

## **2019 Fall Stated Meeting**

### **Appendices to Docket**

**Updated 9/30/19 to include Appendix J-1 and Appendix O**

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## 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. Michael Wood**  
Knapaha Presbyterian Church  
September 15, 2019

A commission elected by the Presbytery of St. Augustine met at the Knapaha Presbyterian Church on Sunday, September 15, 2019, to install the Rev. Michael 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 - Knapaha), 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. Michael Wood as the installed Pastor of the Knapaha 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**  
**33<sup>RD</sup> 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 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

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#### 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	
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)	
Total Property and Equipment			1,482,123.58

Other Assets

Suspense		633,051.21	
Total Other Assets			633,051.21

Total Assets	\$		3,623,480.69
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LIABILITIES AND CAPITAL

Current Liabilities

A/P Accrual	\$	7,484.59	
Accrued Continuing Education		1,475.00	
Buildings -Major Repair Accrual		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

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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	
Total Current Liabilities		910,511.85
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
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	
Total Capital		2,712,968.84
Total Liabilities & Capital	\$	3,623,480.69

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
<b>Revenues</b>								
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
<b>Total Revenues</b>	<b>91,107</b>	<b>35,543</b>	<b>55,564</b>	<b>359,872</b>	<b>335,638</b>	<b>24,234</b>	<b>7.22</b>	<b>546,000</b>
<b>Expenses</b>								
<b>Relationship</b>								
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
<b>Total Relationship</b>	<b>(1,132)</b>	<b>2,280</b>	<b>3,412</b>	<b>14,511</b>	<b>21,248</b>	<b>6,737</b>	<b>31.71</b>	<b>31,456</b>
<b>Member Prep/Call</b>								
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
<b>Total Member Prep/Call</b>		<b>0</b>	<b>2,750</b>	<b>2,750</b>	<b>5,457</b>	<b>8,500</b>	<b>3,043</b>	<b>35.80</b>	<b>10,500</b>
<b>Leadership Dev</b>									
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
<b>Total Leadership Dev</b>		<b>490</b>	<b>4,708</b>	<b>4,218</b>	<b>3,925</b>	<b>13,167</b>	<b>9,242</b>	<b>70.19</b>	<b>9,500</b>
<b>Gainesville Ministry Center</b>									
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
<b>Total Highlands</b>		<b>107</b>	<b>0</b>	<b>(107)</b>	<b>24,515</b>	<b>0</b>	<b>(24,515)</b>	<b>0.00</b>	<b>0</b>
<b>Personnel</b>									
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 CI	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
<b>Total Personnel</b>	<b>26,214</b>	<b>22,477</b>	<b>(3,737)</b>	<b>205,298</b>	<b>234,823</b>	<b>29,525</b>	<b>12.57</b>	<b>324,733</b>

**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
<b>Total Administrative</b>	<b>15,854</b>	<b>11,893</b>	<b>(3,961)</b>	<b>32,703</b>	<b>121,250</b>	<b>88,547</b>	<b>73.03</b>	<b>169,812</b>
<b>Total Expenses</b>	<b>41,533</b>	<b>44,108</b>	<b>2,575</b>	<b>286,409</b>	<b>398,988</b>	<b>112,579</b>	<b>28.22</b>	<b>546,001</b>
<b>Net Income</b>	<b>\$ 49,574</b>	<b>\$ (8,565)</b>	<b>58,139</b>	<b>\$ 73,463</b>	<b>\$ (63,350)</b>	<b>136,813</b>	<b>(215.96)</b>	<b>\$ (1)</b>

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	Frequency	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
<b>Totals</b>		<b>118,444.30</b>	<b>102,426.91</b>	<b>415,000.00</b>		<b>68,153.33</b>	<b>216,259.92</b>	<b>270,650.33</b>	<b>54,390.41</b>	<b>29,795.08</b>	<b>102,587.39</b>	<b>47,508.90</b>	<b>546,301.97</b>

**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

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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	<u>1</u>	<u>33</u>	<u>(32)</u>	<u>50</u>
Total Revenues	<u>326,164</u>	<u>477,280</u>	<u>(151,116)</u>	<u>681,050</u>
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	<u>38,000</u>	<u>0</u>	<u>(38,000)</u>	<u>0</u>
Total Expenses	<u>442,522</u>	<u>417,288</u>	<u>(25,234)</u>	<u>607,505</u>
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

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)

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)

Total Other Assets (4,025.96)

Total Assets \$ 1,119,381.77

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

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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	
	<hr/>	
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	
	<hr/>	
Total Long-Term Liabilities		<hr/> 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)	
	<hr/>	
Total Capital		<hr/> 77,410.02
Total Liabilities & Capital	\$	<hr/> <hr/> 1,119,381.77

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

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Acct#		Month	Month	Act/Bud	Month	Act/PY	YTD	YTD	YTD	YTD	Act/PY	Full Year
Acct#	Account	Actual	Budget	Variance	PY	Variance	Actual	Budget	Variance	PY	Variance	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

For Management Purposes Only

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

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

For Management Purposes Only

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

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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
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	0	250	250	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 Controi/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	46,134	49,984	3,850	50,485	4,351	442,522	417,288	(25,234)	371,767	(70,755)	607,505
	Net Income	\$ (24,620)	\$ 1,215	(25,835)	\$ (2,244)	(22,376)	\$ (116,358)	\$ 59,992	(176,350)	\$ (10,543)	(105,815)	\$ 73,545

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

For Management Purposes Only

**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 8<sup>th</sup> 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 4<sup>th</sup> 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 career and be an outspoken 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 dinning 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 roles 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 1<sup>st</sup> 2018 – June 30<sup>th</sup> 2019)

Ministries	Amount
------------	--------

College Outreach	
------------------	--

- |   |           |
|---|-----------|
| • 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	
----------------	--

- |                       |          |
|-----------------------|----------|
| • College Café        |          |
| • Special Event Meals | \$ 6,960 |

Staffing	
----------	--

- |                                      |           |
|--------------------------------------|-----------|
| • Interns                            |           |
| • Personnel Costs including benefits | \$ 83,406 |

<u>TOTAL</u>	<u>\$105,244</u>
--------------	------------------

*Received from Synod	\$ 81,000.00
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## 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 1<sup>st</sup> 2019- June 30<sup>th</sup> 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**