should include at least the four items listed below and all other details that would be needed to make an informed decision:

(1) details of change in repayment of the bridge loan (and whether additional funding is needed before the loan would close and the requested terms of funding and repayment);

- (2) request that presbytery approve signing the loan documents as co-borrower;
- (3) details and commitments on who will provide the reserve and investments required in the commitment other than the presbytery; and
- (4) a showing of MPCC's ability to repay the loan.

The Coordinating Council also requested that the Board contact Chuck Atkins (Treasurer) to work with him on financial data and projections.

The attached dissent was filed by Edd Norris.

The meeting was closed in prayer by Chris Lieberman at approximately 10:12 a.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

Written Dissent

Edwin J. Norris
611 Bahia Circle
Ocala FL 34472

Dear Stated Clerk of St. Augustine Presbytery:

I wish to have my dissenting vote on the MPCC loan to be filed with the council minutes of the April 25, 2019 meeting.

My dissention is because the data provided to date is not sufficient for us to enter into this loan as a co-borrower on a \$700,000. It is putting us right back into the same situation we just paid off.

We need clear data on projections for camp usage by whom, construction costs, where the bids come from, donations and from whom, and how the payoffs of the loan and debts to Presbytery will be accomplished.

Oversight of the loan and use of the monies from the loan is paramount.

I don't mean we need to be running the business at Montgomery, but we need to be prudent with Presbytery's money.

Again, entering into this loan without the data and where the information is coming from is not a prudent action by this Presbytery.

Edwin J. Norris

Ruling Elder Silver Springs Shores Presbyterian Church.

MINUTES
Presbytery Coordinating Council
Stated Meeting
May 15, 2019 at 9:00 am.
Diane Wilson, Acting Chair

The Coordinating Council of the Presbytery of St. Augustine met on May 15, 2019, via video/phone conference call. A quorum was present.

Present: Presbytery Moderator Diane Wilson.

Class of 2019: Vickie Bossuot, Larry Green, Bill Hoff and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, and Edd Norris. Class of 2021: Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Madeline Scales-Taylor.

Absent/Excused: David Lee and Mary Mickel.

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

The meeting was opened following the sharing of joys and concerns. Joe Rigsby led the morning devotional and opened the meeting with prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the April 2019 Stated Meeting of the Coordinating Council.
- Received reports from the Stated Clerk, Relationship Coordination Director, committees, and commissions. Edd Norris also provided a report as the liaison to the Montgomery Presbyterian Conference Center Board.
- Approved moving our insurance coverage to The Insurance Board effective June 1, 2019.
- Approved paying the deductible for repairing the roof at the presbytery office plus an upgrade to architectural shingles. This is contingent on approval of the insurance claim and will come from the maintenance reserve.
- Approved permitting Chris Lieberman to take one week of his two weeks of study leave as vacation time.
- With regard to a possible letter to young people in our churches regarding campus ministries where they attend college, the Coordinating Council referred the idea to

Chris Lieberman, Marigrace Doran, Kristie Hall, Bill Hoff, and Scott Stuart. The Coordinating Council asked the team to collaborate on the letter and to have it sent out from the presbytery to churches in our presbytery.

- Referred the overage between the Triennium cost and budget to the Finance Team for a suggestion as to how to handle the overage. In the meantime, the Coordinating Council gave permission to ask for donations to help cover the overage.
- Requested Sandra Hedrick and Chris Lieberman to create some decision trees as to how different types of issues that come to the attention of presbytery leaders are directed on and to report back concerning these decision trees at the next meeting of the Coordinating Council.
- The next stated meeting dates for the Coordinating Council will be June 20, and July 18, all at the Montgomery Presbyterian Conference Center. Additional dates for the remainder of the year are: August 15, September 12, October 17, November 21, and December 12 (by video conference)

The meeting was closed in prayer by Diane Wilson at 11:40 a.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
June 20, 2019 at 9:00 am.
Mary Mickel, Chair

The Coordinating Council of the Presbytery of St. Augustine met on June 20, 2019, at Montgomery Presbyterian Conference Center. A quorum was present.

Present: Council Chair Mary Mickel.

Class of 2019: Suzi Lemen. Class of 2020: Kristie Hall and Edd Norris. Class of 2021: Patti Phillips, Page Porter-Buhl, and Joe Rigsby.

Absent/Excused: Vickie Bossuot, Bill Hoff, Yvan Kelly, David Lee, Larry Green, Madeline Scales-Taylor, and Diane Wilson.

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

The meeting was opened following the sharing of joys and concerns. Mary Mickel led the morning devotional and opened the meeting with prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the May 2019 Stated Meeting of the Coordinating Council.
- Received reports from the Stated Clerk, Relationship Coordination Director, committees, and commissions. Edd Norris also provided a report as the Coordinating Council liaison to the Montgomery Presbyterian Conference Center Board.
- Approved binding insurance coverage on the former Highlands church property (Gainesville Ministry Center) with the Insurance Board in an amount of up to \$11,000 (effective on the date of the transfer of title to the presbytery).
- Referred to the Communications Team the assignment of preparing a survey instrument to gather wisdom on how the presbytery leader and committee/commission/team roles match with people's work (how they align) and how things are going. The Communications Team will email its instrument to the Coordinating Council before launching it.

- Referred to the Coordinating Council Chair the assignment of finding a date for all the stakeholders to listen to one other and work together regarding defining and clarifying roles. The workshop will likely take approximately four hours.
- Approved the request of the Mutual Mission Team to provide a pastor's retreat in Cuba. The presbytery will not need to provide funds for this retreat.
- Approved a motion to form a Stewardship Group of the Coordinating Council. The Chair will work on identifying members of the group (including persons outside of the Coordinating Council) and will provided the suggested names at the July meeting.
- Approved the formulation of an amendment to the Manual of Operations that will provide for appointment of individuals to vacancies on our commissions and teams in between presbytery meetings. Mary Mickel, Patti Phillips, and Sandra Hedrick were appointed as a small working group to prepare a suggested amendment for review at the July meeting.
- The next stated meeting date for the Coordinating Council will be July 18 at the Montgomery Presbyterian Conference Center. Additional dates for the remainder of the year are: August 15, September 12, October 17, November 21, and December 12 (by video conference).

The meeting was closed in prayer by Suzi Lemen at approximately 12:15 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
July 18, 2019 at 9:00 am.
Mary Mickel, Chair

The Coordinating Council of the Presbytery of St. Augustine met on July 18, 2019, at Montgomery Presbyterian Conference Center. A quorum was present.

Present: Council Chair Mary Mickel and Presbytery Moderator Diane Wilson.
Class of 2019: Larry Green, Yvan Kelly, and Suzi Lemen. Class of 2020: Kristie Hall, David Lee, and Edd Norris. Class of 2021: Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Madeline Scales-Taylor.

Absent/Excused: Vickie Bossuot, Bill Hoff, Chris Lieberman (Relationship Coordination Director), and Diane Wilson.

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

The meeting was opened following the sharing of joys and concerns. Diane Wilson led the morning devotional and opened the meeting with prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the June 2019 meeting.
- Received reports from the Stated Clerk, committees, and commissions. The date for the education event at Montgomery Presbyterian Conference Center (MPCC) will be Saturday, November 2.
- Approved a motion to ask the Member Preparation and Call Commission to include the issue of inclusiveness of all kinds in the process document that it is preparing.
- Designated the year 2020 as "The Year of Unity and Diversity"; referred to a small group the work of articulating a theme, tagline and more detailed description; and requested that the small group report back at the next Coordinating Council meeting. The members of the small group are: Madeline Scales-Taylor, Larry Green, David Lee, Diane Wilson, and Kristie Hall.
- Appointed Patti Phillips as the Coordinating Council representative who will attend the August meeting of the MPCC Board of Trustees.

- Directed the Stated Clerk to include in the Coordinating Council minutes of July 26, 2018 the agreed effective salary of \$55,000 (divided into cash salary of \$23,000 and housing allowance of \$24,000) for Chris Lieberman that was contemporaneously reflected in the filing with the Board of Pensions, which shall also be included in the minutes. This form, which also reflects deferred compensation to a 403b account in the amount of \$7,200. was filed pursuant to the May 29, 2018 direction to Council Chair Jeff Welch and the Personnel Team to finalize and document the Council-approved cash salary and housing allowance prior to Chris Lieberman's first day of employment.
- Reviewed a request for grant funds from Kitty Miller with the South Putnam Christian Service Center located in Crescent City. The Coordinating Council asked the Stated Clerk to respond to Ms. Miller by stating that we received her request for the worthy cause of the South Putnam Christian Service Center, but we regret that the presbytery has no way of funding it, even though the ministry is very valuable.
- Approved designating the offering for our Fall Stated Meeting to go half to Presbyterian Disaster Assistance and half to Florida Presbyterian Disaster Assistance Network (FLAPDAN). In addition, the Coordinating Council approved forwarding to our congregations the substance of the FLAPDAN request for more funding.
- Approved the following change to our presbytery's Manual of Operations to be proposed to the presbytery at our Fall Stated Meeting: "Should a vacancy in any elected position other than stated clerk or treasurer need to be filled between meetings of Presbytery, the Coordinating Council, in consultation with the Nominating Team, shall make a temporary appointment which shall stand until confirmed at the next meeting of Presbytery. The stated clerk shall report the appointment to the presbytery. If the position of stated clerk or treasurer becomes vacant and needs to be filled, the Moderator of the Presbytery shall call a special meeting so that the election may take place. The Coordinating Council may appoint an acting clerk or treasurer for the time period until that special meeting takes place." The Coordinating Council would like a proposal at the next meeting for the location in our Manual of Operations where this new provision would best fit.
- Approved sending Vilmarie Cintrón-Olivieri an invitation to visit and preach at our 2020 Winter Stated Meeting. Ms. Cintrón-Olivieri is a Co-Moderator of the Presbyterian Church (U.S.A.).
- Gave additional direction to Paige Porter-Buhl regarding the contents of an inquiry to be sent to chairs of commissions, committees and teams regarding their perspective in understanding and carrying out their roles.

- The next stated meeting date for the Coordinating Council will be August 15 at the Montgomery Presbyterian Conference Center. Additional dates for the remainder of the year are: August 15, September 12, October 17, November 21, and December 12 (by video conference). ***The meetings will begin at 9:30 a.m. rather than 9:00 a.m.***

The meeting was closed in prayer by Mary Mickel at 12:00 p.m.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
August 15, 2019 at 9:00 am.
Mary Mickel, Chair

The Coordinating Council of the Presbytery of St. Augustine met on August 15, 2019, at Montgomery Presbyterian Conference Center. A quorum was present.

Present: Council Chair Mary Mickel and Presbytery Moderator Diane Wilson.
Class of 2019: Vickie Bossuot, Larry Green, Bill Hoff, and Suzi Lemen. Class of 2020: Kristie Hall, Yvan Kelly, and Edd Norris. Class of 2021: Page Porter-Buhl, Joe Rigsby, and Madeline Scales-Taylor.

Absent/Excused: David Lee and Patti Phillips.

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

The meeting was opened following the sharing of joys and concerns. Larry Green led the morning devotional and opened the meeting with prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the July 2019 meeting.
- Received reports from the Stated Clerk, committees, and commissions. The November 2, 2019 date for the presbytery-wide education event will remain the same.
- Upon the recommendation of the Relationship Coordination Committee and review of the documents submitted by the First Gainesville church, approved the Gainesville campus ministry. The Stated Clerk will inform the Synod of South Atlantic of this decision, and it will be reported to the Fall Stated Presbytery Meeting.
- Approved paying \$2,372 in "SECA" reimbursement to Chris Lieberman as a part of his terms of call for the year 2019. This is the amount that is designated as "FICA" in the 2019 Operating Budget.
- Appointed Suzi Lemen to communicate with the Presbytery Trustees concerning the insurance claim on the roof of the Gainesville Ministry Center building (location of the former Highlands church), including options for covering a large deductible (possibly \$50,000).

- Approved the nomination of the following individuals to the offices noted: Nominating Team - Class of 2022: Yvan Kelly and Andrea Mogg-Jacque; Class of 2021: Steve Crowley. Representation Team: Class of 2022: Do In Kim.
- Approved a recommendation that the presbytery endorse Sandra Hedrick to stand for the office of moderator, co-moderator, or vice-moderator of the General Assembly of the Presbyterian Church (U.S.A.).
- Approved receiving a financial gift from Edd Norris sufficient to cover the expense of maintaining the electronic giving option on our website. Chris Lieberman and Marigrace Doran are tasked with (1) setting up the option to include categories of giving including (but not limited to) Montgomery Presbyterian Conference Center and the Gainesville Ministry Center, and (2) ensuring that the giving option is communicated to all of our congregations.
- Approved a motion that the Coordinating Council will read and discuss the book *Waking Up White* by Debby Irving. Chris Lieberman will provide for the cost of the books as a gift.
- Regarding recommended changes to our Manual of Operations concerning the filling of vacancies between presbytery meetings, approved the Stated Clerk's recommendation to place the change after Section 2.06 of the Manual.
- Approved sharing in our presbytery newsletter the contents of communication from Rebecca Gillespie (former pastor of Middleburg) regarding a missionary from Albania who is visiting the United States.
- Mary Mickel will lead a discussion of the results of the survey on the roles of chairs of commissions, committees and teams at future Coordinating Council meetings (covering a couple of committees/commissions per meeting).
- Additional stated meeting dates for the remainder of the year are: September 12, October 17, November 21, and December 12 (by video conference). The meetings will begin at 9:30 a.m.

The meeting was closed in prayer by Mary Mickel at 12:45 p.m.

Submitted by:
 Sandra Hedrick
 Clerk of the Coordinating Council