

2019 Fall Stated Meeting

Appendices to Docket

- A Minister Installation Minutes
- B Synod Meeting Highlights
- C Approved Coordinating Council Minutes (April-August)
- D Financial Statements
- E Gainesville Campus Ministry
- F Ministers in Validated Ministries and At-Large Status
- G Temporary Moderators
- H Presbytery Trustees
- I Administrative Commission Reports
- J Nominating Team Slate
- K New Minister Information
- L Proposed Employee Handbook
- M 2020 Asking Budget
- N Current Plans and Financial Situation – MPCC
- O MPCC Report
- P Presbyterian Women

Appendix A

Minutes of Service of Installation

Jonathan Swanson – Hodges Boulevard

Don Johnson – Woodlawn

Michaele Wood - Kanapaha

Minutes of Service of Installation
Rev. Dr. Jonathan Swanson
Hodges Boulevard Presbyterian Church
July 28, 2019

A commission elected by the Presbytery of St. Augustine met at Hodges Boulevard Presbyterian Church on Sunday, July 28, 2019, to install the Rev. Dr. Jonathan Swanson as Pastor of the church. The meeting began before the 3:00 p.m. installation service and was opened by prayer by Rev. Diane Wilson, Presbytery Moderator.

The members of the commission were: Tom Borland (TE - Honorably Retired), Mary Brown (RE - Woodlawn), Chris Gesdorf (RE - Hodges Boulevard) (Chair of the Pastor Nominating Commission), Chris Lieberman (TE - Presbytery Relationship Coordination Director), Steve Paulson (RE - Palms), and Diane Wilson (TE - First Starke and Presbytery Moderator).

Tom Borland served as clerk of the commission, and Ruling Elder Debbie Abbott preached the sermon. Elder Abbott is a Certified Christian Educator and serves as Director of Faith Formation at the Hodges Boulevard Presbyterian Church.

The commission proceeded to conduct the ordination. The candidate responded to the constitutional questions with affirmative answers, and he was charged by Wezi Blunt. The congregation was charged by Tom Borland. The commission welcomed Dr. Swanson as the installed Pastor of Hodges Boulevard Presbyterian Church.

Dr. Swanson pronounced the benediction, which served as the closing prayer of the commission.

Respectfully submitted,

Tom Borland
Clerk of the Commission

Minutes of Service of Installation
Rev. Don Johnson
Woodlawn Presbyterian Church
August 18, 2019

A commission elected by the Presbytery of St. Augustine met on Sunday, August 18, 2019, at the Woodlawn Presbyterian Church to install the Rev. Don Johnson as Pastor of the church. The meeting, which was held prior to the 4:00 p.m. service, was opened by prayer by Rev. Diane Wilson, Presbytery Moderator.

The members of the commission were: Craig Davies (TE - Honorably Retired and a Presbytery Area Relationship Coordinator), Milton Fulton (RE - Hodges Boulevard), Laurie Furr-Vancini (TE - Palms), Anne Hart (RE - Woodlawn and Chair of Pastor Nominating Committee), Ricky Kirby (RE - Orange Park), Mary Mickel (RE - Woodlawn and Chair of the Presbytery Coordinating Council), Joe Rigsby (Honorably Retired and a Presbytery Area Relationship Coordinator), Cathy Sanders (RE - Orange Park), Diane Wilson (TE - First Starke and Presbytery Moderator). The Rev. Earl Calloway (St. Stephen Missionary Baptist Church) was guest of the commission. Also present were Stated Clerk Alexandra (Sandra) Hedrick and Relationship Coordination Director Chris Lieberman.

Laurie Furr-Vancini was appointed as clerk of the commission.

After Rev. Earl Calloway preached the sermon, the commission proceeded to conduct the ordination. The candidate responded to the constitutional questions with affirmative answers, and he was charged by Craig Davies. The congregation was charged by Joe Rigsby. The commission welcomed Rev. Don Johnson as the installed Pastor of the Woodlawn Presbyterian Church.

Rev. Johnson pronounced the benediction, which served as the closing prayer of the commission.

Respectfully submitted,

Laurie Furr-Vancini
Clerk of the Commission

Minutes of Service of Installation
Rev. Michaele Wood
Kanapaha Presbyterian Church
September 15, 2019

A commission elected by the Presbytery of St. Augustine met at the Kanapaha Presbyterian Church on Sunday, September 15, 2019, to install the Rev. Michaele Wood as Pastor of the church. The meeting, which began before the 4:00 p.m. installation service, was opened by prayer by Rev. Diane Wilson, Presbytery Moderator.

The members of the commission were: Violet Asmuth (RE - First Gainesville), Vinnie Green (RE - Marion Oaks), Don Johnson (TE - Woodlawn), Thomas Jordan (RE - Kanapaha), Don McGarity (HR and Presbytery Area Relationship Coordinator), Deb Pangrass (RE - Fort King and CRE of Marion Oaks), John Tucker (RE - Covenant), and Diane Wilson (TE - First Starke and Presbytery Moderator).

Rev. Don McGarity preached the sermon and served as the clerk of the commission.

The commission proceeded to conduct the ordination. The candidate responded to the constitutional questions with affirmative answers, and she was charged by Chris Lieberman (Presbytery Relationship Coordination Director). The congregation was charged by Joyce Lieberman (Executive and Stated Clerk of Synod of South Atlantic). The commission welcomed Rev. Michaele Wood as the installed Pastor of the Kanapaha Presbyterian Church.

Rev. Wood pronounced the benediction, which served as the closing prayer of the commission.

Respectfully submitted,

Don McGarity
Clerk of the Commission

SYNOD OF SOUTH ATLANTIC
33RD STATED MEETING
MAY 2 - 3, 2019
HIGHLIGHTS

Commissioners, Presbytery Leaders, Presbytery Stated Clerks and Guests gathered at the *New Life Presbyterian Church* in College Park, Georgia to discuss the mission and purpose of the Synod. The Rev. Dr. Laurie J. Ferguson, coach, consultant and psychologist, facilitated the discussion.

Round tables of discussion considered the question, “What is God calling the Synod of South Atlantic to focus upon?” Topics of discussion included leadership development, support around Presbytery leaders, new pastors, those in regional ministries, and a consideration of the audience. Discussion of traditional roles, local demographics, grassroots movements, the need for a greater connection, and the use of technology helped to shape the final motion. The following was agreed upon:

- *Motion 1: (adopted May 3, 2019)*

In community, through connections and relationships, the purpose of the Synod of South Atlantic through 2021 is to:

**Ensure full integration of diversity in all of its life and work;
 Equip and empower transformational leadership;
 Provide for mutual enrichment among the leadership of our 16
 presbyteries; and,
 Use innovative technology to accomplish its purpose, model
 effective communication strategies, and share best practices.**

- *Motion 2: (adopted May 3, 2019)*

By December 31, 2019, the Executive Administrative Commission (EAC) shall oversee a process to develop an implementation plan.

- The synod committee chairs offered reports of their work during the past year.
- Former Moderator, the Rev. Dr. Joan Wooten, preached a sermon relevant to the Synod’s new direction, with the question, “What Shall We Do?”



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:

- a. Exploring the question, "How do we invite and affirm young people in our faith community?";*
- b. Developing a comprehensive plan to engage and integrate young people in the life and mission of the presbytery;*
- c. Supporting and cultivating youth ministry leaders, providing opportunities for collaboration, fun, support, and dreaming;*
- d. Facilitating connections between youth of different churches;*
- e. Planning and organizing youth retreats, events and presbytery-wide opportunities for mission trips;*
- f. 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

Appendix D-1

Appendix D-1
Financial Statements
August 31, 2019
Presbytery of St. Augustine

Presbytery of Saint Augustine
Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
Revenues				
Interest Income	\$ 538	\$ 0	538	\$ 0
Unified Giving	270,650	251,805	18,845	415,000
Selected General Assembly	24,528	26,667	(2,139)	40,000
Selected Presbytery	7,363	0	7,363	0
Investment Earnings	18,667	18,666	1	28,000
Other Income	89	0	89	0
Foundation Earnings	37	500	(463)	1,000
Management Fees	38,000	38,000	0	57,000
TIM Comm Development TSF	0	0	0	5,000
Total Revenues	<u>359,872</u>	<u>335,638</u>	<u>24,234</u>	<u>546,000</u>
Expenses				
Relationship	14,511	21,248	6,737	31,456
Member Prep/Call	5,457	8,500	3,043	10,500
Leadership Dev	3,925	13,167	9,242	9,500
Gainesville Ministry Center	24,515	0	(24,515)	0
Other	0	0	0	0
Personnel	205,298	234,823	29,525	324,733
Administrative	94,848	121,250	26,402	169,812
Total Expenses	<u>348,554</u>	<u>398,988</u>	<u>50,434</u>	<u>546,001</u>
Net Income	<u>\$ 11,318</u>	<u>\$ (63,350)</u>	<u>74,668</u>	<u>\$ (1)</u>
Unrealized Gain/Loss	<u>\$ 62,145</u>	<u>\$ 0</u>	<u>62,145</u>	<u>\$ 0</u>
Net Income w/Unrealized Gain	<u>\$ 73,463</u>	<u>\$ (63,350)</u>	<u>136,813</u>	<u>\$ (1)</u>

ASSETS

Current Assets		
FirstAtlantic - Operating	\$	24,376.16
FirstAtlantic Bank - Money Mar		85,879.43
First Atlantic-Building		2,314.82
First Atlantic-Ministry		10,978.94
First Atlantic-Designated		403.41
BBVA Compass Bank Depository		2,407.00
Texas Presbyterian Foundation		1,061,298.52
UBS Financial Services, Inc		62,741.85
Accounts Receivable		3,215.64
Allowance for Doubtful		(22,682.92)
Due from MPCC -Interest		8,177.97
MPCC Management Fees		38,000.00
Prepaid Insurance		6,638.25
Shared Grant/McLean		11,735.44
Bridge Loan		56,745.00
Due from Fleming Island		3,867.65
Due From Geneva Presbyterian		1,738.52
Due from Highlands -Gainesvill		36,307.07
Due from MPCC		9,910.00
Due From Normandy Property		93,305.23
Nueva Esperanza Note		10,947.92
		<hr/>
Total Current Assets		1,508,305.90
Property and Equipment		
Highlands-GNV -Property		920,000.00
Normandy Property		382,380.86
Buildings and Improvements		200,264.56
Office Improvements		237,623.00
Office Equipment		43,739.88
Vehicles		22,500.63
Accumulated Depreciation		(324,385.35)
		<hr/>
Total Property and Equipment		1,482,123.58
Other Assets		
Suspense		633,051.21
		<hr/>
Total Other Assets		633,051.21
		<hr/>
Total Assets	\$	<u><u>3,623,480.69</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
A/P Accrual	\$	7,484.59
Accrued Continuing Education		1,475.00
Buildings -Major Repair Accrua		10,800.00
Due to Montgomery -Special Fun		78,442.06
Due to MPCC/debt reduction		3,544.94
Due to MPCC-Current Yr Contrib		(73,828.70)
Due to/due from MPCC		16,420.37
Nichols Event		2,001.99
Executive Auto Escrow		22,584.93
Loan Closing Costs		450.00
Candidate Support Fund		7,757.42

Presbytery of Saint Augustine
Balance Sheet
August 31, 2019

Charles J. Williams Foundation	51,886.46	
Conflict Management Training	1,698.19	
Corbin Fund Invested	39,657.12	
Lebanese Theological Training	3,990.00	
Presbytery Men	122.99	
Resource Center Subscriptions	132.11	
Ragsdale Scholarship Fund	62,741.85	
TPF-TIM Pastoral Counseling	233,992.06	
TPF-TIM Community Development	214,934.06	
Self Development of People	70.32	
Sloan Theological Education Fu	1,866.62	
Small Church Revitalization Do	7,363.47	
Peacemaking	25,518.93	
Pentecost	2,357.83	
Mutual Mission -Canning Factor	1,000.00	
Mutual Mission -Foundation	22,498.80	
Mutual Mission -Hearts & Hands	46,426.74	
Mutual Mission -Medical Restri	85,626.65	
Mutual Mission -Medical Trips	2,547.61	
Mutual Mission -Youth Exchange	(4,470.39)	
Mutual Mission-Mobile Dental C	29,126.69	
Other Current Liabilities	4,291.14	
	<hr/>	
Total Current Liabilities		910,511.85
Long-Term Liabilities		
	<hr/>	
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		910,511.85
Capital		
Fleming Island Fund	24,389.85	
TIM/NCD	25,327.82	
Unrestricted Fund Balance	305,217.74	
Unrestricted Reserves	817,431.44	
Restricted Reserves	500.00	
Permanent Restriction	371,599.40	
Permanently Restricted	(371,599.40)	
Presbytery Fund Principal	1,866,942.46	
Fund Principal -Live Oak	32,588.87	
Retained Earnings	(432,893.33)	
Net Income	73,463.99	
	<hr/>	
Total Capital		2,712,968.84
		<hr/>
Total Liabilities & Capital	\$	3,623,480.69
		<hr/> <hr/>

Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	% Budget	Full Year
Revenues								
4010 Interest Income	\$ 28	\$ 0	28	\$ 538	\$ 0	538	0.00	\$ 0
4110 Unified Giving	45,812	25,127	20,685	270,650	251,805	18,845	7.48	415,000
4210 Selected General Assembly	7,967	3,333	4,634	24,528	26,667	(2,139)	(8.02)	40,000
4230 Selected Presbytery	(3,033)	0	(3,033)	7,363	0	7,363	0.00	0
4310 Investment Earnings	2,333	2,333	0	18,667	18,666	1	0.01	28,000
4315 Other Income	0	0	0	89	0	89	0.00	0
4316 Foundation Earnings	0	0	0	37	500	(463)	(92.60)	1,000
4318 Management Fees	38,000	4,750	33,250	38,000	38,000	0	0.00	57,000
4420 TIM Comm Development TSF	0	0	0	0	0	0	0.00	5,000
Total Revenues	91,107	35,543	55,564	359,872	335,638	24,234	7.22	546,000
Expenses								
Relationship								
5010 All Regional Gatherings-	0	208	208	655	1,667	1,012	60.71	2,500
5020 Regional Gatherings	0	208	208	0	1,667	1,667	100.00	2,500
5021 MissionInsight	0	0	0	0	0	0	0.00	3,086
5022 Crisis Response Training/Expe	0	42	42	0	333	333	100.00	500
5023 Crisis Response Mileage	0	21	21	0	167	167	100.00	250
5024 Admin. Commission Expenses	0	208	208	0	1,667	1,667	100.00	2,500
5025 Translation Services	0	42	42	0	333	333	100.00	500
5026 Restricted Income toward NCD	0	0	0	(5,473)	(6,000)	(527)	8.78	(8,000)
5027 Miscellaneous Expense	0	0	0	59	0	(59)	0.00	0
5028 New Ministry Initiatives	0	68	68	0	547	547	100.00	820
5031 Conference Calls	135	125	(10)	628	1,000	372	37.20	1,500
5032 Computer Program/Monthly M	1,186	433	(753)	3,990	3,467	(523)	(15.09)	5,200
5033 Internet Access	(318)	42	360	513	333	(180)	(54.05)	500
5034 Other Communication Expens	(60)	258	318	(700)	2,067	2,767	133.87	3,100
5036 Youth Professionals	0	125	125	0	1,000	1,000	100.00	1,500
5037 Youth Triennium	(2,075)	500	2,575	5,839	4,000	(1,839)	(45.98)	6,000
5048 Disaster Assist. Comm(Salary	0	0	0	9,000	9,000	0	0.00	9,000
Total Relationship	(1,132)	2,280	3,412	14,511	21,248	6,737	31.71	31,456
Member Prep/Call								
5410 Candidate Financial Support	0	2,250	2,250	4,500	4,500	0	0.00	4,500
5415 Ministry Assessments	0	167	167	461	1,333	872	65.42	2,000
5420 Consultations and Final Asses	0	208	208	496	1,667	1,171	70.25	2,500

For Management Purposes Only

Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	% Budget	Full Year
5422 Inquirer/Candidate Counseling	0	83	83	0	667	667	100.00	1,000
5425 Training/Supplies/Manuals	0	42	42	0	333	333	100.00	500
Total Member Prep/Call	0	2,750	2,750	5,457	8,500	3,043	35.80	10,500
Leadership Dev								
5515 Board of Pensions Shared Gra	0	417	417	0	3,333	3,333	100.00	5,000
5525 Pastoral Counseling Center	450	450	0	3,600	3,600	0	0.00	5,400
5526 Clergy Educator Meal/Exp	0	83	83	0	667	667	100.00	1,000
5535 Counseling Assistance	40	175	135	1,075	1,400	325	23.21	2,100
5540 Counseling Endowment Incom	0	0	0	0	0	0	0.00	(8,500)
5550 BOP Shared Grants	0	0	0	(750)	0	750	0.00	0
5610 Officer Training	0	83	83	0	667	667	100.00	1,000
5615 Enrichment	0	3,500	3,500	0	3,500	3,500	100.00	3,500
Total Leadership Dev	490	4,708	4,218	3,925	13,167	9,242	70.19	9,500
Gainesville Ministry Center								
5701 Contributions for GMC	0	0	0	(2,500)	0	2,500	0.00	0
5705 Usage Income -GMC	(950)	0	950	(950)	0	950	0.00	0
5710 Building Repair-GMC	0	0	0	16,428	0	(16,428)	0.00	0
5720 Insurance - GMC	0	0	0	3,270	0	(3,270)	0.00	0
5730 Interest Exp-GMC	177	0	(177)	1,319	0	(1,319)	0.00	0
5740 Mortgage Exp-GMC	880	0	(880)	6,948	0	(6,948)	0.00	0
Total Highlands	107	0	(107)	24,515	0	(24,515)	0.00	0
Personnel								
6010 Salary-Financial Secretary	4,075	4,075	0	32,600	32,600	0	0.00	48,900
6015 Benefit Pkg-Financial	2,940	1,244	(1,696)	11,470	9,951	(1,519)	(15.26)	14,926
6020 FICA-Financial	312	312	0	2,494	2,494	0	0.00	3,741
6110 Salary-Communications Coord	2,950	2,500	(450)	21,095	20,000	(1,095)	(5.48)	30,000
6120 FICA-Communications	226	191	(35)	1,614	1,530	(84)	(5.49)	2,295
6210 Salary-S/Summer Staff	4,365	0	(4,365)	32,735	50,000	17,265	34.53	50,000
6215 FICA-S/Summer Staff	334	0	(334)	2,836	3,825	989	25.86	3,825
6220 Payroll Processing Fee	115	0	(115)	233	1,175	942	80.17	1,175
6310 Salary -Stated Clerk	1,666	2,025	359	13,326	16,200	2,874	17.74	24,300
6315 Stated Clerk -Housing	1,774	1,667	(107)	14,195	13,333	(862)	(6.47)	20,000
6320 SECA -Stated Clerk	255	282	27	2,040	2,259	219	9.69	3,389
6325 Travel and Expense-Stated Cl	0	208	208	591	1,667	1,076	64.55	2,500

For Management Purposes Only

Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	% Budget	Full Year
6330 Continuing Education-Stated C	0	83	83	91	667	576	86.36	1,000
6335 Auto Expenses-S.Clerk	0	208	208	0	1,667	1,667	100.00	2,500
6410 Salaries-Area Coordinators	1,440	1,600	160	11,280	12,800	1,520	11.88	19,200
6415 Housing-AC	480	480	0	3,840	3,840	0	0.00	5,760
6417 SECA-AC	0	0	0	147	0	(147)	0.00	0
6425 Expenses-Travel, Meals, Etc	0	500	500	1,065	4,000	2,935	73.38	6,000
6510 Salary-Relationship Coord	2,583	2,583	0	20,667	20,667	0	0.00	31,000
6512 Housing -Relationship Coord	2,000	2,000	0	16,000	16,000	0	0.00	24,000
6515 Benefits Package-Coordinator	0	1,696	1,696	12,052	13,567	1,515	11.17	20,350
6520 FICA-Coordinator	0	198	198	228	1,581	1,353	85.58	2,372
6525 Travel and Expense-Coordinat	164	292	128	3,307	2,333	(974)	(41.75)	3,500
6530 Continuing Educati-Coordinato	0	83	83	146	667	521	78.11	1,000
6535 Auto Expense-Coordinator	535	250	(285)	1,246	2,000	754	37.70	3,000
Total Personnel	26,214	22,477	(3,737)	205,298	234,823	29,525	12.57	324,733

Administrative

6610 Minutes	0	0	0	38	0	(38)	0.00	200
6620 Meeting Expense	0	340	340	1,567	3,180	1,613	50.72	5,000
6625 Speakers' Honoraria & Expens	0	0	0	0	333	333	100.00	500
6810 OGA & Mid-Council Meeting E	0	417	417	165	3,333	3,168	95.05	5,000
6815 General Assembly Unified	1,417	1,417	0	11,333	11,333	0	0.00	17,000
6820 General Assembly Selected	7,967	3,333	(4,634)	24,528	26,667	2,139	8.02	40,000
6830 Synod of South Atlantic -Missi	583	583	0	4,780	4,667	(113)	(2.42)	7,000
6835 Synod of So. Atlantic -Per Cap	1,755	1,755	0	14,041	14,041	0	0.00	21,062
6915 Committee/Commission Meals	298	267	(31)	2,458	2,133	(325)	(15.24)	3,200
6930 Dues and Subscriptions	0	67	67	104	531	427	80.41	800
6935 General Operating Expenses	876	167	(709)	1,563	1,333	(230)	(17.25)	2,000
6940 Legal Expenses	0	417	417	9,765	3,333	(6,432)	(192.98)	5,000
6945 Permanent Judicial Commissio	0	17	17	0	133	133	100.00	200
6955 Mileage Reimbursement	0	0	0	303	333	30	9.01	500
6960 Moderator's Expenses	0	208	208	385	1,667	1,282	76.90	2,500
7010 Audit	0	0	0	0	10,000	10,000	100.00	10,000
7015 Building-Major Repair Fund	0	400	400	1,200	3,200	2,000	62.50	4,800
7020 Building Maintenance	60	183	123	1,038	1,467	429	29.24	2,200
7035 Computer/Printer/Equipment	60	125	65	185	1,000	815	81.50	1,500
7040 Copy Machine	525	308	(217)	3,490	2,467	(1,023)	(41.47)	3,700
7045 Electricity	204	250	46	1,296	2,000	704	35.20	3,000
7050 Grounds	120	292	172	960	2,333	1,373	58.85	3,500
7055 Insurance	0	0	0	3,865	15,000	11,135	74.23	15,000

For Management Purposes Only

Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	% Budget	Full Year
7060 Interest due MPCC on Loan Pr	0	0	0	185	0	(185)	0.00	0
7070 Janitorial	117	125	8	936	1,000	64	6.40	1,500
7080 Office Equipment	0	42	42	0	333	333	100.00	500
7085 Office Equip. Repair & Mainten	0	42	42	0	333	333	100.00	500
7090 Office Supplies	374	208	(166)	1,521	1,667	146	8.76	2,500
7095 Payroll Processing	99	183	84	1,633	1,467	(166)	(11.32)	2,200
7110 Postage	0	188	188	491	1,500	1,009	67.27	2,250
7115 Software	0	42	42	1,166	333	(833)	(250.15)	500
7120 Telephone	1,270	417	(853)	4,885	3,333	(1,552)	(46.56)	5,000
7125 Water and Sewer	129	100	(29)	967	800	(167)	(20.88)	1,200
9500 Unrealized Gain/Loss	0	0	0	(62,145)	0	62,145	0.00	0
Total Administrative	15,854	11,893	(3,961)	32,703	121,250	88,547	73.03	169,812
Total Expenses	41,533	44,108	2,575	286,409	398,988	112,579	28.22	546,001
Net Income	\$ 49,574	\$ (8,565)	58,139	\$ 73,463	\$ (63,350)	136,813	(215.96)	\$ (1)

Presbytery of St. Augustine													
Statement of Monies Received			8/31/2019										
		1	2	3	4	5	6	7	8	9	10	11	12
Ch #	Church	Per Capita Assessed	Per Capita Paid	2019 Commit/Pledge	Frequenc y	Periodic Payment	Pledge Accrued YTD	Pledge Paid YTD	Pledge YTD Variance	Mutual Mission	Selected GA	Special and Other Offerings	Total Paid (2+6+8+9+10)
20112	Alachua	152.15	100.00	200.00	Q	50.00	100.00	300.00	200.00		162.00		562.00
20124	Arlington	492.25	492.00	1,200.00	M	100.00	800.00	700.00	(100.00)		184.75	25.00	1,401.75
20113	Bethlehem	366.95	366.95	2,040.00	M	170.00		2,040.00	2,040.00		458.00		2,864.95
20115	Branford	420.65	420.65		Q			1,927.00	1,927.00	200.00	463.00	200.00	3,210.65
20125	Calvin	179.00	179.00	1,000.00	Q	250.00	500.00	800.00	300.00	346.26	916.00	1,025.00	3,266.26
20114	Community	6,336.60	6,336.60	30,000.00	M	2,500.00	20,000.00	20,000.00		2,714.00	15.00	6,580.00	35,645.60
11000	Countryside	2,165.90			M					5,035.71	2,811.00		7,846.71
10920	Covenant, G	384.85	384.85	5,000.00	A	5,000.00		5,000.00	5,000.00	86.94	2,270.00	2,000.00	9,741.79
1312	Crescent City	456.45	456.45		M						429.66	2,300.00	3,186.11
20116	Dunnellon	1,745.25	1,745.20	7,840.00	M	653.33	5,226.64	5,226.64		78.26	965.00		8,015.10
20117	Fairfield	429.60	429.60	4,200.00	M	350.00	2,800.00	2,450.00	(350.00)		430.00		3,309.60
20149	Faith	456.45			M								
20118	Fernandina	7,428.50	7,428.50	27,000.00		2,700.00	16,200.00	16,200.00		3,654.68	2,202.57	1,445.00	30,930.75
20128	Ft. Caroline	519.10	519.10		M			100.00	100.00		762.00		1,381.10
20151	Ft. King	1,682.60	1,682.60	4,000.00	S	2,000.00	2,000.00	2,000.00			1,664.75	2,853.00	8,200.35
20119	Gainesville 1st	6,372.40	2,329.02	12,000.00	S	6,000.00	6,000.00	5,250.00	(750.00)	99.16		15.00	7,693.18
10999	Geneva	1,879.50	1,879.50	3,500.00	Q	875.00	2,333.36	1,750.00	(583.36)	3,024.14	2,242.00		8,895.64
20120	Grace	698.10	698.10	750.00	M	62.50	500.00	437.50	(62.50)	278.49	552.47	150.00	2,116.56
1316	Green Cove Springs	1,763.15	881.57	10,000.00	Q	2,500.00	5,000.00	6,666.64	1,666.64	863.76	4,000.00		5,745.33
20123	High Springs	545.95	545.95		A								545.95
3679	Highlands, Jax	3,275.70	2,800.00	7,500.00	M	625.00	5,000.00	4,375.00	(625.00)	508.00	2,774.00	550.00	11,007.00
11320	Hodges	3,356.25	3,356.25	21,400.00	M	1,783.33	14,266.64	13,600.00	(666.64)	488.86	9,004.27	2,709.00	29,158.38
20143	Jasper	635.45	635.45	3,034.00	M	252.83	2,022.64	1,770.80	(251.84)	374.68	584.50		3,365.43
20122	Kanapaha	760.75	760.75		Q			750.00	750.00		1,788.20		3,298.95
11319	Kirkwood	1,118.75		1,200.00	M	100.00				188.28	1,156.76	1,790.00	3,135.04
10739	Korean	465.40	465.40		M								465.40
20144	Lake City	2,327.00	1,163.50		M					1,095.25	1,960.47	6,664.00	10,883.22
20129	Lake Shore	671.25	671.25	3,000.00	M	250.00	2,000.00	2,000.00			25.00		2,696.25
20130	Lakewood	3,239.90	3,300.00	12,000.00	M	1,000.00	8,000.00	8,000.00				455.00	11,755.00
10738	Marion Oaks	537.00	537.00		M			700.00	700.00	89.49	771.00		2,097.49
20147	Mayport	250.60	250.60		A								250.60
20148	McIntosh	787.60	787.60		M							680.24	1,467.84
1320	Memorial	6,891.50	6,891.50	30,500.00	M	2,541.67	20,333.36	20,333.32	(0.04)	2,188.00	7,604.00	524.00	37,540.82
10998	Middleburg	420.65	420.65	4,000.00	M	333.33	2,666.64	2,672.00	5.36	211.37	1,404.00	68.00	4,776.02
20145	Mikesville	519.10	520.00	500.00	A	500.00		500.00	500.00	396.04			1,416.04
20133	Murray Hill	474.35	474.35		M			500.00	500.00		103.00	375.00	1,452.35
11713	Nueva Esperanza	98.45			A								
20150	Ocala 1st	5,942.80	5,942.80	25,000.00	M	2,083.33	16,666.64	16,666.64		845.44	9,306.44	725.00	33,486.32
20153	Orange Park	2,085.35	1,340.47	1,000.00	M	83.33	666.64	666.72	0.08		8,620.42	150.00	10,777.61

Presbytery of St. Augustine													
Statement of Monies Received			8/31/2019										
		1	2	3	4	5	6	7	8	9	10	11	12
Ch #	Church	Per Capita Assessed	Per Capita Paid	2019 Commit/Pledge	Frequenc y	Periodic Payment	Pledge Accrued YTD	Pledge Paid YTD	Pledge YTD Variance	Mutual Mission	Selected GA	Special and Other Offerings	Total Paid (2+6+8+9+10)
20154	Palatka 1st	1,360.40	1,360.40	2,500.00	M	208.33		1,666.64	1,666.64	1,121.00	806.50		4,954.54
4017	Palms	10,865.30	8,148.75	66,770.00	Q	16,692.50	1,666.64	50,077.50	48,410.86	3,967.09	8,542.73	3,440.00	74,176.07
20140	Peace	823.40	823.40	2,700.00	M	225.00	1,800.00	1,890.00	90.00				2,713.40
20155	Perry 1st	1,423.05	1,423.00		M						1,600.00	2,944.00	5,967.00
20156	Reddick	107.40	107.40	200.00	M	16.67	133.36	200.00	66.64	20.00	176.00		503.40
20136	Riverside	10,883.20	10,883.00	46,416.80	M	3,868.07	30,944.56	30,944.32	(0.24)		11,596.02	600.00	54,023.34
20157	San Mateo	912.90			A								
20152	Silver Springs Shores	1,217.20	1,217.20	1,000.00	A	1,000.00		1,000.00	1,000.00	637.00	821.00		3,675.20
20139	South Jacksonville	2,989.30	2,989.30	12,000.00	M	1,000.00	8,000.00	6,000.00	(2,000.00)		1,860.20		10,849.50
20137	St. Andrews	1,056.10	1,056.10	6,000.00	M	500.00	4,000.00	5,474.61	1,474.61		804.00	2,111.00	9,445.71
23306	St. Giles	2,783.45	2,682.31	4,596.00	M	383.00	3,064.00	2,815.00	(249.00)	242.93		1,000.00	6,740.24
20138	St. Johns	3,821.65	2,675.14	14,000.00		1,166.67	9,333.36	9,800.00	466.64				12,475.14
20158	Starke 1st	608.60	608.60		A								608.60
10591	Trinity, Palm Coast	4,224.40	4,224.40	5,400.00	S	2,700.00	2,700.00	5,400.00	2,700.00				9,624.40
1324	Weirsdale	1,324.60	1,324.60	2,000.00	Q	500.00	1,000.00	1,000.00				1,000.00	3,324.60
10075	Westminster, G	957.65	957.65		A					823.75	3,199.25	1,940.66	6,921.31
20159	White Springs	53.70	53.70	1,000.00	Q	250.00	500.00	500.00		100.00		600.00	1,253.70
20160	Williston	286.40	286.40	1,500.00	M	125.00	1,000.00	500.00	(500.00)	116.50		150.00	1,052.90
234	Woodlawn	4,412.35	4,412.35	10,000.00	S	5,000.00	5,000.00	10,000.00	5,000.00		7,366.43		21,778.78
	zz Adjustments to budget*			21,053.20	M	1,754.43	14,035.44		(14,035.44)		185.00	2,440.00	2,625.00
	Totals	118,444.30	102,426.91	415,000.00		68,153.33	216,259.92	270,650.33	54,390.41	29,795.08	102,587.39	47,508.90	546,301.97

Notes

* adjustments for changes in pledges received after budget confirmation.

	No Unified pledge received and no history to base on
	No Unified Pledge received but either verbal or historical basis
(13,050.00)	Pledge more than 2 months behind

Appendix D-2

Appendix D-2
Financial Statements
August 31, 2019
Montgomery Presbyterian Conference Center

Montgomery Presbyterian Conference Cent
Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

Account	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
Revenues				
Guest Groups	\$ 153,793	\$ 171,297	(17,504)	\$ 241,500
MPCC Programs	110,449	210,950	(100,501)	219,500
Contributions-Annual Giving	60,878	55,000	5,878	160,000
Special Contributions	1,043	40,000	(38,957)	60,000
Interest Income	1	33	(32)	50
	<u>326,164</u>	<u>477,280</u>	<u>(151,116)</u>	<u>681,050</u>
Total Revenues				
Expenses				
Full Time Staff	192,630	192,402	(228)	288,600
Part Time Staff	57,739	69,026	11,287	97,638
Administrative Expenses	20,197	20,335	138	27,650
Insurance	27,191	30,453	3,262	47,767
Summer Camp	8,984	13,800	4,816	18,800
Other Program Expense	1,717	4,680	2,963	7,500
Food Service	29,830	37,250	7,420	49,000
Housekeeping	493	1,275	782	1,500
Maintenance	32,433	21,000	(11,433)	28,500
Utilities	28,822	26,867	(1,955)	40,300
Misc. Income	(103)	0	103	0
Misc. Expense	4,589	200	(4,389)	250
Management Fees	38,000	0	(38,000)	0
	<u>442,522</u>	<u>417,288</u>	<u>(25,234)</u>	<u>607,505</u>
Total Expenses				
Net Income	<u>\$ (116,358)</u>	<u>\$ 59,992</u>	<u>(176,350)</u>	<u>\$ 73,545</u>

ASSETS

Current Assets		
FirstAtlantic -operating	\$	765.27
FirstAtlantic -MMKT (Mandarin)		332.63
Compass Bank Checking		22,264.59
Petty Cash-checking		2,630.63
Petty Cash -cash		100.00
Due from General Fund-Special		16,420.00
Due from General Fund -Special		79,251.08
Due from Gen. Fund(Foundation)		2,498.00
Presbytery Contribution (Exces)		(83,000.00)
Due from Gen.Fd-MPCC Loan		1,300.00
A/R-User Groups		(19,718.50)
Summer Receivable 2019		465.00
Prepaid Insurance		21,921.00
		<hr/>
Total Current Assets		45,229.70
Property and Equipment		
Land		334,000.00
Buildings		2,096,357.00
Land and Improvements		6,710.00
Building Improvements		185,422.00
Equipment		217,109.03
Furniture and Fixtures		158,944.00
Software		1,153.00
Accumulated Depreciation		(1,921,517.00)
		<hr/>
Total Property and Equipment		1,078,178.03
Other Assets		
Unamortized Loan Closing Costs		6,451.80
Accumulated Amortization		(4,688.80)
Suspense		(5,788.96)
		<hr/>
Total Other Assets		(4,025.96)
		<hr/>
Total Assets	\$	<u><u>1,119,381.77</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable Accrued	\$	57,830.79
Automobile Reserve		7,000.00
Due to Loan Reserve -Interest		8,178.00
User Group Deposits		6,448.50
Deposits -Summer		2,259.74
Deposits Used by Scholarship		(6,667.25)
Due to Presbytery		153,942.00
Due to POSA -Mgt Fees		38,000.00
Bridge Loan		56,745.00
Capital Campaign Funds		32,608.50
Mandarin Donation		(941.61)
Cabin Restoration #101		(217.00)
Cabin Restoration #102		(1,213.00)
Cabin Restoration #103		2,317.00
Cabin Restoration #104		2,523.00

Unaudited - For Management Purposes Only

Montgomery Presbyterian Conference Cent
Balance Sheet
September 30, 2019

Cabin Restoration #105	2,237.00	
Cabin Restoration #106	1,281.00	
Cabin Restoration #107	3,072.00	
Cabin Restoration #108	1,837.00	
Cabin Restoration #109	1,895.00	
Cabin Restoration #111	(256.00)	
Gregory Lodge Restoration	1,164.00	
Total Current Liabilities		370,043.67
Long-Term Liabilities		
EverBank -Mortgage	659,934.00	
Note Payable-EverBank-Principa	(30,828.80)	
EverBank Principal Payments	30,828.80	
Friends -Unrestricted	125.00	
Friends-Camp Scholarships	2,708.00	
Friends-B. Cole Memorial Schol	44.00	
EW Albright Scholarships-Found	2,607.41	
S. McPherson McKinnon-lot. Ear	6,509.67	
Total Long-Term Liabilities		671,928.08
Total Liabilities		1,041,971.75
Capital		
Unrestricted Reserve,incl. lan	376,780.00	
Retained Earnings	(137,073.24)	
Net Income	(162,296.74)	
Total Capital		77,410.02
Total Liabilities & Capital	\$	1,119,381.77

Montgomery Presbyterian Conference Cent
Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

Acct#	Account	Month Actual	Month Budget	Act/Bud Variance	Month PY	Act/PY Variance	YTD Actual	YTD Budget	YTD Variance	YTD PY	Act/PY Variance	Full Year Budget
Revenues												
4010	PresbyterianChurches-Foo	\$ 0	\$ 4,850	(4,850)	\$ 4,498	(4,498)	\$ 13,712	\$ 20,607	(6,895)	\$ 18,296	(4,584)	\$ 23,000
4020	Presbyterian Churches-Pro	0	1,250	(1,250)	3,646	(3,646)	17,792	10,000	7,792	13,351	4,441	15,000
4030	Presbyterian Churches-Pro	(412)	2,500	(2,912)	4,518	(4,930)	16,627	20,000	(3,373)	19,220	(2,593)	30,000
4110	Other Churches-Foodservi	0	8,000	(8,000)	7,381	(7,381)	10,140	11,400	(1,260)	9,884	256	13,050
4120	Other Churches - Program	0	2,250	(2,250)	1,835	(1,835)	6,761	5,350	1,411	4,108	2,653	5,450
4130	Other Churches - Property	0	6,500	(6,500)	5,674	(5,674)	11,376	24,300	(12,924)	12,822	(1,446)	26,500
4210	Non-Church- Foodservice	0	5,500	(5,500)	5,096	(5,096)	20,343	14,350	5,993	11,726	8,617	35,250
4220	Non-Church - Program	200	3,250	(3,050)	1,995	(1,795)	12,725	12,350	375	6,862	5,863	16,000
4230	Non-Church - Property	3,950	6,750	(2,800)	6,750	(2,800)	39,708	48,550	(8,842)	45,846	(6,138)	68,750
4310	Presbytery- Foodservice	1,220	135	1,085	0	1,220	3,660	1,945	1,715	122	3,538	3,850
4320	Presbytery - Program	33	0	33	0	33	33	350	(317)	0	33	800
4330	Presbytery - Property	375	85	290	0	375	916	2,095	(1,179)	85	831	3,850
4410	Summer Camp - Food	0	0	0	0	0	33,404	70,000	(36,596)	45,950	(12,546)	70,000
4420	Summer- Program	0	0	0	0	0	43,350	70,000	(26,650)	45,441	(2,091)	70,000
4430	Summer - Property	0	0	0	0	0	32,895	60,000	(27,105)	39,386	(6,491)	60,000
4510	SAM- Foodservice	0	0	0	0	0	0	600	(600)	493	(493)	1,200
4520	SAM - Program	0	0	0	0	0	0	650	(650)	17	(17)	1,300
4610	Other - Foodservice	0	125	(125)	0	0	0	6,200	(6,200)	5,035	(5,035)	7,250
4620	Other - Program	0	0	0	0	0	0	0	0	0	0	6,000
4630	Other - Property	0	0	0	0	0	800	3,500	(2,700)	2,328	(1,528)	3,750
4810	Presbytery Contribution	0	0	0	5,417	(5,417)	0	0	0	43,333	(43,333)	0
4850	Contributions-Annual Givin	16,148	5,000	11,148	1,430	14,718	60,878	55,000	5,878	17,953	42,925	160,000
4855	Special Contributions	0	5,000	(5,000)	0	0	1,043	40,000	(38,957)	18,937	(17,894)	60,000
4910	Interest Income	0	4	(4)	1	(1)	1	33	(32)	29	(28)	50
	Total Revenues	<u>21,514</u>	<u>51,199</u>	<u>(29,685)</u>	<u>48,241</u>	<u>(26,727)</u>	<u>326,164</u>	<u>477,280</u>	<u>(151,116)</u>	<u>361,224</u>	<u>(35,060)</u>	<u>681,050</u>
Expenses												
6010	Executive Director	3,462	3,750	288	3,077	(385)	31,197	30,000	(1,197)	28,117	(3,080)	45,000
6012	Executive Director-403b	0	333	333	0	0	0	2,667	2,667	0	0	4,000
6014	Executive Director-CE	0	0	0	0	0	2,885	0	(2,885)	0	(2,885)	0
6015	Marketing Director	5,769	6,250	481	0	(5,769)	46,154	50,000	3,846	0	(46,154)	75,000
6020	Program Director	0	0	0	0	0	0	0	0	8,923	8,923	0
6021	Foodservice Director	3,846	4,583	737	0	(3,846)	32,692	36,667	3,975	0	(32,692)	55,000
6022	Pension/Benefits -Program	0	0	0	0	0	0	0	0	3,343	3,343	0
6024	Cont'g Education-Program	0	0	0	0	0	368	0	(368)	0	(368)	0
6025	Kitchen Manager	1,406	0	(1,406)	0	(1,406)	2,022	0	(2,022)	0	(2,022)	0

Montgomery Presbyterian Conference Cent
Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

Page 39 of 135

Acct#	Account	Month Actual	Month Budget	Act/Bud Variance	Month PY	Act/PY Variance	YTD Actual	YTD Budget	YTD Variance	YTD PY	Act/PY Variance	Full Year Budget
6029	FICA Expense-Program	0	1,258	1,258	0	0	0	10,067	10,067	1,797	1,797	15,100
6030	Office Manager-Administra	1,962	2,500	538	1,962	0	16,673	20,000	3,327	17,977	1,304	30,000
6032	Pension/Benefits-Administra	5,993	5,083	(910)	1,114	(4,879)	49,392	40,667	(8,725)	22,801	(26,591)	61,000
6034	Cont'g Education - Adminis	0	208	208	0	0	0	1,667	1,667	16	16	2,500
6036	Travel-Administrative	0	0	0	0	0	1,230	0	(1,230)	1,072	(158)	0
6038	Meals & Entertainment-Ad	22	83	61	0	(22)	102	667	565	41	(61)	1,000
6039	FICA Expense-Admin	1,258	0	(1,258)	385	(873)	9,915	0	(9,915)	3,526	(6,389)	0
6110	Food Service	1,604	6,129	4,525	6,129	4,525	19,566	28,968	9,402	29,305	9,739	40,000
6119	FICA Expense-Foodservic	123	0	(123)	469	346	1,497	0	(1,497)	2,147	650	0
6120	Maintenance-Property	1,305	2,500	1,195	1,363	58	10,954	20,300	9,346	12,842	1,888	30,000
6129	FICA Expense-Property	131	0	(131)	280	149	2,171	0	(2,171)	2,022	(149)	0
6130	Housekeeping-Property	2,210	750	(1,460)	2,299	89	19,279	7,250	(12,029)	13,583	(5,696)	10,000
6140	Program Staff- Summer	625	0	(625)	3,308	2,683	3,810	0	(3,810)	15,257	11,447	0
6149	FICA Expense -Program	48	0	(48)	253	205	301	0	(301)	1,187	886	0
6150	Program Staff- NonSumme	0	1,500	1,500	0	0	150	6,950	6,800	215	65	10,000
6159	FICA Expense-NonSumme	0	852	852	0	0	11	5,558	5,547	0	(11)	7,638
6205	Office Supplies	0	0	0	236	236	938	0	(938)	1,691	753	0
6210	Copier	154	300	146	313	159	3,067	2,400	(667)	3,565	498	3,600
6215	Computer	3,500	292	(3,208)	0	(3,500)	3,728	2,333	(1,395)	2,360	(1,368)	3,500
6220	Postage - Admin	9	75	66	0	(9)	80	735	655	289	209	1,000
6225	Montgomery Board Exp	0	125	125	0	0	3,929	1,000	(2,929)	1,201	(2,728)	1,500
6230	Audit - Annual	0	0	0	0	0	0	5,000	5,000	0	0	5,000
6235	Bank Charges-Admin	76	250	174	965	889	3,766	5,000	1,234	3,113	(653)	6,000
6237	Fundraising Costs	0	0	0	0	0	271	0	(271)	0	(271)	0
6240	Payroll Processing	221	233	12	365	144	2,445	1,867	(578)	2,435	(10)	2,800
6245	Licenses and Fees	145	0	(145)	0	(145)	520	1,000	480	0	(520)	3,000
6250	Dues and Subscriptions	0	63	63	0	0	1,453	500	(953)	349	(1,104)	750
6260	Legal Expenses	0	0	0	0	0	0	500	500	0	0	500
6310	Workers Comp-Property	0	708	708	855	855	4,967	5,667	700	3,673	(1,294)	8,500
6320	General Liability	0	2,500	2,500	3,529	3,529	18,549	20,000	1,451	24,971	6,422	30,000
6330	Umbrella Liability	0	133	133	118	118	906	1,067	161	657	(249)	1,600
6340	Business Auto-Property	0	308	308	116	116	1,517	2,467	950	304	(1,213)	3,700
6350	Accident and Medical	0	0	0	0	0	1,252	0	(1,252)	1,252	0	0
6360	Flood Insurance	0	0	0	0	0	0	1,252	1,252	0	0	3,967
6400	Summer Camp- Supplies	934	0	(934)	1,330	396	4,109	8,000	3,891	2,502	(1,607)	8,000
6410	Summer Camp -Programs	347	0	(347)	205	(142)	379	1,000	621	595	216	1,000
6420	Summer Camp -Staff Train	0	0	0	0	0	1,256	4,000	2,744	5,594	4,338	4,000
6430	Summer Camp-Curriculum	0	0	0	0	0	1,900	0	(1,900)	0	(1,900)	0
6450	Summer Camp-Marketing	60	0	(60)	0	(60)	1,547	0	(1,547)	3,241	1,694	4,000

For Management Purposes Only

Montgomery Presbyterian Conference Cent
Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2019

Page 40 of 135

Acct#	Month	Month	Act/Bud	Month	Act/PY	YTD	YTD	YTD	YTD	Act/PY	Full Year	
Acct#	Actual	Budget	Variance	PY	Variance	Actual	Budget	Variance	PY	Variance	Budget	
6460	Summer Camp Scholarshi	(142)	0	142	0	142	(294)	0	294	0	294	1,000
6470	Medical Supplies	0	0	0	0	0	87	800	713	98	11	800
6600	SAM	0	0	0	0	0	250	250	0	0	0	500
6610	Other Programs	0	85	85	0	0	134	680	546	850	716	1,000
6611	Girl's Retreat	0	0	0	0	0	0	0	0	156	156	0
6613	Fall Retreat	0	0	0	0	0	0	0	0	0	0	1,000
6614	Spring Retreats	0	0	0	0	0	685	1,000	315	2,992	2,307	1,000
6620	Marketing & Publicity-Non	0	250	250	0	0	898	2,750	1,852	21	(877)	4,000
6700	Supplies - Food	2,951	2,500	(451)	5,889	2,938	28,525	34,500	5,975	35,003	6,478	45,000
6710	Supplies - Kitchen	0	125	125	956	956	160	1,000	840	1,375	1,215	1,500
6720	Equipment - Kitchen	281	225	(56)	130	(151)	1,145	1,750	605	4,594	3,449	2,500
6800	Supplies - Housekeeping	72	25	(47)	0	(72)	493	900	407	488	(5)	1,000
6810	Equipment-Housekeeping	0	25	25	0	0	0	375	375	0	0	500
6900	Buildings	142	625	483	0	(142)	906	5,000	4,094	(1,650)	(2,556)	7,500
6905	Air Conditioners	0	250	250	1,092	1,092	9,912	3,000	(6,912)	6,283	(3,629)	3,500
6910	Grounds	731	250	(481)	1,416	685	7,405	1,750	(5,655)	6,018	(1,387)	2,000
6915	Equipment/Machinery Rep	186	250	64	834	648	2,426	1,500	(926)	3,753	1,327	2,000
6917	Fire Extinguisher/Alarm	0	0	0	0	0	1,577	1,000	(577)	1,587	10	2,000
6920	Tools-Supplies	292	250	(42)	0	(292)	3,352	2,000	(1,352)	1,934	(1,418)	3,000
6925	Boat Repairs	7	0	(7)	0	(7)	186	1,000	814	215	29	1,000
6930	Vehicle Repair	0	0	0	1,191	1,191	2,560	750	(1,810)	3,088	528	1,000
6935	Fuel -Program	446	500	54	384	(62)	549	3,000	2,451	795	246	3,000
6936	Fuel	481	0	(481)	89	(392)	2,912	0	(2,912)	1,542	(1,370)	0
6955	Pest Control/Termites	0	500	500	900	900	648	2,000	1,352	2,682	2,034	3,500
7000	Telecommunication	653	333	(320)	0	(653)	2,300	2,667	367	2,179	(121)	4,000
7010	Electricity	0	2,292	2,292	3,387	3,387	19,468	18,333	(1,135)	15,709	(3,759)	27,500
7020	Waste Disposal	0	275	275	211	211	3,646	2,200	(1,446)	2,942	(704)	3,300
7030	Propane	0	250	250	184	184	1,743	2,000	257	2,009	266	3,000
7040	Water Service	0	208	208	295	295	1,665	1,667	2	1,800	135	2,500
8010	Canteen Income	0	0	0	(76)	(76)	0	0	0	(432)	(432)	0
8020	Misc. Income	0	0	0	0	0	(103)	0	103	(1,412)	(1,309)	0
9010	Misc. Expense	74	0	(74)	(1,861)	(1,935)	4,589	200	(4,389)	843	(3,746)	250
9011	Management Fees	4,750	0	(4,750)	0	(4,750)	38,000	0	(38,000)	0	(38,000)	0
9990	Debt Service on Mortgage-	0	0	0	6,793	6,793	0	0	0	54,342	54,342	0
	Total Expenses	<u>46,134</u>	<u>49,984</u>	<u>3,850</u>	<u>50,485</u>	<u>4,351</u>	<u>442,522</u>	<u>417,288</u>	<u>(25,234)</u>	<u>371,767</u>	<u>(70,755)</u>	<u>607,505</u>
	Net Income	<u>\$ (24,620)</u>	<u>\$ 1,215</u>	<u>(25,835)</u>	<u>\$ (2,244)</u>	<u>(22,376)</u>	<u>\$ (116,358)</u>	<u>\$ 59,992</u>	<u>(176,350)</u>	<u>\$ (10,543)</u>	<u>(105,815)</u>	<u>\$ 73,545</u>

For Management Purposes Only

Montgomery Presbyterian Conference Cent
 Income Statement
 Compared with Budget
 For the Eight Months Ending August 31, 2019

Acct# Acct#	Account	Month Actual	Month Budget	Act/Bud Variance	Month PY	Act/PY Variance	YTD Actual	YTD Budget	YTD Variance	YTD PY	Act/PY Variance	Full Year Budget
	Net Income	\$ (24,475)	1,215	(25,690)	\$ (2,244)	(22,231)	\$ (116,213)	\$ 59,992	(176,205)	\$ (10,543)	(105,670)	\$ 73,545

**College Ministry Program
First Presbyterian Church of Gainesville**

Appendix Contents:

College Report	2018-2019
College Expense Report	2018-2019
College Ministry Plan	2019-2020
Projected Expenses	2019-2020

Notes:

- Reviewed annually by our Coordinating Council (originally the annual review was done by the Committee on Ministry, but this was changed by presbytery action after the new presbytery structure went into place)
- Coordinating Council reports its approval to the presbytery
- The presbytery notifies the Synod of South Atlantic annually of its decision
- The synod sends funds semi-annually to the presbytery for the purpose of the ministry
- The presbytery forwards the funds to the First Presbyterian Church of Gainesville
- The first program year was 2014-2015

First Presbyterian Church of Gainesville
College Report 2018/2019

**BRIEF HISTORY OF COLLEGE
MINISTRY AT FIRST PRESBYTERIAN CHURCH
GAINESVILLE, FLORIDA**

First Presbyterian Church of Gainesville, Florida, has been engaged in ministry to students of the University of Florida since its inception. In 1951, a major step in campus ministry was taken by First Presbyterian Church when the Session approved the building of a Gainesville Student Center. The construction of the Student Center was funded 100% by First Presbyterian Church, Gainesville. The Student Center was constructed on land donated by a member of First Presbyterian Church for the purpose of housing a Student Center. Through the years, First Presbyterian Church maintained its relationship with the Student Center in a number of ways. The church provided annual financial support to the Student Center, members of the church served on Boards at the Student Center, and the church shared staff with the Student Center.

Sometime in 2012, the Synod, which obtained ownership of the Student Center through a conveyance by First Presbyterian Church several years earlier, made the decision to sell the Student Center. The conveyance by First Presbyterian Church was a gift and no money was paid by the Synod. The property was sold by the Synod for \$2.5 million. After costs were subtracted, the Synod received \$1.8 million from the sale.

In October of 2013, after completing its investigation, the Synod consultation team issued its recommendation for disbursement of the "Gainesville Student Center" sale proceeds. In support of their recommendation, they made the following findings of fact:

1. The Gainesville Student Center was 100% funded by First Presbyterian Church, Gainesville.
2. The Gainesville Student Center was dedicated for the purpose of campus ministry in Gainesville, Florida, exclusively.

Based on their findings of fact, they made the following recommendations:

1. The Synod of South Atlantic will be the owner of the \$1.8 million realized by the sale of the Gainesville Student Center.
2. The \$1.8 million dollars shall be invested in the Presbyterian Foundation.
3. Interest earned from the investment shall be given to the Presbytery of St. Augustine for Gainesville campus ministry.
4. Presbytery of St. Augustine shall provide 100% of the yearly Synod funding (minimum \$81,000 - maximum \$90,000) to the First Presbyterian Church (PCUSA) Gainesville for its Gainesville campus ministry.

Pursuant to the findings of fact and recommendations of the Synod consultation team, First Presbyterian Church has received the interest from the principal of \$1.8 million which has been invested in the Gainesville campus ministry.

GOVERNING BODY

As a ministry of First Presbyterian Church, the College Program is under the supervision and authority of the senior pastor, Dr. Robert Shettler, the Board of Trustees, and the Session. The Session has constituted a "College Committee" which directly supervises the activities of the College Ministry. The College Committee is composed of members of First Presbyterian Church who are faculty members of the University of Florida, Elders of First Presbyterian Church, members of First Presbyterian Church, and college students. The College Committee submits an annual report to the Session. Director of College Ministry, Scott Stuart, attends Session meetings and keeps the Session updated on the various ministries in which the College Ministry is engaged.

COLLEGE MINISTRY STAFF

College Director	Scott Stuart
College Interns	Kristin Maine
Media Tech	Taylor Cook
Church Staff providing support	Senior Pastor Dr. Robert Shettler
Assistant to Senior Pastor	Laura Montgomery
Director of Music Ministry	Dr. Mark Coffee

MISSION AND MINISTRIES

The Mission Statement of First Presbyterian Church is “Glorify God, make Disciples of Jesus Christ, and meet human needs”. That Mission Statement is the Mission Statement for each of the committees and ministries of First Presbyterian Church, including the College Ministry.

As the Book of Order points out, we recognize that the life of the church is one, and that it’s worship, witness, and service are inseparable. The Mission Statement gives us guidance in the College Ministry and focuses us on the calling of the church which is to be a community of faith, hope, love, and witness.

GLORIFY GOD

While our intention is that all the activities of College Ministry would Glorify God, we’ve placed under this heading those activities generally described as Worship.

Sunday Worship - First Presbyterian holds an 8:30 and 11:00 Worship Service on Sunday morning. College students attend those services. College students regularly participate in Worship through the following activities: *ushering, singing in the choir, and leading the Children’s Lesson*. In addition, several are involved in teaching Sunday School.

College Café - After the 11:00 Worship Service, we have College Café. Members of First Presbyterian Church provide a home cooked meal for students who wish to remain after the 11:00 service. While it is hard to get a grasp on the number of students that attend the 11:00 Worship Service, last year we had 75 to 80 students participating in

College Café. It is a good time for them to relax over a meal and visit with our senior pastor, other staff, and leaders of our church.

UF Football Team - At the end of the summer Coach Dan Mullin reached out to us asking if he could bring his players and coaching staff to worship with us before their season began. On August 8th we were grateful for the opportunity to be a welcoming face to both player and coaches. However, more importantly we were grateful to see our head football coach lead by example at the beginning of the season to take all of his players to three different churches before the start of the season.

Dr. John Lennox on AI - On October 4th we were graced by Dr. John Lennox of Oxford giving a message on "Artificial Intelligence, Threat or Promise." We used this time as an outreach during the week to both our students and faculty. Dr. Lennox's message centered around the warning of creating false gods for ourselves. We used the Phillip's Center that night as roughly 400 students, faculty, and community members attended.

Dr. John Lennox's Testimony - Dr. Lennox gave his testimony to about 100 faculty members and grad students. He encouraged them by saying, "It is more than possible to have an academic carrier and be an out spoken Christian in your field.

College Sunday - One Sunday out of the year is College Sunday. Students are responsible for leading the Worship Service. They hand out bulletins, take up the collection, serve as lay readers, lead prayers, and often provide the message. In the last

couple of years, the anthem has been presented by the brothers of KAPPA PHI EPSILON, a Christian fraternity which meets at First Presbyterian Church.

This year we were privileged to have Dr. Lennox give a charge and message to over 100 students and members of the congregation on the value of The Lords Supper.

Trajectory - Wednesday night at First Presbyterian Church is Trajectory. Trajectory is Bible Study, music, and breaking bread together. During the fall we usually focus on one or two books of the Bible, going through it together line by line. This year we studied Ephesians and Colossians. During the spring semester we did what we call "Fish Bowl." This is where students take a topic of discussion or a question and we answer it in view of scripture.

During the summer we go through a popular book and put scripture along side what the author has to say. This summer we went through College Ministry in a Post Christian Culture by Stephen Lutz. This book offered insight into how we can continue to do ministry in an ever changing college campus.

At the end of the year we have served roughly 75 students on a Wednesday night.

Kappa Phi Epsilon - Monday night is Kappa Phi Epsilon night. Kappa Phi Epsilon is a Christian fraternity. They use several of the classrooms in our Education Building for training. At the end of the training they gather in our Chapel for a Worship Service. Weekly attendance is between seventy-five to eighty young men. Several of the Elders at First Presbyterian Church have been closely involved with the leadership of Kappa Phi

Epsilon providing encouragement and support. Scott Stuart personally mentors the officers of Kappa Phi Epsilon.

MAKE DISCIPLES

Trajectory - Trajectory falls under two categories. It is Worship as we have pointed out, but it is also making Disciples. Trajectory is a weekly Bible Study with the desire of training up tomorrow's leaders in the Word of God.

Kappa Phi Epsilon - The Christian fraternity, KAPPA PHI EPSILON, also properly falls in two categories. While they close their meetings each Monday night with a Worship Service at our Chapel, the evening for the 75 to 80 brothers begins with classes.

Tabling - It has been said that more people walk though Turlington Plaza on Wednesday than the gates of Disney. With this in mind, one of the initial activities for the First Presbyterian College Ministry at the beginning of each academic year is tabling. Students are provided information regarding the College Ministry Program at First Presbyterian Church. Students are given an item with the church's name, address, and phone number, such as a cup. It is an important way to engage in conversation with students and meet freshmen who are not familiar with Gainesville.

Small Groups - During the year, men's and women's small groups are formed within our college group. This is an opportunity for students to meet in smaller groups to go deeper with issues raised in our weekly Bible Study or other issues related to being a Christian on a college campus. This past year we had approximately 20-25 students participate in small groups.

Rice Night - It is true what they say, "Rice goes with everything". With this idea in mind, Patty Hill and Janet Heffner used this opportunity to make a giant bowl of rice and invite our international students to dinner every Tuesday night. It is at her table we celebrate a meal and discuss scripture in a cultural context. These moments are a small picture of what we believe the great wedding supper will one day look like. Last year over 30 international students participated

Pumpkin Carving - An event students look forward to every year is our pumpkin carving contest. This is a great time to invite friends, share a few laughs, and watch the creativity take place. Many times, students are not ready to join a Bible study for various reasons, but our hope in these moments is to build relationships with students so that when they are ready to ask questions or come to church they know where to find us. About 30 students showed up this year to show their skills and creativity.

Thanksgiving Feast - Many of our students are not able to go home for Thanksgiving. This is a great opportunity for us to come together to enjoy a meal and celebrate Thanksgiving. Our international students seem to particularly enjoy sharing a Thanksgiving meal. It gives us a time to remind students and visitors of the Mayflower Compact and share with them that the Pilgrims left England in part to pursue their freedom to worship Jesus Christ. This past Thanksgiving we had about 40 students show up.

Christmas Celebration - After a long semester this is a great time to unwind, share a meal, and participate in our annual White Elephant gift exchange. Though many

students look forward to this every year this is something that is a little extra special for our international students. It not only serves as time to participate in something unique to our country, but it also gives our students a chance to have conversations about why we celebrate Christmas. Roughly 40 students were welcomed here at the church as we celebrated the end of the semester and our Saviors birth.

Atlanta Passion - In January 15 us went to the Passion Conference in Atlanta, Georgia. These three days consist of speakers challenging students, great music, and encouragement to be in the presence of tens of thousands of college students seeking to live lives as Disciples of Jesus Christ.

RZIM Hungry Week - The purpose of Hungry week centers around continued dialogue with students through a series of lectures. Each day there were 3 different lectures, two during lunch and one in the evening. By the end of the week including outreach to Santa Fe College we were able to host eighteen different talks with the hope that at least one or two talks would resonate with students passing by. At the end of the week we were able to engage with 1000's of students on multiple levels, such as "Flyer Conversations," "Mark the Board (Tri fold board where students could chalk their answer for the day's question)," and the talks themselves with follow up conversations.

RZIM Faculty Outreach - During Hungry week we also reached out to the faculty and staff at the University of Florida. Dr. Aneanette Roberts spoke on "Why would a good God create Viruses. With her molecular and cell biology back ground she was able

to deliver a talk to several hundred faculty and grad students giving a message of hope through Jesus Christ.

MEET HUMAN NEEDS

Presbyterian Disaster Assistance – At the beginning of the fall semester 13 of us went to Jacksonville to link arms with PDA. There we spent the day helping a woman whose house had been destroyed by flooding. With a supervisor's assistance, we tore down and replaced sheet rock, hung cabinets, and gutted a bathroom. While my group may not be skilled carpenters, our hope is to be the beautiful hands and feet God has called us to be.

Nicaragua – Again, due to the unstable situation in Nicaragua, we were forced to cancel this year's mission trip. We look forward to continuing our partnership with Shalom Presbyterian Church of Estelí next year.

Hurricane Michael – Once again we started the school year off with a hurricane. While no hurricane is anything to over-look, this year was a Category 4/5 hitting the Panhandle hard. Through various connections we reached out to First Presbyterian Marianna and asked how we could help. After taking a vision trip and meeting with Pastor John Wamsley we decided it would be best to bring back a chainsaw crew. During the spring semester 15 of us showed up ready to run saws and haul debris.

Family Promise - First Presbyterian Church of Gainesville is part of the Family Promise network in Gainesville, Florida. Two times a year First Presbyterian Church is home to three to four homeless families for a period of two weeks (4 weeks total). Sunday school rooms are converted into apartments. Volunteers are needed to prepare meals, provide transportation, and serve as hosts. This year approximately 15 college students served as hosts for our visiting families.

Flowers to Homebound - First Presbyterian Church has a large number of senior members who, because of age and other disabilities, are unable to attend the Sunday Worship service. One of the ministries the college group has been involved in is taking flowers from the worship service, breaking them down into individual arrangements, and delivering them to the homes of our elderly members. This allows our senior members to feel like they are still part of the body and our college students to visit with members who can share with them the history of First Presbyterian Church. It also gave our 10 students the chance to interact with other elderly who might not have anyone visiting them, as many of them seem to sit alone in the dining area or hall ways.

MEASURING SUCCESS

One of the questions we were asked by the Committee on Ministry was “How do you measure success?” It is a hard question to answer when you look at the mission of the church and its ministries. The Book of Order makes clear that the mission of the church is to participate in God’s mission for the transformation of humanity by proclaiming to all people the good news of God’s love and calling all people to Discipleship in Christ.

At First Presbyterian we seek to carry out that mission through our Mission Statement, “Glorify God, make Disciples, and meet Human Needs”. All of the ministries in the College Program are evaluated against that Mission Statement. Each one is looked at to see whether it glorifies God, makes Disciples, or meets human needs. If they do, and we believe each one does, then we believe we are engaged in the mission of transformation described in the Book of Order.

Graduates of the University of Florida and Santa Fe College are leaders in the areas of business, law, medicine, and education. The goal of college ministry is the development of spiritual leaders. Part of how we measure success is seeing students who become Sunday School teachers, lead a Worship Service, teach a Children’s Lesson, organize and lead service projects, lead mission trips, as well as train the leaders of tomorrow to take Christ into their jobs. We are seeing students taking on these rolls and be successful in them. Or as Andrew Scott said it with the cover of his latest book Scatter, “Go Therefore And Take Your Job With You.”

At the end of the day, the true measure of success is probably whether lives are being changed by inviting people to find meaning and purpose in their life through the person of Jesus Christ. In the conversations we have with students at College Café, in small groups, at Bible Study, while participating in service projects, we see lives being changed as students commit themselves to a more mature walk with Jesus Christ.

COLLEGE EXPENSE REPORT

The attached page shows the expenses for the College Ministry at First Presbyterian Church for the fiscal year beginning July 1, 2018 and ending June 30, 2019. Total expenses are \$105,244.

Revenue received from the Synod for the same time period was \$81,000.00. The difference between the expenses captured on the attached report and the income received from the Synod is \$24,244. That was paid out of the General Budget of First Presbyterian Church.

A number of regularly occurring expenses are not captured by the attached expense report. For example, college students made up a large part of our Nicaragua Mission Team. The Global Mission Budget underwrites the cost of their trip by contributing \$500 per student. In the past that support averaged \$5,500 a year.

FIRST PRESBYTERIAN CHURCH COLLEGE EXPENSE REPORT

(Fiscal Year July 1st 2018 – June 30th 2019)

Ministries	Amount
College Outreach	
<ul style="list-style-type: none"> • Trajectory (Weekly Bible Studies) • Special Events (Hungary Week) • On Campus Ministry (Tabling) • College Missions (Hurricane Relief/PDA) • College Ministry Support (Global Connections) 	\$ 14,878
Food and Meals	
<ul style="list-style-type: none"> • College Café • Special Event Meals 	\$ 6,960
Staffing	
<ul style="list-style-type: none"> • Interns • Personnel Costs including benefits 	\$ 83,406
TOTAL	<u>\$105,244</u>
<i>*Received from Synod</i>	<i>\$ 81,000.00</i>

College Ministry Plan 2019-2020

Leadership Retreat – As the school year starts it's important for us to start off on the right foot together. This time is used to pray, reflect on the past, and plan the year before us.

Wednesday Night Trajectory – Wednesday night will continue to be a staple of who we are and what we are about. This will be a time where we will continue to come together, study God's word, and ask ourselves how we can apply God's Word to our daily life.

College Sunday – Train and lead our students to lead worship. We are a firm believer that when leaders lead, they gain a rich knowledge and understanding of what goes into the work that is before them. During this time they will preach, lay-read, do the time for young disciples, usher, sing, and conduct the various moments that it takes to lead worship.

Tabling – Reaching out to students in the midst of where they live is a heart pounding experience. Some students come hungry, ready to receive the Word, while others are skeptical. Our hope is to be a light on the campus, so that when students are ready to engage in meaningful conversation, we are right there to listen, give them information about who we are, and offer whatever word of hope we can.

Tailgating – Football continues to be a heartbeat of Gainesville. Whether one enjoys the game or not, at some point everyone goes to a game. Our plan is to continue to put ourselves right in the middle of campus, fire up the grill, pass out hamburgers, hotdogs, and create an avenue where friends can bring friends and those who pass by will feel welcomed.

Special Meals – For as long as there are college students, there will be hungry college students. Meals have a special way of bringing out togetherness, conversation, and fellowship. Certain meals come with an emphasis of the seasons; our goal is to use these special times to draw students in and experience the warmth of home.

College Café – For many student's home is not exactly around the corner; for some it may be half way around the world. While we won't ever be able to compete with Ma Ma's home cooking, we can at least try to offer a taste of home. College café is critical time for getting to know one another and expressing upcoming events throughout the year.

Christian Fraternity – Though the Greek life often looks polished, it can many dark sides. This is an area we continue to try to reach. By allowing the Christian Fraternity Kappa Phi Epsilon to meet on our campus here at FPCG and meeting with the officers every other week, it allows us to pour into them so that they can reach non-Christian fraternity's.

Atlanta Passion – For many of my students this is a large highlight of the year. Students look forward to listening to some great worship and powerful messages as they prepare for the spring semester.

Hungry Week – Last year we launched Hungry Week through the help of the Ravi Zacharias International Team. The vision behind this week is to cover a multitude of topics for students to connect with. Through a series of 15+ different talks that included 10 lunches, we are able to give students and faculty a chance to hear various topics that might lead them to the saving grace of Jesus Christ.

Missions – Jesus reminds us of the Great Commission in Matthew 28, *Go therefore and make disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit.* We want to continue to be a group

First Presbyterian Church Projected College Expenses

(Fiscal Year July 1st 2019- June 30th 2020)

Ministries	Amount
College Outreach	
- Trajectory (Weekly Bible Studies)	
- Special Events (Hungry)	
- On Campus Ministry (Tabling)	
- Atlanta Passion	
- Rice Night	
- Family Promise	
	\$26,600
Food and Meals	
- College Café	
- Special Meals	
	\$8,000
Missions	
- Mission Trip	
- Disaster Relief	
- International Ministry	
- Local Partners	
- Thornwell Orphanage	
	14,800
Staffing	
	\$84,000
Total	\$132,800

Appendix F - Ministers in Validated Ministries and At-Large Status

**Teaching Elder Members in At-Large Status
and
Teaching Elder Members in Validated Ministries
Outside of Presbyterian Congregations**

Dated: September 17, 2019

Members At Large

1. Harmon, Chuck
2. Jones, Marla*
3. Lee, Changwoo
4. McLean, Kathryn
5. Medearis, Holly
6. Montgomery, Cynthia
7. Swoffard, Barbara*
8. Thayer, Daniel

**Have not completed annual review.*

Members in Validated Ministries

1. Albright, Joe – Dial Hope Ministry (also Pastor, Geneva)
2. Bonkovsky, Frederick – University of Vienna and UCSD*
3. Bossuot, Vickie – Riverside Presbyterian House/Apartments (also Parish Associate, Lakewood)
4. Boyd, Ina – Haven Hospice (also Parish Associate, Westminster)*
5. Brooks-Cope, Scott – Phoebe Ministries
6. Busby, Glen – Veterans Affairs (also Stated Supply Pastor, Branford and High Springs)
7. Clark, Janice Marie – Haven Hospice
8. Comee, Les – Young Life
9. Green, Larry – Gainesville Community Counseling Center
10. Haynes, Elizabeth – Flagler College*
11. Hyatt, Kimberly – Cathedral Arts Project

12. Kim, Do In – Baptist Health System
13. Lieberman, Joyce – Synod of the South Atlantic
14. Lugos-Berrios, Ana – Evangelical Lutheran Church in America Foundation
15. McCrosky, Jess – Community Hospice
16. McElroy, Patricia – Baptist Health System
17. Roberts, Tim – Stuart Congregational Church
18. Soto, Eriberto (Eddie) – Ft. Caroline United Methodist Church
19. Sweet, Tina – Haven Hospice

**Have not completed annual review.*

**Other Members in Validated Ministries Outside the Congregation
(Not Already Listed Above)**

1. Davies, Craig (Presbytery Area Relationship Coordinator)
2. Hedrick, Alexandra (Presbytery Stated Clerk)
3. Lieberman, Chris (Presbytery Relationship Coordination Director)
4. Link-Cummings, Rhonda (Presbytery Area Relationship Coordinator) (also St. Leo University)
5. McGarity, Don (Presbytery Area Relationship Coordinator)
6. Rigsby, Joe (Presbytery Area Relationship Coordinator)

**Appointment of Moderators
Listing for 2019 Fall Stated Meeting**

The following individuals have served as temporary session or congregational meeting moderators during all or part of the period since the 2019 Spring Stated Presbytery Meeting:

Community - Jessi Higginbotham, Craig Davies and Holly Inglis

Gainesville First - Paige Porter-Buhl

Jasper First - Harry Horne (Presbytery of Florida)

Middleburg - Yvan Kelly

Murray Hill - Jim Black

Nueva Esperanza - Sandra Hedrick (AC)

Perry First - Rhonda Link-Cummings

San Mateo - Rhonda Link-Cummings and Cliff Lyda

Westminster - Ina Boyd

White Springs First - Paul Fossett (former CRE)

Appendix H

Presbytery Trustees Report
2019 Fall Stated Meeting
Presbytery of St. Augustine

The Presbytery Trustees report the following actions since the 2019 Spring Stated Meeting:

PILP LOAN – Presbytery of St. Augustine as Co-Borrower

With respect to the loan commitment from the Presbyterian Investment and Loan Program (PILP) for the Montgomery Presbyterian Conference Center construction loan where the Presbytery of St. Augustine, Inc. is a required co-borrower, on September 24, 2019 it was moved, seconded and approved that:

- (1) The Trustees concur strongly with the Coordinating Council that we need more information to evaluate the loan.
- (2) As trustees with fiduciary responsibilities, we cannot recommend signing the PILP loan when we don't have updated projections from MPCC or how it will address the current operating shortfall of \$116,000.
- (3) Based on the information we have, the PILP loan is not viable.
- (4) Entering into the loan will put the viability of the presbytery itself at risk.
- (5) To move forward with the MPCC dream, both individuals and congregations would need to make immediate donations to fund MPCC.

Property Requests:

- Approved the request of the Westminster Presbyterian Church to sell residential property received from a donor so long as the property is sold for fair market value.
- Declined the request of a neighboring business to have its customers park cars at the vacant Normandy Boulevard property (previous site of the Nueva Esperanza congregation) and requested that the Stated Clerk let the owner know that we cannot permit customer parking on this property for liability and tax reasons.
- Received a request from a third party to use a portion of the presbytery's office building. Appointed a sub-committee of John Bartholomew, Becky Wolf, and Ed Kelly to look into the questions and issues relating to a request and to report back to with information and recommendations. The third party subsequently advised it does not require use of the presbytery office building at this time, so the request is on hold.
- Appointed a sub-committee of John Bartholomew and Becky Wolf to talk directly with the Lakewood Presbyterian Church to work towards updating the lease agreement between the church and the presbytery

Banking Requests:

- Delegated to the Finance Team in consultation with the Administration Committee the authority to change financial institutions for our presbytery bank accounts after Finance Team does the due diligence. This delegated authority will continue up to the time of the 2019 Fall Stated Presbytery Meeting.

Gainesville Ministry Center:

With respect to the Gainesville Ministry Center, the Trustees have taken the following actions and accomplished the following work since the Spring Stated Presbytery Meeting:

- completed the legal transfer of the real property from Highlands Presbyterian Church, Inc. to the Presbytery of St. Augustine and handled details associated with that transfer such as binding insurance coverage, notifying the Presbyterian Investment and Loan Program (PILP), changing utility service, etc.
- appointed Trustee Geoff Spiegel to coordinate painting, repairs and other work at the property
- had the property re-keyed, indoor hallways & classrooms painted, addressed open electrical issues, sorted through and disposed of old, disposed of unusable furniture & equipment
- entered into user agreements with the Gainesville Community Counseling Center (Larry Green, Director), Enduring Faith Ministries, and Days for Girls
- established a committee of the Trustees to engage in: (a) property management and maintenance; (b) negotiating use agreements and recommending them to the Trustees for approval; (c) working on the presbytery's visioning and goals for the Gainesville Ministry Center; and (d) determine what ministry groups might use the property consistent with the presbytery's vision and goals.
- Coordinated with insurance company on claim for prior storm damage and currently pursuing quotes for repair work; final decision on repair work to be made after multiple quotes obtained
- Toured the property and its facilities

Corporate Officers:

- Elected Becky Wolf to serve as Vice President of the Presbytery of St. Augustine, Inc., and nominates Cynthia Montgomery, the current President, to be elected by the presbytery to serve through the end of the 2020 Winter Stated Meeting of the presbytery.

**Update from the Administrative Commission
for Nueva Esperanza Presbyterian Church
September 2019**

In June of 2018 Nueva Esperanza began a year-long contractual relationship with Reverend Pablo Rivera through the 1001 Worshiping Communities of the Presbyterian Church (USA). In June of 2019 the session voted to extend the contract for a period of six months, through December of 2019. Since Pastor Pablo's first weekend visit, in July 2018, a leadership team was selected and an action plan for growth was discussed. In February of 2019, Pablo visited again, and the action plan was finalized.

The church family, through the direction of the leadership team, has been reenergized and is working diligently to complete the items on the action plan. Pastor Pablo has visited once a month from February to June and again in August. During his visits, he conducts worship with communion and meets with the leadership team to keep them focused on their goals. Members of the AC also attend as their schedules permit.

The leadership team has completed or begun the following: purchased a new church sign, began new member classes, welcomed nine new members with two more in new member classes, baptized one adult and three youth, and conducted a stewardship campaign.

Pastor Pablo continues to be in contact with the leadership team through emails, phone calls and teleconferencing. He sends a monthly report to the moderator of the AC or calls as needed. He is a great blessing to this church family.

Before the next presbytery meeting, with the help of Reverend Rivera, a decision will need to be made as to whether NEPC will apply to transition to becoming a 1001 Worshiping Community.

Submitted by Cathy Sanders
Moderator of the Administrative Commission

Appendix I-2

**Administrative Commission for St. Johns Presbyterian Church
Presbytery of St. Augustine**

Update for 2019 Fall Stated Presbytery Meeting

In May of 2016, after a lengthy discernment process with congregational involvement, the session of St. Johns Presbyterian church voted to seek Gracious Dismissal from the PC(USA) and notified the presbytery of the decision. The presbytery formed a Crisis Response Team (CRT) which began conversations with St. Johns in January of 2017. In December of 2017, the CRT reported to the presbytery that reconciliation was not feasible and recommended the appointment of an administrative commission (AC) to negotiate the dismissal of St. Johns to another Reformed Presbyterian denomination.

The Administrative Commission was appointed May of 2018 and convened for the first time July 24, 2018. Ben Samuels was elected as moderator, Jerie Lukefahr as clerk. The Commission has continued to meet and communicate with the St. Johns Gracious Dismissal Group (GDG) to ascertain any possible reconciliation and discern next steps forward in the process.

The AC determined that the work done by the CRT was thorough, giving St. Johns congregation ample time to express their concerns. Subsequent discussions with St. Johns GDG have confirmed their desire to be dismissed.

An appraisal of St. Johns' property is being scheduled by the A.C.

A meeting was held on Thursday, September 19, 2019 at Riverside Presbyterian Church to review a presentation by St. Johns outlining their proposal to advance the process of dismissal.

The next meeting of the AC and GDG will be at noon, October 3, 2019 at Riverside Presbyterian Church.

Respectfully submitted,

Jerie Lukefahr

Members: John Diller (TE), Laurie Furr-Vancini (TE,)Mac Heavener (RE) (resigned due to relocation), Jerie Lukefahr (RE), John Ragsdale (TE), Ben Samuels (RE)- moderator

Appendix I-3 – Administrative Commission Report for Highlands

REVISED 09-25-19
Nominating Slate - 2019 Fall Stated Meeting

224th General Assembly

See Meeting Docket

Coordinating Council**Class of 2022**

Vickie Bossuot (WFTE - Riverside Presbyterian House and Apts./Lakewood)

Larry Green (WMTE - Gainesville Counseling)

Suzi Lemen (WFRE - St. Giles)

Class of 2020

Bill Hoff (WMTE - Riverside) (on 02/01/20)

Member Preparation and Call Commission**Class of 2022**

Mary Brown (BFTE - Woodlawn)

CJ Dates (WMTE - South Jacksonville)*

Laurie Furr-Vancini (WFTE - Palms)

Yvette Grant (HFRE - Nueva Esperanza)

Jessi Higginbotham (WFTE - Community)

Walter Laseter (WMRE - First Ocala/Weirsdale)

Wayne Letizia (WMRE - Geneva)

Cliff Lyda (WMTE - First Palatka)

*Pending Completion of Ordination

Class of 2020

Violet Asmuth (WFRE - First Ocala)

Permanent Judicial Commission**Class of 2025**

Ray Fischer (WMRE - Community)

Dan Graham (WMTE - Honorably Retired)

Mary Mickel (BFRE - Woodlawn)

Class of 2021

Beth Hogue - (WFRE - Silver Spring Shores)

President of Presbytery of St. Augustine, Inc.

Cynthia Montgomery (TE - At-Large)

(until 02/01/2022)

Board of Trustees**Class of 2022**

Murray Beard (WMRE - Palms)

Amy McGeorge (WFRE - Riverside)

Geoff Spiegel (WMRE - First Gainesville)

Class of 2021

Ana Lugo-Berrios (HFTE - ELCA Foundation)

Nominating Team**Class of 2021**

Yvan Kelly (HMRE - Memorial/Middleburg)

Andrea Mogg-Jacque (BFRE - Marion Oaks)

Class of 2021

Steve Crowley (WMRE - First Palatka)

Representation Team**Class of 2022**

Don Johnson (BMTE - Woodlawn)

Do In Kim (AMTE - Baptist Health)

Training Team**Class of 2022**

Ralph Moulder (WMRE - First Starke)

Debbie Pangrass (WFRE - Fort King/Marion Oaks)

Problem Resolution Team**Class of 2022**

David Lee (WMTE - Highlands United)

Conley Zomermaand (WMTE - Riverside)

REVISED 09-25-19
Nominating Slate - 2019 Fall Stated Meeting

Communications Team

Class of 2022

Jake Young (WMTE - St. Giles)
Michaele Wood (WFTE - Kanapaha)

Class of 2020

Anne Hart (BFRE - Woodlawn)

Reconciliation Team

Class of 2022

Robert Browning (WMRE - First Palatka)
Joy Laughridge (WFTE - Lakewood)

Finance Team

Class of 2022

Chris Lieberman (WMTE - Relationship
Coordination Director)

Legal Team

Class of 2022

E.K. Cottrell (WMRE - Community)
Betsy Haynes (WFTE - Flagler College)

Personnel Team

Class of 2022

Doris Swinton (WFRE - Woodlawn)

St. Augustine Youth Ministry Team

Youth Ministry Leaders

Forrest Foxworth (WM Member - First
Fernandina)
Brian Mitchell (WM Member - Lakewood)
Brooke Tucker (WF Member - Trinity)

Youth Church Members

Savannah Bealer (WF) - Community
Matthew Beckham (WM) - Community
Emma Cottrell (WF) - Community
Keith Fowler (BM) - Woodlawn

Casey King (WM) - South Jacksonville
McKenzie Williams (BF) - Woodlawn
Abbie Vancini (AF) - Palms
Mitchell Worthy (WM) - Perry

Mutual Mission

Class of 2022

Pat Crews (WFRE - Middleburg)
Diane Watkins (WFRE - First Fernandina)

Montgomery Executive Operating Board

Class of 2022

Robert Browning (WMRE - First Palatka)
Rebekah Rodgers (WFRE - McIntosh)
Nicholas Vellis (WMRE - First Gainesville)

**St. Augustine Presbytery Disaster Assistance
Commission (No Class Terms)**

Holly Inglis (WFTE - Palms)
Julie Jensen (WFTE - First Fernandina)
James Kendrick (WFTE - Mayport)

Ordination Exam Readers

Class of 2020

Sally Layendecker (WFRE - Fort King)
Marcia Graham (WFTE - Honorably Retired)
Greg McMillan (WMRE - South Jacksonville)
Jeff Welch (WMTE - Dunnellon)
Alternate - Wayne Letizia (WMRE - Geneva)

*Note 1: all nominees for class years other than
2022 begin the term upon election at the 2019 Fall
Stated Meeting.*

*Note 2: letters in parentheses represent racial/
ethnic identity, gender, ordination.
i.e. – BMRE = Black, Male, Ruling Elder; WFTE
= White, Female, Teaching Elder*

Appendix K – New Minister Information

New Minister Information

1. John Harland, Honorably Retired
2. Jonathan Swanson, Hodges Presbyterian Church
3. Michael Wood, Kanapaha Presbyterian Church
4. Melanie Marsh Baum, Community Presbyterian Church
5. Carl J. (CJ) Dates, South Jacksonville Presbyterian Church
6. Karl Kling, First Gainesville Presbyterian Church, Interim Pastor
7. Jeffrey Weenink, Palms Presbyterian Church, Interim Pastor*

*See Member Preparation and Call Commission report on page 7 (begins work November 1).

PERSONAL STATEMENT OF FAITH --- JOHN RICHARD HARLAND

I BELIEVE in God the Creator, who created the heavens and the earth, who brought order out of chaos, and who breathed life into every living thing. In God's image, people of every age and race male and female, have been created to glorify and enjoy God forever, while seeking to love one another as God loves us. Sadly, in our desire to control our own destiny, we repeatedly turn away from God and one another. However, God continues to raise-up new servants to reclaim the lost and restore the broken family of faith.

I BELIEVE in Jesus Christ, God's only Son, who was sent into the world, not to condemn the world, but to save the world through his sacrificial love. In the birth of Jesus Christ, God came to be with us, as one of us, as the Word made flesh. In the person of Jesus Christ, the world saw God face-to-face- fully human; fully divine. In human form, Jesus was like us in every way, except for sin. Through his servant ministry, Jesus comforted the afflicted and afflicted the comfortable. Through his death, Christ emptied himself, taking on the sins of the world. Through his resurrection, Jesus conquered sin and death. Because Jesus lives we also live and are called to live faithfully as we await his promised return.

I BELIEVE in the Holy Spirit, the comforter, counselor; God's Spirit within us, the Spirit who works through us. The Holy Spirit is the presence of God, promised by Jesus, who said, "I will be with you always." God distributes a rich variety of spiritual gifts so that all members may use their gifts for the common good -- to equip the saints for the work of ministry for building up the Body of Christ.

I BELIEVE that the Bible is the authoritative Word of God, completely trustworthy in its revelation of God as the source of our hope and salvation. The Bible is the Living Word in that the same Spirit who inspired the writers of the Old and New Testaments continues to inspire those who read the Holy Scriptures today. Through the illumination of the Spirit, the Bible reveals God's salvation story, begun with Israel and fulfilled in the person and work of Jesus Christ.

I BELIEVE that the Church of Jesus Christ is the community of believers who are called to reflect and live out the justice, mercy, and love of God. Members of the church of every age are to spread the Good News of the Gospel, and respond to Christ's commission to make disciples, to baptize, and to teach, following the example of Jesus Christ, who came, not to be served, but to serve and to give his life for the world.

I BELIEVE that the Sacraments of baptism and the Lord's Supper are God's Word made visible. Baptism is a sign and seal of our welcome into the household of God. Through baptism, as in birth, we are reminded of who we are and whose we are. Through the sacrament of the Lord's Supper, we are made one with Christ and offered a foretaste of the heavenly banquet that awaits God's people in the resurrection.

I BELIEVE that the Kingdom of God is a present and a future reality. The future holds great hope and promise for believers who await the return of Jesus Christ, who was Lord at the beginning, who will be Lord at the end, and who even now is Lord!

The Reverend John Richard Harland
1809 Beech Street, Fernandina Beach, FL. 32034
E-mail: jrharland4u@gmail.com

Professional Education

The College of Wooster, Wooster, OH. B.A. 1953
Pittsburgh Theological Seminary, Pittsburgh, PA. M. Div. 1956
Clinical Pastoral Education, St. Elizabeth Hospital, Washington, D.C.
San Francisco Theological Seminary, San Anselmo, CA. Doctoral Studies
Numerous Continuing Educational experiences around the world.

PASTORAL AND WORK EXPERIENCES

First Presbyterian Church, Holley, N.Y. 1956-60 Pastor
Southminster Presbyterian Church, Washington, D.C. Organizing Pastor and then
Senior Pastor 1960 - 1970
Boone Memorial Presbyterian Church and Chaplain to College of Idaho Community -
Senior Pastor 1970 -1973

My wife Emily died in a tragic auto accident leaving our 5 young children and me a single father. A supportive congregation and helpful cook helped us through a difficult time. I eventually re-married Suzann who was a widow with 3 young children but we needed to re-locate to raise our blended family.

Called to Lake Grove Presbyterian Church, Lake Oswego, OR. Senior Pastor
1973-1986 - now Pastor Emeritus.

We wanted to serve overseas and a call came from Tokyo Union Church 1986-1989 It was an enjoyable but challenging time. Tokyo provided a unique opportunity for a relationship with the Catholic community as well as time with Mother Teresa in Calcutta and Cardinal Sin in the Philippines. Suzann, who was a Chaplain in a Catholic hospital in PORTLAND, was asked to come back and minister to the beginnings of their Hospice Care. We came back to Portland and I served as Interim in two churches and also was a Spiritual Chaplain in a 30 day residential drug/alcohol facility at St. Joseph Hospital, Vancouver, WA.

In 1994 I was called as senior Pastor of the American Protestant Church in Bonn, Germany and Pastor to the American Embassy community. It was the only church the State Dept. owned. A Catholic priest was a colleague as we served two congregations in the same facility. The 90's were exciting and challenging years in Germany as the Balkans, Africa and the world experienced change. As the Embassy was moving to Berlin, the State Dept. wanted to sell the church for \$5 million to help pay for the new Embassy in Berlin. We felt that it would be better to make a gift of the church to the Republic of Germany as a memorial to our Friendship following WWII. A committee was formed and finally in 2000 President Clinton made the presentation to the German Republic. It continues to be a vital part of the Bonn community serving many nations.

We came to Amelia Island where I served the Plantation Chapel as Interim then as Parish Associate at Fernandina Beach, First Presbyterian providing pastoral care for nine years with Dr. Conrad Sharps as a member of St. Augustine Presbytery.

In 2008 we returned to Portland where I served on the COM of Cascades Presbytery helping churches who were experiencing especially troubled times. From 2012 - 2014 I served as an Interim providing Pastoral Care to the Calvin Presbyterian

Church in Tigard, OR. with a colleague who served as Senior Pastor. (the previous Senior Pastor had been removed for wrongful behavior).

In 2014 we moved to a Brookdale Senior Residential Community in McMinnville, Or. I had served as Moderator of the First Presbyterian Church in McMinnville as they went through a long transition following the removal of the Senior Pastor. We did not find the situation at the Brookdale facility comfortable and so we moved back to Florida where we lived in a 55 + community in Seminole, FL. I served as Stated Supply to Northwest Presbyterian in St. Petersburg. I resigned December 31, 2018.

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Thanking you in advance for your help.

Sincerely,

John Richard Harland

Statement of Faith **Rev. Dr. Jonathan Swanson**

I trust that I belong—body and soul, in life and in death—not to myself, but to my faithful savior, Jesus Christ.

I trust in God, who has revealed himself to us as a Triune being, manifested in the history of God's people recorded in the Bible.

I trust that Jesus Christ is the eternal Word of God, who was with God in the beginning, and through whom all things were made. God became a human being in the form of Jesus Christ, and he proclaimed the beginning of the in-breaking of the kingdom of God into our world. In Jesus Christ true humanity was realized, and he has set for us an example. The mission of the church is to continue Christ's ministry.

Jesus was unjustly condemned and crucified, dying for our sins. He was buried and God raised him from the dead. Accordingly, Jesus is our hope of things to come because he is the first fruits of those who have died.

I trust in God the Creator who made the heavens and earth, everything seen and unseen. This same God continually seeks to show God's love for all people through the granting of covenants, the sending of prophets, and finally through the giving of God's Son, Jesus Christ.

I trust in God the Spirit who is the renewer and giver of life, who spoke through the prophets. The Spirit binds us to God and to one another, and empowers us to carry out God's mission in the world.

I trust that Jesus Christ instituted two sacraments as visible signs of the invisible grace of God--Baptism and Lord's Supper. Through the waters of Baptism we are washed of our sins, incorporated into the family of God, and receive the gift of the Holy Spirit.

I trust that the Lord's Supper is a remembrance of the crucifixion of Christ, and a celebration of our union with one another and with Christ. The Lord's Supper is also a foretaste of the meal of the Kingdom of God.

I trust that the Bible is the word of God written. It is the normative form of revelation, meaning we measure all forms of revelation by it, and it is the revelation without parallel in its uniqueness. It derives its power and authority when it is inhabited and empowered by the Holy Spirit and as it attests to the living Word of God, Jesus Christ.

I trust in the restoration of all things manifested in the Sabbath rest of the seventh day of creation and the new heaven and new earth. This is part of the Christian hope that one day we will be united forever with the Lord Jesus Christ and one another in the eternal rest of the full realization of the kingdom of God.

Journey of Faith

Rev. Dr. Jonathan Swanson

At three years old, my family was in the Grace Episcopal Church, Lockport, NY, when I ran off, and my parents were unable to locate me. After a frantic search, they finally found me standing next to the Pastor, shaking the hands of people exiting the church. The author Parker Palmer says that we know our vocation as children, but we get distracted along the way. This statement holds true for me.

I was distracted from my true calling as a Pastor and earned an undergraduate degree in Economics. I went to work for the Federal Reserve in Washington, DC. Through the process, I came to realize that Economics is a great tool, but it will not solve our financial problem because they result from moral, social, and spiritual issues. If I felt called by God to change the world, I did not need to go to Business school or an Economics graduate program, but seminary. I attended Princeton Theological Seminary.

After working Clinical Pastoral Education for a summer, and answering God's call to serve as a Chaplain, Professor, and Associate Pastor in Missouri, I felt answering God's call would include a Ph.D. I earned the degree at Baylor University, and was able to integrate my financial and theological experiences by pursuing a dissertation and a book on the future of Medicare. For many the realms of Finance and Theology have nothing to do with one another. However, beyond the kingdom of God/heaven, money is the topic most on Jesus' lips. In Luke, one-third of the parables are about money. I believe theological considerations can help with some of our most pressing financial problems, such as the future of Medicare. I taught at Baylor, and pastored a church for eight years in Texas. God then called me to serve as Pastor to the diversity and youth of Miami, Florida and teach at University of Miami for the last ten years.

For the last three years, I have felt an intangible call to leave Miami and go elsewhere. My parents are in good health, but I want to be a day's drive away, or less, in case of an emergency. I believe I have fulfilled God's call in Miami, and God wants me to move on. After much prayer, I believe Hodges Boulevard is where God is calling me, confirmed by the PNC. Hodges desires to welcome a younger and more diverse congregation. In Miami, the plurality of my current church is Millennials, and for diversity we have no majority racial-ethnic group, or any one group that exceeds 50%. We are all minorities. What Hodges is searching for, I have done in Miami. Hodges was also looking for a passionate and professional teacher. For most of my pastoral career, I have been teaching on the university level in parallel with my church calling. I believe God's call now leads here. I am excited about the possibilities that God has for all of us.

**Hodges Boulevard Presbyterian Church
Terms of Call**

ANNUAL COMPENSATION—Effective June 9, 2019		
<i>Effective Salary</i>	Annual cash salary	\$ 40,500.00
	Housing allowance	\$ 40,000.00
	Deferred income ¹	\$
	<i>Total Effective Salary</i>	\$ 80,500.00
<i>Taxes/Benefits</i>	Pension (11% of Effective Salary)	\$ 8,855.00
	Death and Disability (1% of Effective Salary)	\$ 805.00
	Major Medical (25% of Effective Salary)	\$ 20,125.00
	Social Security (7.65% of Effective Salary)	\$ 6,158.25
	<i>Total Taxes/Benefits</i>	\$ 35,943.25
<i>Reimbursable Professional Allowances—Annually</i>	Continuing Education/Study Leave, Book Allowance, Professional Expenses, Travel	\$ 7,000.00
	<i>Total Professional Allowances</i>	\$ 7,000.00
<i>Total Package</i>		\$ 123,443.25
<i>Paid Leave</i>	Vacation	4 weeks
	Continuing Education/Study Leave	2 weeks
	Service to Larger Church	(as negotiated)
<i>Other</i>	Relocation expenses will be paid by the church—up to \$20,000.00	

¹ Pastor may elect to contribute to 403(b), reducing cash salary by elected amount..

Statement of Faith: Michaele Wood

I believe in God as Father, First person of the Trinity, creator and sustainer of all that is created. I believe that God is a loving God, sovereign over all, having created all things good. God is a covenant-making God who remains faithful to promises made and desiring relationship with us. God provides all we need and continues to work in power and grace in our world today.

I believe in Jesus Christ, Second Person of the Trinity, present with the Father in creation. He is the incarnate son of God, begotten of the Father, born into this world to bring salvation, deliverance from sin, and its consequences. Christ fulfilled all that the law and the prophets declared, even to dying on a cross to redeem creation.

God raised him from the dead. Christ ascended to heaven and now sits enthroned with God, interceding for us. We who had nothing are given everything through the New Covenant of God, sealed with the sacrifice of Christ. It is only through Christ as both priest and perfect sacrifice that we are accepted by a Holy God.

I believe in the Holy Spirit, Third Person of the Trinity, co-existent and co-equal with the Father and the Son. The Holy Spirit convicts and converts sinners, instructs believers, calls the faithful into the ministry of reconciliation, empowers and equips those called, and gives discernment in matters of faith and mission, bearing witness to Christ as Messiah.

God has given us the scriptures, the written word, to be the authoritative witness of the will of God for our lives. This is the word of truth to which the Holy Spirit bears witness to the human spirit revealing truth and testifying of Christ.

Christ has established the church as a covenant community of believers, whose purpose is to witness to the grace and love of God, to spread the good news of the Gospel, to provide for the nurture of the believer to full maturity in Christ and to celebrate and glorify the eternal God.

God has gifted the church with two sacraments to edify the believer, they being the Sacraments of Baptism and The Lords Supper. In baptism, we are born into the family of God, and share in the death, burial, and resurrection of Christ through the power of the Holy Spirit. God is not bound by time; therefore, baptism is not bound to a person's age or status but relies only on God's grace.

In The Lord's Supper we are identified with Christ and experience His spiritual presence while remembering Christ's sacrifice for our redemption, his conquering of death, and the promise of eternity with God. In this sacrament of remembrance believers are strengthened, finding all that is needed to fulfill the calling of God upon their lives as a community of faith.

I trust that God will complete the work of redemption and we will at last be redeemed from corruption, not because of human effort but because God has resolved that it will be. Until such time the church is called to actively witness to the works and continued grace of God.

Michaele RJ Wood Faith Journey

I was born the eldest of four children in Harrisburg PA. My father was a Marine and Korean Veteran and my mother was a caterer. Dad maintained order and discipline and mom added the spice. I attended Catholic school through my junior year before graduating from a public school closer to home. It was during a senior year school assembly about teen suicides that the message “God is love” became real and the Bible became a favorite read.

The years following high school were a hodgepodge of military service as an EMT / Practical Nurse and a liaison to the Military Police Units working narcotics, often accompanying them on executions of search warrants and arrests. I met and married my husband during that tour and one year later put military service behind to be a mom to a new daughter. The following year I gave birth to twins.

In 1990, I was ordained as a minister in Kingdom Fellowship Ministries, a Charismatic fellowship, and assigned to Fountain Gate Ministries, an inner city Harrisburg Church. I served there for 15 years as an elder, minister associate and part-time instructor in Biblical & Church History for the ETS School of Ministry. I also held a position as the Chief Financial Officer for a local non-profit organization, while holding down employment as a medical claims adjuster and raising a family.

The church grew quickly but the authoritarian form of government did not support the growth leading to problems of discipline and doctrine within the denomination. This led me to a time of discernment. I sought the help of a more senior female pastor who just happened to be Presbyterian. It was then I was introduced to the Book of Order and Reformed Theology. I had found the missing piece of my faith journey but the current church was not ready to change its government.

In 2005, I became a member of Capital Presbyterian Church. Soon I was asked to serve on session and ordained as an elder in the Presbyterian Church. I completed the Dubuque CRE training in January 2006 and was accepted to Lancaster Theological Seminary, receiving my Master of Divinity in 2009. In 2010, I became a member of the initial class of the “For Such A Time As This Program” which led me to First Presbyterian Church in Pontotoc, Mississippi, [St. Andrew Presbytery] where I was ordained as Minister of Word & Sacrament and served as pastor until December 2017.

I hold an Associate in Human Services from Harrisburg Area Community College; a Bachelor of Christian Ministry from Chesapeake Bible College; a Master of Divinity from Lancaster Theological Seminary; a diploma from the CRE program at Dubuque Seminary, and Certificates of Completion in Spiritual Direction; Clergy Tax Management & Law (Chitwood); and Stewardship (Kirby-Smith).

I am a widowed mother to three adult children, grandmother to (10) ten grandchildren, great-grandmother to two boys, ages 2 years and infant age 4 weeks, with another due in October. Life has not always been easy but then, God didn’t say it would be. God did promise to give us strength to continue the journey even when it seems impossible, even when we are afraid, even when we aren’t sure where God is leading us. (Isaiah 40:31).

And so, I look forward to our journey together.

Pastor Michaele Wood

REPORT OF TERMS OF CALL
 Presbytery of St. Augustine
 2019

Minister/Certified Educator MICHAEL R. J. WOODS Telephone 662-308-0704

Church or employing entity KANAWAHA PRESBYTERIAN CHURCH

Terms of Call:	2018	2019
A. Personal Compensation		
1. Annual cash salary	_____	<u>21,930</u>
2. Housing allowance (if no manse)	_____	<u>21,930</u>
3. Utilities allowance (if applicable)	_____	_____
4. Medical supplement (if any)	_____	_____
5. OPTIONAL SECA tax reimbursement (above required 50%)	_____	_____
6. Deferred income	_____	_____
7. Other income (specify _____)	_____	_____
8. Manse amount (30% of total of lines 1-7)	_____	_____
9. Total effective salary	_____	<u>\$ 43,860</u>
B. Expenses		
10. Reimbursable professional expenses		
a. auto expenses	_____	<u>500</u>
(OR provision of auto w/ full expenses)	_____	_____
b. book allowance	_____	<u>500</u>
c. other reimbursable expenses	_____	<u>500</u>
11. Continuing education allowance	_____	<u>1,000</u>
12. Total expenses	_____	<u>\$ 2,500</u>
C. Required benefits*		
13. Major medical (25% of line 9)	_____	<u>11,000</u>
14. Pension/D&D (12% of line 9)	_____	<u>5,263</u>
15. REQUIRED 50% SECA Reimbursement	_____	<u>3,355</u>
16. Total Benefits	_____	<u>\$ 19,618</u>
TOTAL PACKAGE	_____	<u>\$ 65,978</u>
D. Vacation and Leave		
Vacation	_____ (weeks)	<u>4</u> (weeks)
Study leave	_____ (weeks)	<u>1</u> (weeks)
Parental leave	_____ (weeks)	_____ (weeks)

Additional Terms (may use separate page)

MOVING EXP: UPTO \$5000.00

Thomas F. Ford
 PNC Chair or Clerk of Session

 Pastor/Associate Pastor/Certified Educator
 Designated Pastor/Interim Pastor/Stated Supply

*Section C is required by our minimum terms of call for installed positions; SECA is provided for many of our contract positions as well. BOP benefits – if provided for contract positions – are subject to different calculations.

Please return by March 4, 2019 by email to: Sandra Hedrick, Stated Clerk (Sandra@staugpres.org), Presbytery of St. Augustine, 1937 University Blvd. West, Jacksonville, FL 32217

Melanie Marsh Baum - Statement of Faith

I believe that God is the Creator and source of all things. I believe that we are each created in the spiritual image of God and that we are called throughout our lives to seek a closer union with our Creator and spiritual Source. We live out our connection to God as we love and serve with humility and compassion our fellow human beings, following the example of Christ to be a humble servant to all people, living in obedience to God.

I believe that Christ is our Redeemer, the bearer of God's forgiveness and perfect example for human life on earth. The Divine Christ entered the world as a human man to live the life that we as imperfect humans cannot. Christ lived a life of absolute obedience to God's command of love. Jesus followed that command wherever it led, even into acts of opposition against the Temple leaders, even unto death. Through the death and resurrection of Christ, God has given us the gift of reconciliation with the One who gave us life and created us as perfect.

I believe the Holy Spirit sustains our faith and makes God's presence known within the created order. I believe the Holy Spirit is the presence of God within my living being, leading me toward God's will. This Spirit exists in concert with God and Christ together as one holy trinity. It is this Spirit which connects all of creation to one another and to God. My faith is grounded in my heritage as part of the Reformed tradition. This tradition teaches me that God's grace is a gift, freely given, and that my life lived in the example of Christ is an offering I give back to God in response to God's grace. This gift of grace belongs to all humanity through Christ, was acknowledged by my faith family at my baptism and continually acknowledged in my life through confirmation and the sacrament of Holy Communion.

I believe that worship as a body of believers is a necessary and sustaining element of a life lived in faith. Participating in communal worship reminds us that we do not – and cannot – walk this journey of faith alone, that God calls us into relationship with one another, and that Christ shows us through his life and ministry how to live in those relationships. Through Baptism, we recognize the new life given to us through God's grace, and dedicate our lives as offerings back to God. By participating in Holy Communion, we join together in remembering God's covenant, and Christ's redeeming sacrifice. Our tradition affirms that Scripture is the unique and authoritative witness to Jesus Christ. It speaks to us of how we were chosen by God, and redeemed by Christ, in spite of our brokenness. It is God's message to us of unfailing love, promise, and reconciliation. The Old Testament and the Gospel weave together a narrative which reminds us of God's faithfulness to all creation for all time, through the person of Christ. These scriptures call us to respond to that faithfulness by living lives of love, humility, and kindness, seeking God's justice for all creation, and seeking connection and reconciliation with God and one another.

Rev. Melanie Marsh Baum – Journey of Faith

I am 38 years old, a life-long dancer and artist, whose love for church and ministry within the community of faith runs deep and wide. Born and raised in Ocala, Florida, I lived in the St. Augustine Presbytery, attending Ft. King Presbyterian Church from the age of two until I left home for college. This is a church whose walls are as familiar to me as the walls of my own home, whose members raised me and nurtured me as surely as I was raised by the members of my own family. It has been a part of my life and my history for as long as I can remember and has shaped me in more ways than I can name. I was active in every ministry and program the church offered from earliest childhood through high school. I was ordained as an elder in the congregation at age 17. My high school church experience was significantly shaped by the ministry of my Pastor and mentor, Michelle Thomas-Bush. Michelle nurtured the gifts she recognized in me for the work of the church. It was her encouragement that led me to volunteer opportunities outside of my home congregation. I was active on the Presbytery of St. Augustine Youth Council and national PC(USA) youth ministry council and participated on planning team for Montreat Youth Conference. I spent years as a young adult working as a summer camp counselor and drama camp co-director for the Camp Montgomery, I also spent time in my college summers on worship leadership and Keynote teams for Montreat, and helping to lead retreats for my home church. It was through these early formative experiences that I first discerned a call to ministry.

In the years between my growing up at Ft. King, and my entry into seminary in 2012, I lived and worked as a professional performing artist and Arts educator in San Diego, California and in Gainesville, Florida.

Melanie Marsh Baum - Journey of Faith

I worked first in the non-profit theatre world, then in social services with children, youth and young adults, and finally in the non-profit dance world, where I was a company dancer and Program Director for a professional company, as well as an educator and activist. In the midst of this work, I again heard the Spirit calling me, and I have come to recognize this work in the arts as one manifestation of God's call in my life. I continue to seek new ways to live out that call to creativity and artistic expression in the parish ministry setting, as well as through work as a keynote presenter, retreat leader, and in national conference leadership.

One of the greatest gifts I bring with me along the journey of faith is curiosity. I am curious about everyone that I meet. I want to know more about their story, and what events or experiences brought them to where they are at any moment. I love to learn new things about myself, the community, and the world all around me. I also love to share - my creativity, my time, my love, my stories - with other people. I've always been interested in people and movements that pushed the limits, questioned the boundaries, and lived outside the expectations of convention. This is the element of the ministry of Jesus that most interests me and draws me into the stories of the Gospel. I believe one of the greatest gifts that we've been given as human creatures is our ability to learn, change and grow. I think that as long as we are living, we should always be discovering new things about ourselves and this Universe that we are all a part of. I hold most dear in my life the relationships I have built in my communities of faith, friendship, and family. It is in these relationships that I most clearly see the face of God.

**PRESBYTERIAN CHURCH (USA)
PASTORAL CALL
(For Pastor or Associate Pastor)**

The _____ Presbyterian Church (USA) of _____, Florida, belonging to the Presbytery of St. Augustine, being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit on whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of God, earnestly and solemnly calls you, _____, to undertake the office of _____ (Pastor/ Associate Pastor) of this congregation, beginning _____, 20 ____, promising you in the discharge of your duty all proper support, encouragement, and allegiance in the Lord.

That you may be free to devote _____ (full time/part time) to the ministry of the Word among us, we promise and obligate ourselves to pay you the following:

A. Personal Compensation

- 1. Annual Cash Salary _____
- 2. Housing Allowance _____
- 3. Utilities/Furnishings allowance (if paid to minister) _____
- 4. Medical supplement (if applicable) _____
- 5. OPTIONAL SECA (above 50% required SECA) _____
- 6. Deferred income _____
- 7. Other income (specify _____) _____
- 8. Manse amount (30% of lines 1-7) _____
- 9. **TOTAL EFFECTIVE SALARY** _____

B. Expenses

- 10. Reimbursable Business and Professional Expenses
 - a. Automobile expenses _____
 - b. Books and subscriptions _____
 - c. Other expenses _____
- 11. Continuing Education allowance _____
- 12. **TOTAL EXPENSES** _____

C. Required benefits

- 13. Major Medical and Disability (21% of line 9) _____
- 14. Pension (12% of line 9) _____
- 15. REQUIRED 50% SECA Reimbursement _____
- 16. Other (specify _____) _____
- 17. **TOTAL BENEFITS** _____

D. Vacation and Leave

Vacation _____ weeks Study Leave _____ weeks
 Moving Expenses \$ _____
 Sabbatical leave after seven years of service

TOTAL AMOUNT OF PACKAGE _____

CJ Dates Statement of Faith

In some inexplicable way that no one understands, God, Jesus and the Holy Spirit are the same. Three persons, one divinity – they created the heavens and the earth, including humans in the Divine image. Jesus came to earth at a specific moment to demonstrate to humans once and for all the guiding principles for how the Divine interacts with them – extravagant love and grace. Jesus rose from the dead after he was murdered, illustrating that there is no chasm of sin or death that Divine love cannot cross. In response to Jesus' life and teaching, we Christians want to tell all the humans about Divine love and even exemplify it to them. With the help of the Holy Spirit, Christian communities throughout the world become the new body of Christ to all the brokenness and darkness that results from sin.

The covenantal community of people called together by God is a group who worships, connects with one another, nurtures each other in faith and learning, and serves the world through acts of mercy and justice. The worshipping community through ritual, sacrament and word proclaimed demonstrates an eschatological vision of God's kingdom come to earth. The worship moment is a testimony to the grace God extends to the world, and the ultimate vision God has for people. This vision demonstrated in worship is mirrored in all the other ways Christians come together. In fellowship, around tables, in service to community, in classrooms of learning, in protest of oppression, every time Christians come together in the name of Christ, God's vision for humans in the world is on full display – because every gathering of Christians in the name of Christ is worship.

In community, to follow Jesus means to set aside the rules and common sense of this world, and replace them with a new set of guidelines that are true to the kingdom of heaven – repaying hatred with kindness, responding to ill-will with prayer and encouragement, answering violence with non-violence and love. This call is upon Christians personally and corporately, and thus we are to consider how our actions individually and in community can help dismantle disparity, inequality, oppression. We are called to navigate a life riddled with sin, pain, death and suffering with an inclination toward grace, healing, life and alleviating powers of destruction. We recognize that the fullness of God's vision for healing the world will not come through the efforts of humans, but through divine interaction with reality. The paradox is that God has chosen to act through human community to heal the world, and yet will still be the ultimate finisher and perfecter of this work through Christ.

All human understanding of the divine comes to us through the witness of the Holy Spirit, the living body of Christ and the truth we find in scripture. Christians must work to carefully read and interpret Christ through the scriptures, prayer, and community with other Christians, and let these truths guide our actions on earth. We cannot access the divine in a way that is unadulterated by human language or understanding. God chose to become the Word in Jesus Christ to give us relationally the revelation of the divine. Jesus is simultaneously the revealer and the revelation itself. Our scripture in combination with community and the Holy Spirit is the closest thing we have to unfiltered experience of the divine revelation. Thus, the work of discerning what God has in store for humanity must include the Word, the Spirit, and the community of Christians.

CJ Dates Journey of Faith

I grew up crawling beneath and between the pews of Red Creek-Westbury United Methodist Church. This old church building is central to my memories of church and church family, as my parents were always involved in lay-leadership and frequently serving on committees, ushering or acting as liturgists. At Red Creek UMC, I was baptized, confirmed and introduced to theological ideas that intrigued me, probably more than my Sunday School teachers cared to answer.

In my youth years, I did what many young Christian kids do and followed my friends to their youth groups. Volleyball, lock-ins and retreats were more alluring than what my stuffy United Methodist congregation could offer, and I choose time with friends over Wesleyan theology. Looking back, this was a phase in my life where I spent time in non-denominational, Baptist, Nazarene, and Pentecostal churches, and was unwittingly exposed to different theologies, worship styles and polity structures.

I worked my first summer after high school at a Methodist camp and conference center called Casowasco. As a counselor, and in proceeding years on the leadership team of the summer program, I had my first experience of someone actively and purposefully encouraging me in my skills for ministry. I was gently but intentionally pushed to test the limits of what I could do musically in worship, pedagogically with campers and in managing other counselors.

I attended Roberts Wesleyan College where, based on my experience at summer camp, I thought I would be a Contemporary Ministries major. I took one core class in the major and found it dull and uninteresting, and at the behest of my advisor switched to Human Communication and Rhetoric, with a focus in how people speak about faith. From a Wesleyan tradition, I found myself at home with the pervading theology of the school, but within the Human Communication program I was pushed to think deeply about questions of faith and language. I expected to go from undergrad to a graduate program in Rhetoric, but did not get in to any of my chosen programs and instead traveled with my now wife to Kenya and Ecuador before settling in Jacksonville, Florida.

In Jacksonville, Michel and I moved into an apartment in San Marco. One Sunday morning we resolved to find a church within walking distance, and so we set out on foot to South Jacksonville Presbyterian Church. It was here I had my first experience with Presbyterian worship and theology. We were greeted enthusiastically and this became our church for a year or so, while I was teaching Bible at a conservative Christian school in the Arlington neighborhood. We met the youth leadership at South Jacksonville Presbyterian, and quickly became friends with them and their colleagues at Palms Presbyterian. Through this connection, I began working at Palms Presbyterian Church as their Director of Children's Ministries. I spent three years working with the children and families at Palms, before moving to the position of Director of Connection. In this role, I could work with the whole church body closely in discipleship and engagement. It was at Palms that I was encouraged to attend seminary by Rev. Dr. Laurie Furr-Vancini, Rev. Dr. Tom Walker, Rev. Dr. Carol DiGiusto, Rev. Dr. Holly Inglis, Rev. Dr. Brandon Frick, and Rev. Katie Day. Through my time at South Jacksonville and Palms, I always felt like I had finally found in Presbyterianism a church that aligned with what I always believed theologically.

While living in Jacksonville, Michel and I started a family with our son, Jayden, and daughter, Joy. It was during this time at Palms that I began to look backwards on my life with the perspective that maybe God had specifically trained me and guided my experiences to move me in a specific direction. It was this realization that led me to finally agree to going to seminary.

Our family of four moved to Atlanta for me to pursue a Masters of Divinity at Columbia Theological Seminary. At Columbia, my skills for ministry and theology continued to be honed by professors and pastors. I began working at a church plant, Ormewood Church, in the Ormewood Park neighborhood of Atlanta. I also found that I had a deep love for Hebrew and Greek, and bringing the language study I did in undergrad into my theological training at Columbia, I began to focus in on the ancient texts and what they mean for the life of congregations today. While I do expect to continue studying the Hebrew Bible, I now find myself with the opportunity to serve a congregation. I look forward to the skills and experiences that God has brought to me coalescing around work with local community of Christians.

Terms of Call		
A	Personal Compensation	
1	Annual cash salary	\$ 33,500.00
2	Housing allowance	\$ 24,000.00
3	Utilities allowance	
4	Medical Supplement	
5	Optional SECA	
6	Deferred income	
7	Other	
8	Manse	
9	Total Effective Salary	\$ 57,500.00
B	Expenses	
10	Reimbursable profession expenses	
a	auto	\$ 3,000.00
b	book allowance	\$ 200.00
c	other	\$ 2,000.00
11	Continuing Ed. Allowance	\$ 3,000.00
12	Total Expenses	\$ 8,200.00
C	Required Benefits	
13	Major Medical (25% of line 9)	\$ 14,375.00
14	Pension/D&D (12% of line 9)	\$ 6,900.00
	Combined Medical/Pension	\$ 21,275.00
15	Reimbursement (Total Effective Salary X 7.65%)	\$ 4,398.75
	TOTAL PACKAGE	\$ 91,373.75
D	Vacation and Leave	6 Wks./6 Sun
	Vacation	
	Study Leave	
	Parental Leave	
	Designated Term	3 years
	Reimbursable Moving Expenses	up to \$5000.00

**Statement of Faith of Karl Kling, D.Min.
First Presbyterian Church of Gainesville Interim Pastor Candidate
September 17, 2019**

I believe in the Triune God who eternally exists as one God in three Persons. God as Father is the Creator and Sustainer of all creation. God as Son is the Savior and Redeemer of the world. The Holy Spirit is God's presence in the world. God's love is whole and complete in God's Self. The three Persons of God continually give and receive love in their relationship within the Trinity. This divine relationship provides the transforming power and the example for human beings to love God, others, and self.

The life, death, and resurrection of Jesus Christ is the central event in world history. Through the birth of the Christ in Bethlehem, God became a human being. Jesus taught us God's truth, lived out God's love, and suffered death on the cross to pay the penalty for our sins. Through his resurrection and ascension, Jesus triumphed over sin, evil, and death. Because he lives, every follower of Jesus will live in God's presence for eternity.

I believe that the Old and New Testaments are God's word and the rule for faith and practice for followers of Jesus Christ. The Bible invites all people, in every time and place, to become God's children. Baptism and the Lord's supper are sacraments God uses to claim us as members of God's covenant community. God's Spirit indwells and equips followers of Jesus Christ so that the worship, fellowship, and service of the church brings glory to God and makes Christ's presence known in the world.

Prayer is talking and listening to God. Individual and corporate prayers are at the heart of our relationship with God. God uses our prayers and service in Christ's name in every area of life to help build God's eternal kingdom.

God created human beings in God's own image to care for God's good creation. Disobedience to God's loving commands resulted in sin and broken relationships in every area of life. As the loving Savior, Jesus came to forgive our sin, and he continually offers us rescue, new beginnings, and second chances. Having received God's grace, we are called to share Christ's "shalom" -- peace, wholeness, healing and salvation with people everywhere with our words and actions.

The kingdom of God has already begun with the coming of Jesus Christ. Jesus promises to come again sometime in the future to bring his kingdom to completion. We do not know when Christ will return, but he has given the covenant community the work of building his kingdom and sharing the good news of his salvation until he comes again.

Faith Journey of Karl Kling, D.Min.
First Presbyterian Church of Gainesville Interim Pastor Candidate
September 17, 2019

I grew up as the third of six children in a pastor's family in rural northwest New Jersey. My father was a Presbyterian minister, and my mother was the daughter of Presbyterian missionaries who served in Brazil, Mexico, and Guatemala. The love and support of a large family and a multigenerational church community were important influences in my childhood.

I remember a moment during Jr. High Sunday School when a teacher named Mr. Caldwell gave each class member a modern translation of the New Testament. I began reading the Gospel of John before going to sleep each night and the promises of Jesus came alive for me. During Jr. and Sr. High School years a steady stream of Christian Education experiences and youth fellowship activities helped me feel at home in church and claim the Christian faith as my own.

During undergraduate studies in Organizational Management at the University of Pennsylvania, I began to sense a call to pastoral ministry. Several summers as a college intern at Mountain Brook Presbyterian Church in Birmingham, Alabama broadened my understanding of ministry and strengthened my sense of call.

Fuller Seminary's M.Div. program allowed me to build on my growing interest in integrating theology with everyday experience/human development. I earned a dual degree that prepared me for pastoral ministry in the PC(USA) and also led to certification as a Marriage and Family Therapist.

My first call to an Oklahoma City congregation coincided with the start of my own family. I married Susan Day Kling, a clinical dietitian who had studied nutrition at the University of Alabama. We came from similar family backgrounds and worked together to develop the same faith and family commitments we experienced during our own childhoods. This began a partnership that continues to grow and develop over the course of 4 decades.

As Minister of Youth & Families at the FPC of Edmond, Oklahoma I began learning to apply the theological concept of incarnational ministry. "Just showing up" for a 6th grader's baseball game or painting a living room wall alongside youth as part of a mission project helped me develop relationships of love and trust with children and their families.

On April 19, 1995 flashing red lights barricading Interstate 65 were my first clue that the Murrah Federal Building had been bombed by a terrorist. As a pastor of an urban congregation and a Marriage and Family Therapist, I joined with other emergency responders in looking for ways to share hope in the middle of great suffering and grief. Through the responses of compassion from people and churches throughout the country, Oklahoma City witnessed God's promise that nothing can separate us from the love of God in Jesus Christ. Theologian Paul Tillich's proclamation that evil is always penultimate and never speaks the last word took on new meaning for me during the long process of recovering from this terrorist act.

In the role of Executive Pastor for a multi-staff church in Lancaster, Pennsylvania, I learned more about how organizational management can fit into a congregational setting. I supervised 15 full and part-time staff at Highland Presbyterian in addition to leading the Stephen Ministry and Mission programs. During this time, the Kling family was tested in our own journey of faith as our teenage son David suffered for several years with a debilitating viral illness. God's grace, skilled medical care, and the ongoing prayers of our church family helped us throughout David's illness and recovery.

During 13 years as pastor in Sarasota, Florida I continued to learn about the joy of faith development in later stages of life. I saw firsthand in the retirement culture of Southwest Florida how important the role of grandparents is in shaping the Christian faith for all generations. Ministering to an elderly couple meant not simply engaging them but also finding ways to bless their extended family network. The everyday lives of Bee Ridge Presbyterian Church members of all ages confirmed a central thesis of my doctoral studies – that faith development begins in the nursery and it continues until each of us breathes our last breath and enters the Church Triumphant.

First Presbyterian Church of Bainbridge was blessed with a significant group of children and young families. I enjoyed including these youth and parents in worship and outreach activities and I frequently attended school and athletic events. In small-town Bainbridge I continued to see an increasing need for the church to be a gracious and transforming presence for families in our overscheduled culture. While at FPC, I worked with elders to improve financial reporting, develop the pastoral care team, and reach out to visitors and new members with contagious hospitality. I also continued to nourish my own personal journey of faith through the spiritual discipline of praying for the needs of church members and the congregation as I have done throughout my pastoral ministry.

While serving in many different geographical and vocational settings during 38 years of ministry, I have enjoyed the connectional nature of the Presbyterian Church. The ongoing fellowship of colleagues and teamwork of the presbytery continue to be a part of my faith journey. Some of the presbytery committees I have served on include: COM; Theology & Worship; Evangelism and New Church Development; Mission & Outreach; Christian Education; Planning Team; and Conflict Resolution team. Recently I led "Healthy Boundaries" and "Christian Caregiving" workshops in Flint River Presbytery and North Alabama Presbytery.

I welcome the opportunity to become a member of Saint Augustine Presbytery and look forward to participating in its life and ministry.

My greatest comfort in life and death is that I belong to the one, triune, living and eternal God who is my creator and sustainer. I experience God's providence as one whose direction unfolds gently, leads graciously, pardons frequently and surprises continually.

I profess Jesus Christ as my personal savior. His mission was and is to reconcile a sinful world. His life, death and resurrection is the ultimate expression of God's redemptive, reconciling reach to a fallen humanity showing the truth about God, ourselves and the ways of faithfulness.

I am created in the image of my Sovereign Creator God who calls me into a covenant community and to be actively at work among a priesthood of believers.

I believe that Theology matters ~ I believe in the centrality of God's word, divinely inspired and the authoritative witness revealing God's redemptive plan for the world showing the way to salvation, service to others, and unity in Christ.

The Confessions underscore that the witness of the church is to be *reformed* and *reforming*. They clarify belief and articulate faith in particular times and circumstances while remaining instructive for the church today.

The Sacraments reinforce and nourish faith. They are visible signs of indwelling grace sealing our redemption, renewing our identity as a covenant community, and calling us to commitment, service and action.

The Holy 'trinity' manifests life in community; mutuality, uniqueness, interdependence and love. The Holy Spirit is the abiding, accessible, divine presence bringing counsel, comfort, energy, new life binding me to the body of Christ. My spiritual quest deepens and broadens through discernment, dialogue, openness and prayer.

I believe that Church matters ~ I believe the Church can be a warm, accepting community where questions and difference are encouraged and accepted as a living witness to Christ's mission of reconciliation. Our call is to be hospitable, not limiting; faithful, not perfect; prophetic, not judging. We are all fallible human beings striving to do God's perfect will.

I embrace the essential tenets of the Reformed Tradition, the principles of Presbyterianism, its polity complete with checks and balances as a means to ordered ministry.

I believe that mission and ministry matters ~ God has called me to a ministry of word and sacrament, to promote the great ends of the church and serve the living Christ in faith and practice. My salvation comes not by who I am or what I do but by faith in God's unfettered grace revealed in Jesus Christ.

Therefore, I with God's help:

- repent of my shortcomings and offenses against God, my sisters and brothers.
- acknowledge my need for the counsel of colleagues in ministry and the wisdom of our tradition.
- pray my gifts increase and contribute to a higher good.
- humbly hope my limitations be honored with compassion.
- claim my baptism.
- seek the sustenance of bread and cup.
- affirm my ordination vows.

~Jeffrey D. Weenink

NARRATIVE FOR ST. AUGUSTINE PRESBYTERY – September 17, 2019

In addition to my PIF and statement of faith, I offer this supplemental information in regards to my spiritual journey.

FAITH FORMATION

There is not a single lightning-bolt event that impacted my sense of call. But there was plenty of activity. Principally it was the nurture and upbringing I received in a loving Christian home. I'm a third generation church professional. My grandfather was a church organist. My Father, was a Pastor of a prominent downtown church. My Mother was an educator. As a PK (preacher's kid) I did not have to deal with the disruptions of relocation. We established roots through all my school years and beyond ordination. The congregation in which I grew up provided a caring, loving, nurturing, encouraging and supportive environment along with many creative opportunities to be involved in ministry and mission.

I spent my summers through High School, College and Seminary working in residential summer camps. I served five years with a camp that served impoverished, inner-city children, and also a disabled or challenged population. Another five years I was one of the directors for a camp owned by a Presbyterian congregation. It was there that I started a cottager/resort worship ministry that has thrived and flourished ever since.

I grew up in an exclusively Reformed tradition. Given that risk of parochialism, I became open to pursuing theological education in a non-denominational seminary. My formal theological education took during the time the UPUSA and PCUS denominations were engaged in constructive conversations leading to re-union. Given that I grew up in the UPUSA, I was eager to learn more about the PCUS. This interest influenced my decision to remain at Duke Divinity School.

I had the good fortune of a field education placement in one gem of a Presbyterian congregation right off of campus and very close to downtown. The long-serving Pastor, became my mentor, friend, confidant and teacher. My association with Trinity Avenue Presbyterian Church redirected and shaped my path in parish ministry.

MINISTRY

Nearly forty years of ordained Ministry has been formative. I have experienced the heights and the depths of long term service in three congregations. I've experienced the intensity of Interim/transitional ministry for two years with an outcome that has been meaningful, successful, stimulating and fulfilling. I've encountered humanity at its best and at its worst. The providential hand of God has provided many opportunities which have fashioned, influenced and shaped me for effective pastoral ministry.

SURVIVING CANCER

Twenty-three years ago I battled a very rare extremely lethal stage four – level five form of Cancer. By God's grace I have been a survivor for more than 23 years. Enduring this illness deepened my faith, changed my perspective, and has made me a far better Pastor and person where I am able to relate to health crises people may face from a far more empathetic, compassionate and spiritual perspective.

HEARTH AND HOME

Family life has been formative for me in times of exuberant joy and deep tragedy. My wife Jeanne Elaine Weenink and I have been married 37 years. Jeanne is a recently retired elementary school educator. We have three beautiful daughters: Jenneke Elyse – 26 [*Jen-eh-kah* – Dutch for Jennifer], Justyne Jennae 23, Jaime Brianna 21. Our eldest has a mild form of Autism. This has been formative for us in parenting and greatly sensitized us to those with special needs. We all love each other more than life itself. My brother James Brian was tragically killed in a private airplane crash in 1996. Our youngest was born one year and one week after. She bears his namesake. Challenges, struggles, pain, have been formative for us to fall back on our faith and treasure the importance of family.

WORLD VIEW

I have always subscribed to my spirituality as being faith seeking understanding. The beauty of the Reformed tradition is that the church is to be *reformed* and *reforming*. Such is what I have found true with my theology.

My theology has evolved as the times and culture has changed. Technology has changed. Religious plurality has burgeoned. Norms for defining family have altered. Views about ordination have changed. My lifestyle has changed. My spouse of 37 years and I have weathered through change. We have adapted. We have matured. I've buried a brother, one parent and two in-laws, and led countless others through that time of grief and transition. I have navigated transition and have led congregations through transition.

Through all these changes and challenges God has remained the same as an anchor, a fixed point. Seasons have come and seasons have passed. I've rested securely through all the seasons in God's merciful embrace.

Through all changes and circumstances, I've experienced God as one who has gently affirmed, graciously forgiven, and magnificently loved. What I've learned about God and experienced has matured my spiritual leadership which has contributed to the love, loyalty and longevity that has been such a strong part of my ordained ministry. Such spiritual maturity has helped my spiritual leadership become far less anxious, far more hopeful and ever more open to how the Holy Spirit does flow and is constantly, creatively at work. Subsequent alteration in my spiritual leadership has moved beyond dogma to focus on a living, fruitful faith; beyond fixed form toward future hope; beyond description, to devotion.

MINISTERIAL CONCENTRATIONS

- **Worship**–. Worship is the matrix for community life where word and sacrament are celebrated. It is that time of encounter where God's people receive the healing and freeing power of God's spirit at work, but also find expression for homage, praise and adoration to God. It is where the gospel is proclaimed in ways that are relevant, pastoral, practical, prophetic and applicable. Proclamation of the word is something I take seriously and something I approach with humility, discipline, diligence, respect, and an appropriate sense of humor.
- **Mission** involvement. Throughout my ministry with the congregations served, we have promoted and participated in a variety of mission causes (locally, regionally, nationally, and internationally). These involvements have been hands-on, tangible, touchable and

interpretable; engaging believers in relationships that are reciprocal, productive and useful.

- **Pastoral Care** that is timely, compassionate and responsive to the hour of need regardless of the circumstances.
- **Administration.** I am passionate about effective leadership that keeps *ministry* at the heart of *administration*. That involves planning, prayer, listening, collaboration, appropriate delegation all in an effort to move a congregation forward without becoming complacent about what has been accomplished in the past. It requires knowledge of organizational dynamics and ways to motivate and move the body to cast a vision and pursue it.
- **Equipping/Connection.** I appreciate a faith community that equips the body to share their faith story and find meaningful ways to communicate what their church relationship means to them wherein others are invited, welcomed and encouraged to join in the journey.
- **Nurture.** Faith formation is important for children, youth, adults and households. Through Nurture individuals and communities are transformed as they are inspired and challenged to experience God through Jesus Christ. Through nurture, education and spiritual formation all God's children are equipped to claim and live God's promises and grow into meaningful discipleship. Through Nurture the community of faith preserves and transmits the gospel faithfully to future generations.
- **Collaboration.** I appreciate ways in which an environment can be created where self-understanding and self-discovery can take place; where weaknesses are acknowledged; where strengths are emphasized and where people are called to conviction and spiritual formation. I appreciate environments where there is shared vision, discussion is encouraged, knowledge is facilitated, support and recognition is given and received, and cooperation exists.

WHY TRANSITIONAL/INTERIM MINISTRY?

After serving 37 years of successful, fruitful ministry in long-term pastorates, the spirit has nudged me to consider:

- ✓ What is the next dimension of pastoral ministry and how can my gifts best be utilized?
- ✓ Where are the green shoots for growth?
- ✓ How and where is God challenging me?
- ✓ In what way can I rise to the challenge and the call?
- ✓ What is a reasonable shelf-life without going stale?
- ✓ Where can I be most helpful with the skill-set, and gifts for ministry with which God has enabled?

HOBBIES/INTERESTS

Rotary International. Former Rotary Club President and Paul Harris Fellow – level II. We have a life-time affection for the water and all things nautical. Our preference is to be near, in, under or on the water. We are all sailors – and have a deep respect for the sea. NAUI & PADI certified SCUBA diver. When we aren't reveling in beach time, we treasure getting up in the

steep and deep for Alpine skiing (Member National Ski Patrol). We all enjoy travel and adventure. I play a mediocre game of golf, but I never let it ruin a good walk. Making sawdust is a form of release/therapy and creative expression. Projects/Restoration have included – old houses, antiques, mahogany kayaks, cedar SUPs, two classic mahogany boats (Chris Craft runabouts) and a vintage car (1930 Ford Phaeton).

Presbytery of St. Augustine Employee Handbook Effective October 1, 2019

1937 University Blvd. West
Jacksonville, FL 32217
Phone: 904-733-8277



This handbook is effective October 1, 2019 and supersedes all prior Handbooks. Note: The content of this guide does not constitute, nor should it be construed, as a promise of employment or as legal document. Sections of this guide may be changed, deleted, suspended or discontinued at any time for any reason with or without prior notice.

Presbytery of St. Augustine Employee Handbook

1	INTRODUCTION	
1.1	A Message from The Presbytery	4
1.2	History of The Presbytery of St. Augustine	4
2	GENERAL EMPLOYMENT POLICIES	
2.1	Employer-Employee Relationship	5
2.2	Equal Employment Opportunity	6
2.3	Anti-Harassment Policy and Complaint Procedure	6
2.3.1	Sexual Harassment	6
2.3.2	Complaint Process	7
2.3.3	Individuals and Conduct Covered	7
2.4	Nepotism, Employment of Relatives and Personal Relationships	7
2.5	Open Door Policy	8
2.6	Employment Application	8
2.7	Background and Reference Checks	8
2.8	Employment Eligibility Verification	9
3	COMPENSATION POLICIES	
3.1	Employee Classification Categories	9
3.2	Work hours, Regular Work Week, and Assignments	10
3.3	Overtime	10
3.4	Paydays and Paychecks	11
3.5	Payroll Procedures	11
3.5.1	Non-Exempt Employees	12
3.5.2	Exempt Employees	12
3.6	Employee Performance Appraisals and Salary Review	12
4	TIME OFF AND OTHER LEAVE BENEFITS	
4.1	Holidays	12
4.2	Vacation	13
4.2.1	Vacation Accrual	13
4.2.2	Vacation at Termination	14
4.2.3	Additional Service Based Vacation	14
4.3	Additional Leave Benefits	15
4.3.1	Jury Duty	15
4.3.2	Temporary Disability Leave	16
4.3.3	Parental Leave	16
4.3.4	Military Leave	17
4.3.5	Bereavement Leave	17
4.3.6	Job Related Educational Leave	17

4.3.7	Part-time Employee Benefits	17
5	EMPLOYEE BENEFITS	
5.1	Health Insurance	18
5.1.2	Regular Full-time Employees	18
5.1.3	Regular Part-time and Temporary Employees	18
5.2	Life Insurance	18
5.3	Retirement Plans	18
6	CONDUCT IN THE WORKPLACE	
6.1	Attendance and Punctuality	19
6.2	Personal Appearance	19
6.3	Confidentiality	20
6.4	Performance Improvement Policy	20
6.5	Personal Conduct	20
6.6	Workplace Violence	22
6.7	Drug and Alcohol Use	24
6.8	Vehicle Use Policy	24
6.9	Workplace Investigations	25
6.10	Electronic Communication and Internet Use	26
6.11.	State of Social Media	26
6.11.1	Relevant Technologies	26
6.11.2	Responsibility	27
6.11.3	Topic Matter Guidelines	27
6.11.4	Other Off-Limits Material Practices	27
7	SAFETY AND SECURITY	
7.1	Smoke-Free Workplace	28
7.2	Security Inspections	28
7.3	Hazardous and Toxic Materials	29
7.4	Work-Related Injuries	29
8	MISCELLANEOUS	
8.1	Immigration Compliance	29
8.2	Return of Property	29
8.3	Personal Property of Employees	29
9	RESIGNATION AND TERMINATION	
9.1	Voluntary Resignation	29
9.2	Termination Without Cause	30
9.3	Exit Interview	30
9.4	Rehire	30
10	ACKNOWLEDGEMENT FORM	31

INTRODUCTION

1.1 AN INTRODUCTORY MESSAGE

Welcome to employment with the Presbytery of St. Augustine. It is an organization with a rich history and we are excited you are now a part of it.

The mission of the Presbytery of St. Augustine is to support our faith community, so that together we may witness to the gospel of Jesus Christ. Among the 58 congregations, many teaching and ruling elders, and a few staff members we envision the presbytery as a vibrant body, equipping people of all generations to bear a greater witness to God's love in the world.

As members of Christ's body, the Presbytery of St. Augustine understands its ministry at this time and in this place to be guided by four goals:

- Create a culture where everyone is one heart and soul and working together for the common good to the glory of God
- Thrive and grow in faithfulness to Jesus Christ
- Seek and connect with young people in all aspects of our ministries
- Maximize Montgomery Conference Center as our spiritual asset

Membership of presbytery consists of all enrolled, ordained teaching elders, together with ruling elder commissioners elected by the session of each church of the presbytery and other ruling elders who are members by virtue of their office or role.

1.2 HISTORY OF THE PRESBYTERY OF ST. AUGUSTINE

The Presbytery of St Augustine is a part of the *Presbyterian Church (U.S.A.)*, which was created by the 1983 reunion of the two main branches of Presbyterians in America separated since the Civil War – the Presbyterian Church in the U.S. and the United Presbyterian Church in the U.S.A. We are one of the presbyteries which make up the Synod of South Atlantic.

Our 58 congregations are located in the counties of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, and Levy less the community of Yankeetown, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor and Union.

The Presbytery of St. Augustine meets for at least three stated meetings each year: Winter, Spring, and Fall. Ordinarily, these meetings are scheduled on the first Saturday of February, and the first Tuesdays of May and October.

2 GENERAL EMPLOYMENT POLICIES

2.1 EMPLOYER-EMPLOYEE RELATIONSHIP

This employee handbook summarizes the personnel policies and procedures that govern the employment relationship between the Presbytery of St. Augustine in Jacksonville, Florida (hereinafter referred to as PSA) and its employees.

The purpose of this handbook is to help you become familiar with the personnel policies and procedures that will guide how we work and interact in the workplace. Please take time to read it carefully. The policies have been established by the recommendation of the Personnel Team of PSA and approved by the Coordinating Council. Nothing in this handbook is to be construed as a legal document or as a contract of employment or the right to any specific benefit. PSA reserves the right to revise, modify, revoke or change any policy, benefit or provision at any time, with or without notice. Questions should be directed to your supervisor if there is a question. If a question regarding remains unanswered, it can be addressed to the Personnel Team of PSA for clarification and an official response. If there is a conflict between any policy or provision set forth in this handbook and the terms of call of an ordained staff member, the terms of call shall be controlling.

This Handbook is not intended to cover every situation that may arise or to create specific policy to be applied at every instance. These are not conditions of employment and are not intended to create, nor be construed to constitute, any type of oral or written employment contract, promise or guarantee, express or implied, between the PSA and any one or all of its employees. Nothing in this Handbook is intended to provide any assurance of continued employment.

This handbook does not create a contract of employment between PSA and its employees. Although PSA hopes that your employment relationship will be long-term, either you or PSA may terminate this relationship at any time, for any reason, with or without cause or notice.

This Handbook supersedes any previous Handbooks or unwritten policies and may not be amended or added to without the express written approval of the Personnel Team and the Coordinating Council.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

PSA provides equal employment opportunities (EEO) to all employees and applicants for employment required by law and the Book of Order. There is no place in the PSA for discrimination on the basis of race, ethnicity, age, sex, marital status, veteran status or disability or any other classification protected by applicable law.

2.3 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

The PSA is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the presbytery will not tolerate harassment of its employees by anyone, including any supervisor, co-worker, vendor, client, contractor, customer, volunteer or other regular visitor of the PSA. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, color, sex, age, ancestry, national origin, disability, marital status or veteran status, or other legally protected group status. The Presbytery will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status
- Written or graphic material circulated within or posted within the workplace that shows hostility towards a person or persons because of their protected status.

2.3.1 SEXUAL HARASSMENT

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual Harassment refers to unwelcome conduct which is offensive to the individual, has the purpose or effect of interfering with an individual's work performance, creates a hostile or offensive work environment, or interferes with the effectiveness of the organization. This includes unwelcome jokes or comments, sexual advances, requests for sexual favors, unwanted touching or other verbal, physical or visual conduct of a sexual nature when:

- (1) Submission to the conduct is an explicit or implicit term or condition of employment;
- (2) Submission to or rejection of the conduct is used as the basis of an employment decision; or
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct towards an individual of the same or opposite sex that may constitute sexual harassment include the following:

- Demands for sexual favors;
- Sex-oriented verbal kidding, teasing or jokes;
- Repeated sexual flirtations, advances or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about an individual or his or her appearance;
- The display of sexual suggestive objects or pictures;
- Subtle pressure for sexual activity; or
 - Offensive or abusive physical contact including touching, hugging, kissing, blocking a path, grabbing patting, pinching, fondling or brushing up against another individual's body.
 - Foul or obscene language
 - Retaliation or threats of retaliation for making allegations of sexual harassment

2.3.2 COMPLAINT PROCESS

If you feel that you have experienced or witnessed harassment, you are to immediately notify the Chair of the Personnel Team, the Coordinating Council, or the Stated Clerk. The PSA forbids retaliation against anyone for reporting harassment, assisting in making harassment complaint, or cooperating in a harassment investigation. The PSA will preserve confidentiality to the extent that the needs of the investigation permit. The policy of the PSA is to investigate all complaints of harassment and/or discrimination thoroughly and promptly. If an investigation confirms that a violation of this policy has occurred, the PSA will take appropriate corrective action, including discipline up to and including termination of employment. The use and enforcement of this policy does not preclude disciplinary action under the Rules of the Constitution of the Presbyterian Church (U.S.A.).

2.3.3 INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to PSA (e.g., an outside vendor or a consultant).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during presbytery trips, presbytery meetings and presbytery-related social events.

2.4 NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

It is PSA's policy that close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a direct or indirect reporting responsibility to each other. Further, relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if such employment creates an actual or potential conflict of interest. For purposes of this policy, close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position, that person is required to inform the Personnel Team Chair of the relationship.

PSA may apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

2.5 OPEN DOOR POLICY

PSA recognizes that employees will have suggestions for improving the workplace and possibly complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with one's supervisor. Employees should feel free to contact their supervisor

with any suggestions and/or complaints. If an employee does not feel comfortable contacting his/her supervisor or is not satisfied with the supervisor's response, the Personnel Team Chair should be contacted.

Although not every complaint can be resolved to an employee's satisfaction, open communication is essential to a successful work environment.

2.6 EMPLOYMENT APPLICATION

PSA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the individual has been hired, termination of employment.

2.7 BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join the staff of PSA are well qualified and that PSA maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to PSA.

If information obtained in a background check would lead PSA to deny employment, the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as education verification, driving record or credit report may be made on applicants for job categories if appropriate and job related.

PSA may also conduct a background check for current employees at any time during employment.

2.8 EMPLOYMENT ELIGIBILITY VERIFICATION

PSA is committed to employing only United States citizens and aliens who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of his/her identity and legal authority to work in the United States.

3. COMPENSATION POLICIES

3.1 EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. Classifications are determined by comparing job duties to specific criteria as established by The Fair Labor Standards Act (FLSA). These classifications do not guarantee employment for any specified period of time or alter the employment at will relationship.

Non-exempt employees are employees who are paid on an hourly basis and whose work is covered by the minimum wage and overtime requirements under the FLSA. In other words, they are NOT exempt from the FLSA's minimum wage and overtime requirements.

Exempt employees are generally salaried managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

PSA has established the following categories for both non-exempt and exempt employees:

Regular, full time: Individuals who are not in a temporary status and who are regularly scheduled to work PSA's full-time schedule of 35 or more hours per week. These employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

Regular, part time (20 hrs. or more): Individuals who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. These employees are eligible for certain limited benefits.

Regular, part time (<20 hrs.): Individuals who are not in a temporary status and who are regularly scheduled to work less than 20 hours each week. These employees are not eligible for any benefits except where otherwise agreed in writing.

Temporary, full time: Individuals who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work PSA's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. These employees are not eligible for any benefits.

Temporary, part time: Individuals who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than PSA's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. These employees are not eligible for any benefits.

Temporary workers are not eligible for benefits unless specifically stated otherwise in PSA policy or are deemed eligible according to plan documents.

3.2 WORK HOURS, REGULAR WORK WEEK, AND ASSIGNMENTS

The regular office hours for PSA are Monday through Thursday, from 8[MGD1]:00 a.m. to 5:00 p.m., which includes a one-hour unpaid lunch period. Friday hours are 9:00 a.m. to 12:00 p.m. Breaks may be scheduled to ensure appropriate coverage is maintained for the telephones and greeting visitors.

Employees will be assigned to work a regular schedule during the work week and work day. There may be times when employees will be expected to work outside their regularly scheduled hours. When asked, they will be expected to work beyond the normally scheduled hours, which may include Saturdays, Sundays, and weekends. Certain non-exempt positions may also be required to work on Sundays for events and special occasions.

3.3 OVERTIME

Overtime compensation will be paid to non-exempt employees in accordance with governing law. All overtime work must be approved by the respective supervisor prior to beginning work. All non-exempt employees, including part-time and temporary exempt employees, will be entitled to overtime pay at the rate of one and a half times the employee's base rate of pay for all hours worked in excess of the a forty-hour workweek. For overtime pay calculation purposes, the work day begins at 12:00 a.m. and ends at midnight. An employee's overtime pay is computed on the number of hours worked beyond forty hours per week. Vacation days, paid holidays, or any leaves of absence are not included in the hours worked.

3.4 PAYDAYS AND PAYCHECKS

Paydays are on the 15th and last day of the month. The work week begins on 12:00 am Eastern Time on Monday and ends at 11:59 pm Eastern Time on Sunday unless otherwise posted.

If the regular payday falls on a holiday, employees will be paid on the day before the regular payday. For each two-week pay period, employees will receive a payroll statement itemizing gross pay, deductions and net pay. Employees may elect direct deposit of their paycheck into their checking and/or savings account as designated by their completed paperwork.

PSA is required by law to make certain statutory deductions from an employee's paycheck each time one is prepared. Among these are federal, state and local employment taxes and the employees' contribution to Social Security.

Due to the nature of its organization PSA is exempt from State Unemployment.

3.5 PAYROLL PROCEDURES

It is PSA's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. The below information describes some of the basic rules concerning

timekeeping and payroll procedures, as well as the steps employees should follow to ensure that they are paid properly for all time worked.

Confirm and Review Pay Voucher

Ensure the financial department always has the most current information, such as any change in legal name, address, banking, and W-4 details.

The pay stub voucher should be reviewed after payroll has been processed. The Bookkeeper should be notified if any error is identified. If an error has occurred or if there are any questions about pay, the matter should be reported to the Bookkeeper. In the event a mistake occurs, PSA will promptly make necessary corrections.

If there are questions or concerns about the recording of the number of hours worked or deductions from wages, please contact the Bookkeeper. PSA takes all reasonable steps to ensure you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday. In the unlikely event there is an error in your pay, you should notify your Supervisor immediately. If it is confirmed that you were paid incorrectly, your pay will be corrected promptly, typically within 24 hours. All year to date totals for W-2 earnings will be adjusted to reflect the correct earnings information on the next pay period.

3.5.1 NON-EXEMPT EMPLOYEES

Non-exempt employee must record accurately, completely and timely the time worked each day. Arrival, departure, and meal break times must be recorded accurately. All time worked must be reported. Non-exempt employees should not work any time that is not authorized by their supervisor. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless properly authorized to do so.

Non-exempt employees are prohibited from working “off the clock” (i.e., without reporting the time worked). It is a violation of PSA’s policy for anyone to instruct or encourage another employee to work “off the clock,” to incorrectly report hours worked, or to alter another employee’s time records. If anyone directs or encourages an employee to incorrectly report the number of hours worked, or to alter another employee’s time records, the employee should report the incident immediately to the Bookkeeper.

3.5.2 EXEMPT EMPLOYEES

Exempt employees will receive a salary that is intended to compensate for all hours worked for PSA. Under federal and state law, salary is subject to certain deductions under the following circumstances: full day absences for personal reasons; full day disciplinary suspensions for infractions of our written policies and procedures; disciplinary suspensions due to violations of a safety rule of major significance; as an offset for amounts received as payment for jury and witness fees or military pay; and as a result of working less than a full week during first or last week of employment.

If you believe your salary has been improperly reduced in violation of this policy, you should address the matter promptly with your Supervisor. You will not suffer any adverse employment consequences as a

result of reporting a suspected violation of this policy. If it is confirmed that an improper deduction has been made, you will be promptly reimbursed for the amount improperly deducted.

3.6 EMPLOYEE PERFORMANCE EVALUATIONS AND SALARY REVIEW

Employee performance evaluations are usually conducted annually and are designed to clearly communicate strengths, areas for improvements and job goals for the next review period. The performance evaluation should be discussed, and both the employee and the employee's immediate supervisor should sign the completed appraisal form. Performance evaluation forms will be retained in the employee's personnel file.

4 TIME OFF AND OTHER LEAVE BENEFITS

As part of its benefit plan, PSA provides time off to eligible employees as described below. The accrual of benefits will begin upon the date of hire. Employees are not eligible to receive paid time off benefits (bereavement, sick and vacation) until the completion of the first ninety (90) days of employment.

4.1 DESIGNATED HOLIDAYS

Holidays:

January:	New Year's Day and Martin Luther King, Jr. Day
February:	President's Day
March/April:	Good Friday
May:	Memorial Day
July:	Fourth of July
September:	Labor Day
November:	Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving
December:	Christmas Day and Christmas Eve or the day after Christmas

If a holiday falls on a weekend day, PSA will usually observe the holiday on the preceding Friday or the following Monday. Holiday observance will be announced in advance.

An employee may seek to work on a holiday in lieu of work on a non-holiday, but all such requests shall be directed to their supervisor, who has the sole discretion of approval. If approved, the employee is not eligible for holiday pay and will instead receive regular pay.

4.2 VACATION

Regular, Full-time employees begin accruing and earning vacation on the first day of hire. Vacation is earned and applied on a calendar year basis.

Employees are eligible to earn up to 10 days of vacation per calendar year. Clergy will receive their amount of vacation in accordance with their terms of call. If there are exceptions regarding vacation eligibility it must be outlined in their offer/ acceptance letters.

Regular, Part-time employees (working 20 hours or more a week) are eligible for vacation at a rate of one half that of full-time employees or up to five (5) days per calendar year. A paid day of vacation will be the number of regularly scheduled hours in the employee's work day.

4.2.1 VACATION ACCRUAL

Annual vacation is accrued (and earned) on a per payroll hourly basis.

New employees must be employed 90 calendar days before being eligible to take accrued vacation.

During the initial year of employment, the employee must take all accrued vacation before the end of the calendar year.

Following the three-month employment waiting period, employees are permitted to use eligible vacation at any time during the calendar year even if the full amount has not been accrued. However, if employment is terminated for any reason and the employee has taken more vacation in that year than accrued, an adjustment will be made in the employee's final paycheck to reimburse PSA for any and all used but non-accrued vacation.

All employee vacation must be scheduled with and receive prior approval from the employee's supervisor. It is the responsibility of each employee to schedule and take their vacation within the year it is earned

If a holiday observed by PSA falls during an employee's vacation, the employee will be paid for the holiday and not be charged a vacation day.

New Hire Vacation Eligibility Chart

<i>Employee Type</i>	<i>Vacation Days</i>
Regular, Full-time employees	Eligible up to 10 days of vacation per calendar year.
Regular, Part-time employees	Entitled up to five (5) days of vacation per calendar year at their regular daily scheduled hourly rate of pay. Example: A part-time employee who is normally scheduled to work 4 hours per day five days a week, would receive a paid vacation day of 4 hours.

4.2.2 VACATION AT TERMINATION

Accrued and unused vacation time will be paid to a terminating employee at the employee's current rate of pay provided the employee has completed three months of continuous service and leaves employment in good standing. The amount paid will be limited to a maximum of five (5) days. No payment of accumulated vacation will be made if the employee fails to give proper notice of his/her resignation.

If at termination, an employee has a negative vacation accrual, the unearned but used portion will be deducted from the employee's final paycheck where permitted by law.

4.2.3 ADDITIONAL SERVICE BASED VACATION

Regular, Full-time employees will earn one additional day of vacation for each consecutive year of completed service beginning with the employee's second full year of completed service anniversary date. The additional vacation day of eligibility becomes part of the accrual formula on each successive service anniversary date. Full-time employees may earn an additional ten (10) days of vacation, one day for each continuous completed year of service up to 10 years for a maximum of twenty (20) **total** days in a calendar year. Clergy are eligible for (3) three to (4) weeks' vacation based upon related experience and as outlined in their terms of call.

Regular, Part-time employees will earn additional vacation in a similar manner as full-time employees but at half the rate i.e., up to one half-day for each continuous completed year of service for a maximum of ten half-days after ten years continuous service based on the hours worked.

4.3 ADDITIONAL LEAVE BENEFITS

PSA provides ten (10) paid sick leave days per year to regular, full-time employees and five (5) paid sick days per year for regular, part-time employees. Sick time accrues by hours on a per payroll hourly basis the same as vacation time. Accrual will begin upon the date of hire with eligibility for paid sick time effective after ninety (90) days of employment. An employee who is unable to report to work must notify his or her direct supervisor verbally with as much advance notice as possible before the scheduled starting time.

Additional personal days may be granted at the discretion of the supervisor and Personnel Team Chair. Sick leave is to be used only when actually required to recover from illness or non-work-related injury or to attend medical and dental appointments for the employee or his/her child. Personal days may be for things such as house closings, legal appointments or other issues similar in nature.

For absences of more than three consecutive days due to illness or injury not connected with employment, a certification from a health care provider must be submitted. The certification must state that you are under the provider's care or treatment for the days in question and that it is the provider's recommendation that you remain off work. A health care provider's certification may also be required in other circumstances. We may require a release from your health care provider before you return to work.

Accrued sick leave or personal days do not carry over from year to year. Employees are not compensated for unused sick leave or personal days at the end of employment with PSA or at any other time.

Personal leave may be granted to regular, full-time employees or regular, part-time employees for the following additional reasons:

4.3.1 JURY DUTY

Employees who are summoned for jury duty or to serve as a witness are encouraged to comply with their civic duty. All employees must notify their supervisor as soon as they learn that they have been summoned as a juror or witness so that work arrangements can be made. Any employee excused from work for jury duty will be paid his or her usual compensation, for up to three (3) working days per calendar year, or a longer period as determined in the discretion of the employee's supervisor. To receive jury duty pay, you must present acceptable proof to your supervisor showing the dates of jury service and the pay received. Employees are expected to return to work immediately upon dismissal from service as a witness or jury service, when such dismissal is before the end of the regularly scheduled workday. Time off for jury duty will not be considered as hours worked when computing hours worked for overtime pay for non-exempt employees.

4.3.2 TEMPORARY DISABILITY LEAVE

All non-exempt employees are eligible for up to six (6) weeks unpaid Temporary Disability leave after being employed for at least one year. Temporary disability leave may be used for, among other things, pregnancy difficulties, childbirth, surgery, or illness.

The employee shall take primary responsibility after a diagnosis requiring the possibility of Temporary Disability Leave to inform their supervisor regarding changing needs and availability to serve the presbytery. Whenever possible, the employee shall submit to the supervisor a written request for leave not less than thirty (30) days prior to the beginning of the leave, stating his/her intentions regarding returning to employment. A copy of this request shall be sent to the PSA's Personnel Team. You must present a "fitness for duty" certificate, completed by your healthcare provider, prior to returning to work. Your healthcare provider must assess your ability to perform the essential functions of your job. That assessment includes your physician's review of your job description. Written notification of the date for reinstatement shall ordinarily be offered to the supervisor not less than two (2) weeks prior to the conclusion of the leave. If the employee is unable to return to work at the end of the agreed-upon leave, the supervisor, in consultation with the PSA's Personnel Team, may take action to terminate employment. In the case of partial incapacity, the supervisor may adjust the duties and compensation of the non-exempt employee, in consultation with the PSA Personnel Team.

4.3.3 PARENTAL LEAVE

Parental leave may be used by non-exempt employees of the PSA in the event of either the birth or adoption of a child. Exempt staff members are governed by PSA's policy on "Clergy/Educator Parental Leave."

Parental leave shall be for up to six (6) weeks with full compensation for female employees of the presbytery in the final days of pregnancy, delivery, and postpartum. Two (2) weeks paid leave shall be extended to employees upon the birth of children in their immediate families. Two (2) weeks paid leave will also be extended to employees adopting children or becoming foster parents. Vacation time and/or Personal Time Off may be used to supplement parental leave at the discretion of the employee and in consultation with the Personnel Team Chair. Because circumstances surrounding each birth differ, the

PSA and the employee shall work together in planning work before and after the birth consistent with the PSA's needs and the employee's circumstances. The employee herself shall take primary responsibility during her pregnancy to inform their supervisor regarding her changing needs and availability to serve the presbytery. The employee shall ordinarily submit to the supervisor a written request for parental leave not less than thirty (30) days prior to the beginning of the leave, stating her intentions regarding returning to employment. A copy of this request shall be sent to the PSA's Personnel Team. Written notification of the date for reinstatement shall ordinarily be offered to the supervisor not less than two (2) weeks prior to the conclusion of the leave. If the employee is unable to return to work at the end of the agreed-upon leave, the supervisor, in consultation with the PSA's Personnel Team, may take action to terminate employment. In the case of partial incapacity, the supervisor may adjust the duties and compensation of the non-exempt employee, in consultation with the PSA Personnel Team.

4.3.4 MILITARY LEAVE

Employees will be granted military leave to satisfy military reserve obligations and/or active military duty in accordance with federal and state law. Employees are required to give advance written or verbal notice of an absence for military service, unless circumstances make it unreasonable or impossible to do so. Employees must provide written notice as soon as possible to their supervisor. Unless otherwise provided by law, employees are entitled to take a cumulative total of up to five (5) years of military leave while employed by the PSA. Military leaves of absence will be unpaid; however, employees may choose to use any accrued paid time off during a military leave. While on a military leave of absence, employees will not accrue paid time off or any other benefits that would otherwise accrue based on the length of an employee's employment.

Employees on military leave may continue their benefits to the extent and on the conditions provided in applicable benefit plans. At the conclusion of military service, employees who wish to return to work must report to the PSA, or submit an application for re-employment, within a certain time frame. The time frame required depends on the length of the employee's military leave, so employees should contact the PSA immediately to discuss the deadline for re-employment.

4.3.5 BEREAVEMENT LEAVE

Employees will be eligible for up to three (3) days bereavement leave with pay to arrange and/or attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, children, parents/spouse's parents, grandparents, brothers, sisters, and their spouses. The employee will notify their supervisor prior to use of bereavement leave. Employees who require more than three (3) days may use accrued vacation time.

4.3.6 JOB RELATED EDUCATIONAL LEAVE

If an employee wishes to participate in a job related educational class or training program for purposes of professional advancement, an application will be made to their Supervisor for paid educational leave. Approval is at the discretion of the Supervisor and the Coordinating Council, and subject to the work schedule and needs of PSA.

4.3.7 REGULAR, PART TIME EMPLOYEE BENEFITS

Regular, part-time employees are those who are employed to work less than a thirty-five (35) hour week. If employed at least twenty (20) hours a week on a regular, continuing schedule they are eligible for the following:

- a. Holiday pay if the holiday falls on one of the regularly scheduled working days for that employee;
- b. Jury duty pay;
- c. Vacations and Sick Time Off pay in proportion to hours worked each week.

5 EMPLOYEE BENEFITS

5.1 HEALTH INSURANCE

Regular, full time employees are eligible to enroll in health insurance coverage upon hire. The date of active participation will be in accordance with the plan guidelines.

5.1.2 REGULAR FULL-TIME EMPLOYEES WHO HAVE NOT REACHED THE AGE OF +65: PSA will pay toward the monthly employee only premium, up to a specified dollar amount, as approved by PSA for each year of coverage (calendar year). Any “buy-up” plan or additional coverage such as for family members, dental, etc. will be at the employees’ direct personal expense. These costs will be paid by the employee through payroll deductions.

If active full-time employment extends beyond age 65, PSA will provide reimbursement towards the monthly premium for an individual Medicare Supplement policy offered through either AARP or another health insurance carrier. The reimbursement amount for the supplement plan may be up to full cost of the monthly premium, provided the premium does not exceed the monthly dollar amount approved by the Personnel Team and reimbursed for “employee only” coverage.

5.1.3 REGULAR PART-TIME AND TEMPORARY EMPLOYEES are not eligible for health insurance coverage.

5.2 LIFE INSURANCE

PSA provides life insurance for all regular full-time employees (subject to change).

5.3 RETIREMENT PLANS

Regular full-time and regular part-time employees may participate in the Retirement Savings Plan of the Presbyterian Church. A written plan document is adopted annually by the PSA that includes employee eligibility and employer contribution limits and is distributed to employees.

The Pension Plan is a defined benefit retirement plan. Participants in the plan receive a guaranteed monthly payment throughout retirement. The Pension Plan helps to provide financial security when combined with Social Security and personal savings, such as contributions to the Retirement Savings Plan of the Presbyterian Church (U.S.A.). Participants receive monthly payments throughout retirement, and eligible survivors may receive payments after the participant's death.

Employees do not contribute to the Pension Plan. The full cost of the benefit is funded through employer dues and Pension Plan investment earnings. See your supervisor for more information on this plan.

If you are enrolled in the Pension Plan, your pension benefit grows through annual pension credits for each year of eligible plan participation as well as through discretionary experience apportionments. Apportionments, granted by the Board of Directors of the Board of Pensions, are periodic, permanent increases to the pension benefits of all participants — retired, active, and terminated.

The terms and conditions of the Retirement Saving Plan of the Presbyterian Church are described in more detail in the plan's Summary Plan Description and are subject to change. Please see the Bookkeeper if you have any questions or want any additional information.

6 CONDUCT IN THE WORKPLACE

6.1 ATTENDANCE AND PUNCTUALITY

Good attendance and timely arrival at work are critical to the smooth operation of PSA business. Consequently, absences without notice may result in disciplinary action up to and including discharge.

Unexpected events may result in tardiness; however, constant or continuing tardiness will result in disciplinary action, up to and including discharge. You must notify your Supervisor more than one hour before your scheduled time to begin work if you are going to be late.

An employee unable to report for work must notify his/her supervisor as soon as practical and before the time scheduled to begin working for that day. Barring extenuating circumstances, an employee must notify your Supervisor on any day scheduled to work but will not be reporting to work.

6.2 PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all staff members and affect the image employees portray to the presbytery membership and guests. It is the expectation that all employees present themselves in a professional manner in accordance with the requirements of their positions and its functions.

Due to safety needs and specific work requirements, additional dress code stipulations may be required. Questions should be addressed to the supervisor for specific dress code requirements as they relate to an employee's role.

Anyone who appears for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, compensation will not be paid for the time away from work.

Consult with your supervisor if you have questions as to what constitutes appropriate attire.

6.3 CONFIDENTIALITY

During the performance of their job responsibilities, employees of PSA may become privy to or have access to confidential information regarding PSA or confidential, personal or business information of PSA's members, employees and others such as inquiries and candidates for ministry within PSA. It is one of the most serious responsibilities that all such information, when received and entrusted, will be treated as confidential. Breach of this covenant of confidentiality may result in immediate discharge.

6.4 PERFORMANCE MANAGEMENT PROCESS

Performance evaluations are designed to provide feedback and measure your performance in the skill areas required to successfully perform your job duties and responsibilities. You and your Supervisor will discuss your strengths and areas for improvement. The objective is to provide a mechanism for both formal and informal feedback about your performance relative to our expectations.

6.5 PERSONAL CONDUCT

Code of Conduct

The successful business operation and reputation of the PSA is built upon the principles of fair dealing and the ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the PSA is dependent upon trust and we are dedicated to preserving that trust. You are responsible for acting in a way that will merit the continued trust and confidence of the public.

PSA will comply with all applicable laws and regulations and expects its officers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

What the PSA Expects of All Employees

The PSA expects conscientious and professional work, as well as high ethical standards from all its employees. The nature of the PSA and reputation in the community requires special obligations by employees to safeguard integrity. Consequently, employees are expected to:

- Avoid illegal conduct in both business and personal matters. Illegal conduct constitutes grounds for immediate termination.
- Know the contents of the Code of Conduct and observe its letter and spirit at all times. Employees who violate the Code of Conduct may be subject to disciplinary action, including termination.
- Perform work duties in good faith, in the best interests of the PSA and in a prudent manner. An employee should not unnecessarily or knowingly delay or neglect any PSA matter entrusted to him/her, or handle any PSA matter the employee knows or should know that he/she is not qualified or authorized to handle.
- An employee should not execute any note, contract or other agreement on behalf of the PSA except as appropriate to the duties of the employee and as authorized by the Coordinating Council or the Chair of the Coordinating Council.
- Carefully follow expense account policies and guidelines. Falsification of an expense account constitutes grounds for immediate termination.
- Comply with the PSA's stated policies.

Responsibility in the Community

The PSA will conduct all relations with customers, vendors, suppliers and competitors in full compliance with the letter and spirit of applicable laws and in an exemplary manner with regard to honesty, good faith and fairness. The following rules will be observed:

- Employees shall not directly or indirectly make any statement related to the PSA that is knowingly false or misleading in any material respect to any director or employee of the PSA, to any attorney, accountant or agent retained by the PSA or to any government agent or regulator.
- Employees shall strive to provide information that is clear, factual, relevant, and honest to enable churches and members to have a better understanding of the services we offer. All services will be equally available to all churches and members as appropriate.
- Confidential or proprietary information, relating to the PSA, its churches or members, vendors and suppliers, acquired through association with the PSA, shall be used by the employee solely for PSA purposes. Such information shall not be provided to any other person or firm or used for personal, private, business, charitable or any other purpose.

Responsibility for Reporting Violations

It is your responsibility to promptly report to your Supervisor or the Chair of the Coordinating Council any instances you reasonably believe to be violations of the PSA's Code of Conduct. Upon receipt of such a report, the PSA will conduct a review and determine appropriate disposition. Such reports shall result in unbiased treatment of all parties concerned.

Prohibited Actions & Behaviors

Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Examples of inappropriate actions that may lead to immediate termination include:

- Failing to comply with or disregarding PSA policies & procedures.

- Falsifying employment or other PSA records.
- Violating nondiscrimination or harassment policy.
- Reporting to work under the influence of alcohol or drugs, including prescription drugs.
- Fighting, disorderly conduct, or using obscene, abusive, or threatening language.
- Bringing weapons, knives, explosives, etc. into the workplace.
- Failure to correct unsatisfactory work performance for which the employee is primarily responsible.
- Failure to give notification to or receive authorization from the Supervisor before leaving the work station, the work site, or the job.
- Limiting one's output or directly or indirectly encouraging another employee to cut down production.
- Carelessness, neglect or refusal to carry out assignments or instructions from those in authority.
- Engaging in insubordination, refusing to comply with a Supervisor's or customer's directive.
- Accepting payment or gifts for favoritism or services.
- Conviction of a felony, the nature of which would be considered to render an individual unreliable as an employee.
- Failure to follow safety rules and regulations.
- Contracting with churches to perform work of any kind for them without the written consent of the Chair of the Coordinating Council.
- Non-disclosure of interest in, or connection with any business which could be conceived as improper, a conflict of interest or gives the appearance of impropriety.
- Engaging in such other practices inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of the PSA, its employees or its customers.
- Pilferage, stealing, removal or destruction of PSA property, property of customers, fellow employees or others.
- Any solicitations/distribution in violation of PSA policy.
- Sleeping on the job.
- Failure to report accidents immediately including personal injury on the job.
- Discourtesy or impoliteness to customers.
- Disclosure or use of confidential information (whether intentional or not intentional, whether for personal gain/benefit or not).
- Illegal gambling in any form while on Company premises

6.6 WORKPLACE VIOLENCE

PSA recognizes that violence in the workplace is a growing problem nationwide necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms.

It is the goal of PSA to have a workplace free from acts or threats of violence and to effectively respond if such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on PSA premises, regardless of the relationship between the parties involved in the incident.
- Threats or acts of violence occurring off PSA premises involving someone who is acting in the capacity of a representative of PSA.
- Threats or acts of violence occurring off PSA premises involving an employee if the threats or acts affect the interests of PSA.
- All threats or acts of violence occurring off PSA premises of which an employee is a victim if it is determined that the incident may lead to an incident of violence on PSA premises.
- Threats or acts resulting in the conviction of an employee or agent of PSA, or of an individual performing service for PSA on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affects the legitimate interests of the church.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual.
- Threatening an individual or his/her family, friends, associates or property with harm.
- The intentional destruction or threat of destruction of PSA or another's property.
- Harassing or threatening phone calls.
- Surveillance.
- Stalking.
- Veiled threats of physical harm or like intimidation.
- Communicating an endorsement of the inappropriate use of firearms or weapons.

The prohibition against threats and acts as described above applies to all persons involved in the operation of PSA, including, but not limited to, regular and temporary PSA employees, representatives, pastors and members of the congregation, PSA vendors and all other persons and non-employees on PSA property. Display of any violent, aggressive or threatening behavior (verbal or physical) that may result in physical or emotional injury is strictly prohibited and may be grounds for immediate termination.

Dangerous/Emergency Situations

If you encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. You should remain calm, make constant eye contact and talk to the individual. If a Supervisor can be safely notified of the need for assistance without endangering your safety or the safety of others, such notice should be given. Otherwise, cooperate and follow the instructions given.

If you receive or overhear any threatening communications from another employee or outside third party, report it to your Supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor, contact an emergency agency (such as 911) immediately.

6.7 DRUG AND ALCOHOL USE

PSA promotes a safe and healthful work environment free from drugs, alcohol and drug use. The PSA policy prohibits the use, possession, transportation, promotion or sale of illegal drugs or drug paraphernalia on or off the job. If you violate the PSA's substance abuse policy, you will be subject to termination whether or not the violation occurs on PSA premises.

If you are involved in a workplace accident and there is reasonable suspicion that you are under the influence of drugs or alcohol on the job, the PSA may require you to submit to a drug and alcohol test. If you suspect you have a drug or alcohol problem, you are encouraged to seek diagnosis and treatment as prescribed by a qualified professional. However, if your conduct has led to disciplinary action, such action cannot be avoided by a request for assistance.

All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at the workplace or on duty and from coming onto PSA premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

Confidentiality

Any and all investigation, screening, diagnosis and/or treatment, including any and all documents concerning these policies will be kept confidential and will not be included in your personnel file.

6.8 VEHICLE USE POLICY

Before operating any vehicle for PSA purposes, an employee must be properly authorized to do so and must be able to operate such a vehicle physically, legally and safely.

Employees who drive their own vehicles to perform job-related duties will be reimbursed for mileage at the then-current IRS rate. PSA also will pay for reasonable parking charges necessarily incurred during job-related vehicle use. Requests for reimbursement of job-related parking expenses should be submitted to PSA promptly after they are incurred. Job-related mileage reports should be submitted to the Bookkeeper either monthly or no less than quarterly.

The mileage reimbursement rate is intended to pay for gas, vehicle use and insurance. Vehicles for any job-related purpose must have at least the minimum motor vehicle liability and collision insurance required by law and insurance must cover any collision or vehicle liability that arises while the vehicle is being used

for job-related purposes. PSA reserves the right to verify vehicle insurance coverage and to request that PSA be named as an additional insured.

Employees operating a motor vehicle for PSA purposes must hold a valid driver's license, wear seat and shoulder belts, obey all traffic laws, and be safe and courteous to other drivers during any job-related driving. Texting while driving is expressly forbidden. Additionally, to meet the requirements of PSA's insurance policy, drivers must be at least 25 years old to operate a motor vehicle for PSA purposes. Hazardous materials are not permitted in vehicles used for PSA purposes.

PSA reserves the right to check driving records and phone records to prevent unsafe drivers. PSA will not pay any traffic or parking fines or other fees or costs associated with job-related driving. Except as required by law, PSA will not reimburse for any vehicle damage, insurance deductible or liability incurred or for which the employee is liable as the result of any vehicle use, including job-related driving. If an employee is required to use a vehicle for job-related purposes, he/she must notify the PSA supervisor (i) immediately if driving privileges are revoked or suspended for any reason or if cited for DUI or reckless driving; (ii) immediately if involved in an accident; and (iii) within three days of receipt of a ticket for any moving traffic violation received while engaged in job-related driving.

6.9 WORKPLACE INVESTIGATIONS

PSA may conduct a workplace investigation, inspection or search to promote a safe and violence-free workplace; to probe allegations of wrongdoing; to safeguard employees' property, PSA, its customers, its service providers and vendors and visitors; and to prevent the possession, sale, and use of illegal and unauthorized substances on the premises.

PSA may question employees and all other persons entering and leaving PSA premises, to inspect any personal possessions or articles on PSA's property, and to inspect any office, desk, files, computer, data storage devices and data, locker, and any other area on the premises. Such an inspection may be conducted at any time at the discretion of PSA. Entry into PSA's premises constitutes consent to searches or inspections. This process includes the inspection of items such as packages, parcels, purses, handbags, briefcases, lunch boxes or other possessions or articles carried to and from PSA property. In addition, PSA reserves the right to search PSA property that is used by the employee, such as the employee's office, desk, files, computer, e-mail, voice mail and Internet files. Inspections may be conducted at any time at the discretion of PSA.

Theft or unauthorized use of PSA property or the property of fellow employees, members, service providers and vendors, or visitors by PSA employees may result in disciplinary action up to and including termination of employment.

Employees are expected to cooperate with an investigation, inspection or search. Refusal to cooperate may subject an employee to disciplinary action up to and including termination. PSA may also contact law enforcement authorities concerning any investigation, inspection or search that it conducts.

6.10 ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, cell phones and e-mail in an appropriate, ethical and professional manner while conducting business for PSA:

- Internet, PSA-provided equipment (e.g., cell phone, laptops, computers, etc.) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- Using abusive, profane or offensive language and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the supervisor with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside PSA.
- All PSA-supplied equipment and technology and church-related work records belong to PSA and not to the employee. PSA routinely monitors use of church-supplied equipment and technology. Use of such equipment in violation of this policy may result in disciplinary action up to and including termination of employment.

6.11 STATE OF SOCIAL MEDIA

PSA recognizes the social media, professional networking sites, rapid-fire communications, blog sites and personal websites can be useful technologies. Every staff member has an opportunity to express and communicate online in many ways. Above all else, staff must use good judgment on what material is posted online.

This policy sets forth guidelines that staff must follow for all online communications with direct reference to PSA.

6.11.1 RELEVANT TECHNOLOGIES

This policy includes but is not limited to the following specific technologies:

Personal Blogs, YouTube, Facebook, LinkedIn, Instagram, Personal Websites, Twitter, Snapchat

6.11.2 RESPONSIBILITY

Any material presented online with direct reference to PSA by any staff is the responsibility of the poster. All such communication should establish credibility and integrity above all else. Along with clear identification, staff should state that any opinion is the poster's individually and not a form of official communication from PSA. The use of PSA assets (computers, internet access, email, etc.) is intended for purposes relevant to the responsibilities assigned to each staff member.

6.11.3 TOPIC MATTER GUIDELINES

PSA staff has established the following guidelines in social networking practices:

- Make it clear that the views expressed in social media are yours alone. Do not suggest or infer you represent the views of the PSA in any fashion.
- Do not disclose confidential or proprietary information regarding PSA, your co-workers or the PSA's vendors and suppliers. Use of copyrighted or trademarked information, trade secrets or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with your Supervisor.
- Do not use the PSA logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the PSA name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
- Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
- Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the PSA name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate PSA policy, you may be subject to discipline up to and including immediate termination under various PSA policies.
- Ensure that engaging in social media does not interfere with your work commitments.
- Social media and similar communications have the potential to reflect on both you and the PSA. We hope you will show respect for our employees, churches, members, vendors, suppliers, and affiliates.
- Do not post names and/or photos of children without expressed written parental consent

Violation of this policy may result in disciplinary action up to and including termination.

6.11.4 OTHER OFF-LIMITS MATERIAL PRACTICES

In addition to the above prohibitions, this policy recognizes the following additional business-related limits on social networking:

- **Financial information**
Any online communication regarding PSA's financial condition, budget or similar data is strictly forbidden except through mechanisms managed internally by the Bookkeeper or communications department.
- **Third-Party sites**
Framing, deep linking to or incorporating any third-party content without permission when linking to other sites or pages is not allowed.
- **Materials obtained without permission and provide proper attribution for content used with permission**
Avoid copyright infringement and the risk of harm stemming from the unauthorized use of material belonging to others. Use of copyrighted material is prohibited. With respect to any licensed

material, remember to abide by any license terms and ensure that the right to use extends to electronic formats. Comply with all attribution requirements.

- **Posting by others**

Posting by others can create situations that give rise to liability for copyright infringement, torts or defamation. Unauthorized use or copying of third-party content is forbidden. A statement to this effect along with the takedown policy should be clearly stated on the social networking site.

7. SAFETY AND SECURITY

7.1 SMOKE-FREE WORKPLACE

It is the policy of PSA to prohibit smoking on all areas of the PSA property to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, regular or electronic cigarette (including vaping) or pipe of any kind."

The smoke-free workplace policy applies to:

- All buildings, courtyards, breezeways, sidewalks and parking lots;
- All PSA-sponsored off-site conferences and meetings;
- All vehicles owned or leased by PSA;
- All visitors (members and vendors) to the premises of PSA;
- All contractors and consultants and/or their employees working on the premises of PSA; and
- All employees, temporary employees and student interns.

Employees who violate the smoking policy will be subject to disciplinary action up to and including termination.

7.2 SECURITY INSPECTIONS

It may be deemed necessary to inspect church property for the safety of employees that includes the right to inspect desks, or other storage devices that are provided for the convenience of employees but that remain the sole property of PSA. To maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials, PSA prohibits the control, possession, transfer, sale, or use of such materials on its premises to the extent permitted by applicable law. The cooperation of all employees in administering this policy is required.

7.3 HAZARDOUS AND TOXIC MATERIALS

If a job requires that the use of hazardous and/or toxic materials, employees are expected to comply with all laws, rules, and regulations concerning safe handling and disposal. Questions about the materials or the proper safety procedures to follow should be discussed with your Supervisor before handling the materials.

7.4 WORK-RELATED INJURIES

PSA provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers most injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. An employee who sustains a work-related injury or illness must inform both his/her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

8 MISCELLANEOUS

8.2 RETURN OF PROPERTY

Employees are required to return PSA property that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. Where permitted by applicable laws, PSA may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. No information belonging to PSA can be copied for the employee's use. PSA may also take all action deemed appropriate to recover or protect church property.

8.3 PERSONAL PROPERTY OF EMPLOYEES

Subject to the policies of PSA, reasonable personal property may be brought into the workplace; if so, the employee assumes all risks concerning that property, including loss, theft and damage. If, for any reason employment with PSA terminates and the employee leaves personal property at PSA, PSA will hold such personal property for a maximum of 30 days. PSA will consider property not retrieved within 30 days as having been abandoned and will dispose of the property as it sees fit.

9 RESIGNATION AND TERMINATION

9.1 VOLUNTARY RESIGNATION

In the event of a voluntary resignation, PSA requests and appreciates a minimum of a two-week notice when possible. Proper notification will result in accrued but unused vacation time up to five days to be paid at the time of employment termination as specified under "Vacations" in the "Benefits" section of this handbook. No accrued vacation will be paid without proper notice.

9.2 TERMINATION WITHOUT CAUSE

Since the employment relationship of employees (excluding called and contracted workers) is of an at-will nature, an employee may be involuntarily terminated and dismissed at any time with or without notice.

9.3 EXIT INTERVIEW

During an exit interview with an employee who has resigned voluntarily, the employee should express himself/herself freely to provide insights that will enable PSA to continue to improve upon a healthy and productive work environment for all employees. All information will be kept as confidential as practical.

All requests for employment verification should be directed to the Bookkeeper. Unless PSA has written authorization stating otherwise, the senior staff member will only confirm dates of service and positions held. If a former employee makes a specific written request to provide additional reference feedback, the Personnel Team Chair or a member of the Coordinating Council are authorized to share reference feedback to an inquiring party.

9.4 REHIRE

A former employee whose employment was involuntarily terminated for misconduct, unsatisfactory job performance, or other similar reason, or who resigned in lieu of termination for such reasons, is ineligible for re-employment with PSA.

10 ACKNOWLEDGEMENT FORM

Receipt and Acknowledgment of the Presbytery of St. Augustine Employee Handbook

The Employee Handbook is an important document intended to help you become acquainted with PSA and to serve as a guide to our policies and expectations regarding your employment.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the PSA Employee Handbook.

I have received a copy of the PSA Employee Handbook and understand it is my responsibility to read it. I understand that the policies, rules and benefits described in it are subject to change at the sole discretions of PSA at any time. I will be notified if changes to the handbook have been made.

I understand that this handbook does not provide any contractual rights or guarantees of employment and that my employment is for no definite duration. I further understand that my employment relationship may be terminated at any time with or without notice or cause, either by me or PSA. I also understand that no official of PSA has the authority to enter into an oral employment contract.

I understand that this handbook replaces (supersedes) all other previous handbooks for PSA. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the PSA Employee Handbook.

Employee's Printed Name _____ Position _____

Employee's Signature _____ Date _____

Witness's Signature _____ Date _____

30 This handbook is effective August 12, 2019 and supersedes all prior Handbooks. Note: The content of this guide does not constitute, nor should it be construed, as a promise of employment or as a legal document. Sections of this guide may be changed, deleted, suspended or discontinued at any time without prior notice.

	A	B	C	D	E	F
1	Presbytery of St. Augustine	7 Months			Worksheet	
2		7/31/19	7/31/19	2019	2020	
3	REVENUES	Actual	Annualized	Budget	Asking	
4	<u>Unified Giving</u>				Budget	
5	Unified Giving	224,838	226,677	415,000	415,000	
6	Total Unified Giving	224,838	226,677	415,000	415,000	
7						
8	<u>Selected Giving</u>					
9	Selected General Assembly	16,561	23,333	40,000	40,000	
10	Selected Presbytery	10,395	0	0	0	
11	Total Selected Giving	26,956	23,333	40,000	40,000	
12	Total Acceptances	251,794	250,010	455,000	455,000	
13						
14	Other Receipts					
15	Investment Earnings (*1)	16,333	16,333	28,000	30,000	
16	Other Income	89	0	0	0	
17	Foundation Earnings	37	500	1,000	250	
18	Interest Income	511	0	0	250	
19	Undesignated Reserve Usage				0	
20	Management Fees	0	33,250	57,000	38,000	
21	Total Other Receipts	16,970	50,083	86,000	68,500	
22						
23	Other Funds Used					
24	TIM Community Development Transfer	0	0	5,000	5,000	
25	Total Other Funds Used	0	0	5,000	5,000	
26	TOTAL REVENUES	268,764	300,093	546,000	528,500	
27						
28	EXPENSES					
29	Relationship Coordination					
30	All-Region Gatherings	655	1,458	2,500	2,500	
31	* Regional Gatherings	0	1,458	2,500	2,500	
32	* Mission Insite	0	0	3,086	3,600	
33	*New Ministry Initiatives	0	478	820	820	
34	<u>Reconciliation</u>					
35	Crisis Response Training and Expenses	0	292	500	500	
36	Crisis Response Mileage	0	146	250	250	
37	Administrative Commission Expense	0	1,458	2,500	2,500	
38	Translation Services	0	292	500	500	
39	Restricted Income - Armistead Fund	(5,473)	(6,000)	(8,000)	(8,000)	
40	Miscellaneous	59	0	0	0	
41						
42	<u>Communications</u>					
43	Conference Calls	493	875	1,500	1,000	
44	Annual Tech Support				3,500	
45	Computer Program/Monthly Maintenance	2,804	3,033	5,200	1,800	
46	Internet Access / Web Hosting	830	292	500	1,250	
47	New Communication Initiatives	(640)	1,808	3,100	1,000	
48						
49	<u>Youth Outreach</u>					
50	Youth Ministry Professionals	0	875	1,500	1,500	
51	Triennium	7,914	3,500	6,000	5,000	
52	Congregational Partnerships/Scholarships for Camp	0	0	0	3,000	

	A	B	C	D	E	F
1	Presbytery of St. Augustine	7 Months			Worksheet	
2		7/31/19	7/31/19	2019	2020	
		Actual	Annualized	Budget	Asking	Budget
53	Youth Ministry Team	0	0	0	2,000	
54						
55	<u>Montgomery Presbyterian Center</u>					
56	Contribution			0	0	
57	Additional Cash Funding			0	0	
58						
59	<u>Disaster Preparation & Assistance</u>					
60	Disaster Assistance Commission	9,000	9,000	9,000	10,500	
61	Total Relationship Coordinating	15,642	18,965	31,456	35,720	
62						
63	Member Preparation & Call					
64	<u>Candidates and Inquirers</u>					
65	Candidate Financial Support	4,500	2,250	4,500	5,000	
66	* Ministry Assessments	461	1,167	2,000	2,000	
67	Consultations and Final Assessments	496	1,458	2,500	2,500	
68	Inquirer/Candidate Counseling	0	583	1,000	1,000	
69	Training, Supplies & Manuals	0	292	500	500	
70						
71	Total Member Preparation & Call	5,457	5,750	10,500	11,000	
72						
73	Leadership Development					
74	<u>Problem Resolution</u>					
75	Pastoral Support Groups	0	0	0	0	
76	Board of Pensions Shared Grants	(750)	2,917	5,000	5,000	
77	Pastor Counseling Center	3,150	3,150	5,400	5,400	
78	Counseling Assistance	1,035	1,225	2,100	2,100	
79	Counseling Endowment Income - Jax	0	0	(8,500)	(7,500)	
80	<u>Training</u>					
81	Clergy/Educator Meal Expenses	0	583	1,000	1,000	
82	Officer Training	0	583	1,000	100	
83	Enrichment	0	0	3,500	3,500	
84	Total Leadership Development	3,435	8,458	9,500	9,600	
85						
86	<u>Gainesville Ministry Center</u>					
87	Contributions for GMC	(2,500)	0	0		
88	Building Repair -GMC	16,306	0	0		
89	Insurance -GMC	3,270	0	0	9,300	
90	Interest Expense -GMC	1,142	0	0		
91	Mortgage Expense-GMC	6,068	0	0		
92	Total Gainesville Minsitry Center	24,286	0	0	9,300	
93						
94	Personnel					
95	<u>Relationship Coordination Director</u>					
96	Salary	18,083	18,083	31,000	31,000	
97	Housing	14,000	14,000	24,000	24,000	
98	Continuing Education	146	583	1,000	1,000	
99	Benefits Package	12,052	11,871	20,350	20,350	
100	FICA/SECA	228	1,384	2,372	4,758	
101	Auto Expenses	711	1,750	3,000	3,000	
102	Travel and Expenses	3,142	2,042	3,500	3,500	

	A	B	C	D	E	F
1	Presbytery of St. Augustine	7 Months			Worksheet	
2		7/31/19	7/31/19	2019	2020	
		Actual	Annualized	Budget	Asking	
					Budget	
103	Total Director	48,362	49,713	85,222	87,608	
104						
105	<u>Stated Clerk</u>					
106	Salary	11,660	14,175	24,300	24,300	
107	Housing	12,420	11,667	20,000	20,000	
108	SECA	1,785	1,977	3,389	3,389	
109	Auto Expenses	0	1,458	2,500	2,500	
110	Expenses - Travel, Meals, Etc.	591	1,458	2,500	2,500	
111	Continuing Ed	91	583	1,000	1,000	
112	Total Stated Clerk	26,547	31,318	53,689	53,689	
113						
114	<u>Communication Coordinator</u>					
115	Salary	18,145	17,500	30,000	30,000	
116	FICA	1,388	1,339	2,295	2,295	
117	Total Communication Coordinator	19,533	18,839	32,295	32,295	
118						
119	<u>Area Relationship Coordinators</u>					
120	Salaries	9,840	14,560	24,960	24,960	
121	Housing	3,360	0	0	0	
122	SECA	147	0	0	0	
123	Expenses – Mileage, Travel, Meals, Etc.	1,065	3,500	6,000	6,000	
124	Total Area Relationship Coordinators	14,412	18,060	30,960	30,960	
125						
126	<u>Financial Secretary</u>					
127	Salary	28,525	28,525	48,900	48,900	
128	Benefits Package	8,530	8,707	14,926	14,926	
129	FICA	2,182	2,182	3,741	3,741	
130	Total Financial Secretary	39,237	39,414	67,567	67,567	
131						
132	<u>Personnel Contingency Fund</u>					
133	Personnel Adjustments	0	0	0	8,100	
134						
135	Total Presbytery Staff	148,091	157,344	269,733	280,219	
136						
137	<u>Montgomery Summer Staff</u>					
138	Salaries	28,370	50,000	50,000	31,500	
139	FICA-Fees	2,503	3,825	3,825	2,352	
140	Payroll Processing Fees	118	1,175	1,175	1,150	
141	Total Summer Staff	30,991	55,000	55,000	35,002	
142	Total Personnel	179,082	212,344	324,733	315,221	
143						
144	Administration & Finance					
145	Minutes	38	0	200	500	
146	Meeting Expenses	1,567	2,840	5,000	5,000	
147	Speakers' Honoraria and Expenses	0	333	500	500	
148	OGA and Mid-Council Meetings Expense	165	2,917	5,000	8,500	
149	General Assembly Unified	9,917	9,917	17,000	17,000	
150	General Assembly Selected	16,561	23,333	40,000	40,000	
151	Synod of South Atlantic Mission	4,197	4,083	7,000	7,000	
152	Synod of South Atlantic Per Capita	12,286	12,286	21,062	21,000	

	A	B	C	D	E	F
1	Presbytery of St. Augustine	7 Months			Worksheet	
2		7/31/19	7/31/19	2019	2020	
		Actual	Annualized	Budget	Asking	
					Budget	
153	Committee/Commission Meals	2,160	1,867	3,200	32,000	
154	Dues/Subscriptions/Corporate Report	104	464	800	800	
155	General Operating Expenses	687	1,167	2,000	2,000	
156	Legal Expenses	9,765	2,917	5,000	10,000	
157	Permanent Judicial Commission	0	117	200	200	
158	Mileage Reimbursement	303	333	500	500	
159	Moderator's Expenses	385	1,458	2,500	2,500	
160	Audit	0	10,000	10,000	10,000	
161	Building-Major Repair Fund	1,200	2,800	4,800	4,800	
162	Building Maintenance	978	1,283	2,200	2,200	
163	Computer & Printer Equipment	125	875	1,500	2,000	
164	Copy Machine	2,965	2,158	3,700	3,700	
165	Electricity	1,092	1,750	3,000	3,000	
166	Grounds	840	2,042	3,500	3,500	
167	Insurance	3,865	15,000	15,000	7,000	
168	Janitorial	819	875	1,500	1,500	
169	Loan Amortization	185	0	0	0	
170	Office Equipment	0	292	500	500	
171	Office Equipment Repair and Maint.	0	292	500	500	
172	Office Supplies	809	1,458	2,500	2,500	
173	Payroll Processing	1,534	1,283	2,200	2,200	
174	Postage	491	1,313	2,250	2,200	
175	Software	1,166	292	500	1,500	
176	* Telephone & Internet	3,615	2,917	5,000	5,000	
177	Water and Sewer	838	700	1,200	1,200	
178	Total Administration & Finance	78,657	109,362	169,812	200,800	
179						
180	Total Expenses	306,559	354,879	546,000	572,341	
181						
182	Operating Surplus (Deficit)	(37,795)	(54,786)	0	(43,841)	
183						
184	Other Cash Expenditures					
185						
186	Normandy Blvd. Property	0	0	14,200		
187	Total Other Cash Expenditures	0		14,200		
188						
189	Net Cash Surplus (Deficit)	(37,795)		(14,200)	(43,841)	
190						
191						
192	Notes					
193	1. Based on 5% yield on current investment assets (Texas Foundation Fund D)					
194						

Appendix N - Current Plans and Financial Situation – MPCC

Appendix O – MPCC Report

Report from Presbyterian Women
Presbytery of St. Augustine
Fall Stated Meeting
October 1, 2019

The next Presbyterian Women's event is the Triennial Gathering of the Synod of South Atlantic at Epworth by the Sea, St. Simons Island, GA. The event is October 25-27.

Women in St. Augustine Presbytery are asked to bring (or send with someone) washcloths for the Disaster Preparedness Collection at the event.

The theme is Love Carved in Stone and the author of our Bible Study, Eugenia Anne Gamble, will be one of the plenary speakers.

Gayle Anne Bone
PW Moderator