

**Presbytery of St. Augustine  
2017 Fall Presbytery Meeting**

**Proposed Amendments to Manual of Operations**

The Presbytery Council recommends the following amendments to the Manual of Operations that will be effective on January 1, 2018. Recommended additions are underlined, and deletions are shown with a “strike-through.”

**Section 2.07 – Trustees – delete this paragraph.**

~~2.07 The Trustees Committee shall have dual responsibility to both the Coordinating Council and the Presbytery. To assure the consistency of strategic direction, financial oversight and operational coordination, it will be under the direction of the Coordinating Council. However, if Coordinating Council direction conflicts with its understanding policy compliance or their moral and fiduciary responsibilities to the presbytery, it is authorized and required to report its concerns and recommendations directly to the presbytery.~~

*Explanatory Note:* Our legal counsel recommended that we delete this paragraph. The Trustees are the corporate Board of Directors, and they already have legal and fiduciary duties/responsibilities that are defined by Florida corporate law and the Book of Order. This paragraph does not state those duties/responsibilities consistently with the law. Also, the Trustees operate as a “commission” rather than as a “committee” (see 4.02 and 4.08)

**Section 4.02 - add St. Augustine Disaster Assistance Commission to list of commissions.**

4.08 - St. Augustine Disaster Assistance Commission. This commission is authorized to take such measures as may be necessary to respond to a disaster occurring within the bounds of the presbytery, including applications for emergency funding (including longer term recovery funding) through the Presbyterian Disaster Assistance program. The presbytery may elect or the moderator may appoint the members of this commission. The work includes: developing communication chain within the presbytery and with the Florida Presbyterian Disaster Network; developing an “immediate response protocol”; providing churches with information that will enable them to develop their own emergency response plans; and providing resources for recovery work after an incident. The commission shall consist of at least nine members.

*Explanatory Note:* This is from the original presbytery authorizing action in 2006; also it clarifies the past understanding that emergency funding can include longer term recovery funding. We will also change references to “team” to “commission” (wherever the manual refers to this body). The number of commissioners - “at least nine” - has also been added.

#### **4.11 - Mutual Mission Team – add description of team to appropriate section of 4.11.**

St. Augustine Mutual Mission Team. The function of the St. Augustine Mutual Mission Team shall be to oversee, coordinate, and recruit participants in the various ministries of the Mutual Mission, in cooperation and consultation with our partner, the Jamaica Ecumenical Mutual Mission. It shall administer and be guided by the presbytery’s policy, “Activities of Ministers, Churches, and Session in Participating in International Missions.” It shall seek to maintain and strengthen the mutual mission effort in Jamaica and other Caribbean countries and within the bounds of this presbytery. The team shall plan ways for raising both funds and awareness in support of the mutual mission. It shall annually submit its budget to the presbytery for approval. The team shall consist of at least seven members.

*Explanatory Note:* We inadvertently omitted this team when the new structure was approved. The recommended “minimum” number of members is reduced to seven (rather than nine as stated in the manual that will expire on December 31, 2017).

#### **4.11 - Relationship Coordination Committee – add introductory language and delete two sub-paragraphs.**

4.11 - Relationship Coordination Committee. The Relationship Coordination Committee will assess the effectiveness of achieving the stated values of the Presbytery of St. Augustine: relational, communal, and connected, outwardly focused, sharing the good news of Jesus Christ, ready to share resources and to develop energetic leadership. It will work with the Relationship Coordination Director (ex-officio, voice, but without vote) to recommend specific actions to the Coordinating Council, which will enhance these values especially in the area of outward mission. In addition, this committee has the following purposes:

- ~~a. Monitoring the activities and effectiveness of the Relationship Coordination Director and the Area Relationship Coordinators;~~
- ~~b. Assessing the activities and effectiveness of the Communications Coordinator;~~
- a. Coordinating the presbytery’s disaster preparation and response, including the authority to apply for, receive and manage Presbyterian Disaster Assistance grants: and
- b. Overseeing the presbytery’s mission and outreach activities and serving as the primary access point for the presbytery’s mission partner organizations (including, without limitation the Jamaica Ecumenical Mutual Mission, Montgomery Presbyterian Conference Center, and any new church or missional community starts), assuring that achievements, opportunities, issues and needs are effectively addressed and communicated to the Coordinating Council, either by the committee chair or by providing time on the Coordinating Council meeting agenda.

The Relationship Coordination Committee shall consist of nine members, including three Coordinating Council members (with one appointed as the chair), a representative of the Montgomery Presbyterian Conference Center (the Director or - if no Director - another

representative selected by the Executive Operating Board), the Moderator of the Presbyterian Women, the chair of the Mutual Mission Team, and the chairs of the Communications Team (six members), the Reconciliation Team (six members), and the Disaster Preparation and Assistance Team (at least nine members). The teams shall elect their own chairs (and may elect vice-chairs). The Relationship Coordination Director and the Communications Coordinator shall serve ex-officio but without vote.

The teams shall report to the committee, which shall organize them so that they may carry out all of the purposes and functions of the committee.

*Explanatory Note:* The Personnel Team should be the group that engages in evaluation and monitoring the Relationship Coordination Director under the authority of the Administration Committee, and ultimately to the Coordinating Council.

The Relationship Coordination Committee is subordinate to the Coordinating Council. It is inappropriate for this group to circumvent the authority or direction of the Coordinating Council by redirecting the Relationship Coordination Director. The Relationship Coordination Director is tasked by the Coordinating Council with coordination of the mission of the Presbytery based upon the strategic goals of the Coordinating Council.

The Relationship Coordination Committee is a collection of subordinate ministries of the Presbytery, which are under the direction of the Coordinating Council through the Relationship Coordination Director. All of these ministries have a “vested interest” in supporting their individual ministries without considering the health of the body. The Relationship Coordination Director helps realign these groups to fulfill the goals of the “body.” Since these group do have a vested interest in the outcome of decisions in the Coordinating Council and the Presbytery, it would be inappropriate for the Director of Camp Montgomery to give direction to the Relationship Coordination Director, but the statements above could lead to that conclusion.

The Communication Coordinator is supervised by the Relationship Coordination Director. For any supervisory relationship to work, there must be clear lines of authority. Without clear lines of authority the Communications Coordinator could be overwhelmed with having too many “bosses,” or work to circumvent his/her supervisor’s authority through his/her relationship with the Relationship Coordination Committee.

**6.05 Bookkeeper - It is recommended that this position NOT be changed to part-time as of January 1, 2018 (as in the proposed amendments that were approved at the Spring Stated Meeting).**

*Explanatory Note:* The Personnel Committee recommended to the Presbytery Council that the employment status of the current Financial Secretary/Bookkeeper not change at the present time. It would remain full-time in the manual that goes into effect on January 1, 2018.