

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

224th General Assembly

See Meeting Docket

Coordinating Council**Class of 2022**

Vickie Bossuot (WFTE - Riverside Presbyterian House and Apts./Lakewood)
Larry Green (WMTE - Gainesville Counseling)
Suzi Lemen (WFRE - St. Giles)

Class of 2020

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

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

Mary Brown (BFTE - Woodlawn)
CJ Dates (WMTE - South Jacksonville)*
Laurie Furr-Vancini (WFTE - Palms)
Yvette Grant (HFRE - Nueva Esperanza)
Jessi Higginbotham (WFTE - Community)
Walter Laseter (WMRE - First Ocala/Weirsdale)
Wayne Letizia (WMRE - Geneva)
Cliff Lyda (WMTE - First Palatka)

*Pending Completion of Ordination

Class of 2020

Violet Asmuth (WFRE - First Ocala)

Permanent Judicial Commission**Class of 2025**

Ray Fischer (WMRE - Community)
Dan Graham (WMTE - Honorably Retired)
Mary Mickel (BFRE - Woodlawn)

Class of 2021

Beth Hogue - (WFRE - Silver Spring Shores)

President of Presbytery of St. Augustine, Inc.

Cynthia Montgomery (TE - At-Large)
(until 02/01/2022)

Board of Trustees**Class of 2022**

Murray Beard (WMRE - Palms)
Amy McGeorge (WFRE - Riverside)
Geoff Spiegel (WMRE - First Gainesville)

Class of 2021

Ana Lugo-Berrios (HFTE - ELCA Foundation)

Nominating Team**Class of 2021**

Yvan Kelly (HMRE - Memorial/Middleburg)
Andrea Mogg-Jacque (BFRE - Marion Oaks)

Class of 2021

Steve Crowley (WMRE - First Palatka)

Representation Team**Class of 2022**

Don Johnson (BMTE - Woodlawn)
Do In Kim (AMTE - Baptist Health)

Training Team**Class of 2022**

Ralph Moulder (WMRE - First Starke)
Debbie Pangrass (WFRE - Fort King/Marion Oaks)

Problem Resolution Team**Class of 2022**

David Lee (WMTE - Highlands United)
Conley Zomermaand (WMTE - Riverside)

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Nominating Slate - 2019 Fall Stated Meeting

Communications Team

Class of 2022

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

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

Class of 2020

Anne Hart (BFRE - Woodlawn)

Mutual Mission

Class of 2022

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

Reconciliation Team

Class of 2022

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

Montgomery Executive Operating Board

Class of 2022

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

Finance Team

Class of 2022

Chris Lieberman (WMTE - Relationship
Coordination Director)

St. Augustine Presbytery Disaster Assistance

Commission (No Class Terms)

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

Legal Team

Class of 2022

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

Ordination Exam Readers

Class of 2020

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

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

Note 2: letters in parentheses represent racial/ethnic identity, gender, ordination.

i.e. – BMRE = Black, Male, Ruling Elder; WFTE = White, Female, Teaching Elder

Personnel Team

Class of 2022

Doris Swinton (WFRE - Woodlawn)

St. Augustine Youth Ministry Team

Youth Ministry Leaders

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

Youth Church Members

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

Nominating Slate Corrections
As of September 30, 2019

Dan Graham (WMTE - HR) - Trustees - Class of 2022 (not PJC)

Amy McGeorge (WFRE - Riverside) - Finance Team - Class of 2022 (not Trustees)

Appendix K – New Minister Information

New Minister Information

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

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

PERSONAL STATEMENT OF FAITH --- JOHN RICHARD HARLAND

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

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

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

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

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

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

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

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

Professional Education

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

PASTORAL AND WORK EXPERIENCES

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

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

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

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

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

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

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

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

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

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Thanking you in advance for your help.

Sincerely,

John Richard Harland

Statement of Faith

Rev. Dr. Jonathan Swanson

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

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

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

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

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

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

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

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

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

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

Journey of Faith

Rev. Dr. Jonathan Swanson

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

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

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

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

Hodges Boulevard Presbyterian Church
Terms of Call

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

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

Statement of Faith: Michaele Wood

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

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

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

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

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

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

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

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

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

Michael RJ Wood Faith Journey

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

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

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

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

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

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

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

And so, I look forward to our journey together.

Pastor Michael Wood

REPORT OF TERMS OF CALL
Presbytery of St. Augustine
2019

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

Church or employing entity KANAWHA PRESBYTERIAN CHURCH

Terms of Call:

A. Personal Compensation

1. Annual cash salary
2. Housing allowance (if no manse)
3. Utilities allowance (if applicable)
4. Medical supplement (if any)
5. **OPTIONAL** SECA tax reimbursement
(above required 50%)
6. Deferred income
7. Other income (specify _____)
8. Manse amount (30% of total of lines 1-7)

2018

2019

9. Total effective salary

B. Expenses

10. Reimbursable professional expenses
 - a. auto expenses
(OR provision of auto w/ full expenses)
 - b. book allowance
 - c. other reimbursable expenses
11. Continuing education allowance

12. Total expenses

C. Required benefits*

13. Major medical (25% of line 9)
14. Pension/D&D (12% of line 9)
15. **REQUIRED** 50% SECA Reimbursement

16. Total Benefits

TOTAL PACKAGE

D. Vacation and Leave

- Vacation _____ (weeks)
- Study leave _____ (weeks)
- Parental leave _____ (weeks)

Additional Terms (may use separate page)

MOVING EXP: UPTO \$5000.00

Sandra Hedrick
 PNC Chair or Clerk of Session

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

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

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

Melanie Marsh Baum - Statement of Faith

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

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

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

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

Rev. Melanie Marsh Baum – Journey of Faith

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

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

Melanie Marsh Baum - Journey of Faith

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

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

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

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

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

A. Personal Compensation

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

B. Expenses

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

C. Required benefits

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

D. Vacation and Leave

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

TOTAL AMOUNT OF PACKAGE _____

CJ Dates

Statement of Faith

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

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

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

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

CJ Dates

Journey of Faith

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Therefore, I with God's help:

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

~Jeffrey D. Weenink

NARRATIVE FOR ST. AUGUSTINE PRESBYTERY – September 17, 2019

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

FAITH FORMATION

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

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

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

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

MINISTRY

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

SURVIVING CANCER

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

HEARTH AND HOME

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

WORLD VIEW

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

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

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

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

MINISTERIAL CONCENTRATIONS

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

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

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

WHY TRANSITIONAL/INTERIM MINISTRY?

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

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

HOBBIES/INTERESTS

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

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

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

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



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



Presbytery of St. Augustine

Employee Handbook

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INTRODUCTION

1.1 AN INTRODUCTORY MESSAGE

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

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

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

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

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

1.2 HISTORY OF THE PRESBYTERY OF ST. AUGUSTINE

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

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

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

2 GENERAL EMPLOYMENT POLICIES

2.1 EMPLOYER-EMPLOYEE RELATIONSHIP

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

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

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

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

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

2.2 EQUAL EMPLOYMENT OPPORTUNITY

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

2.3 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

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

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

2.3.1 SEXUAL HARASSMENT

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

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

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

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

2.3.2 COMPLAINT PROCESS



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

2.3.3 INDIVIDUALS AND CONDUCT COVERED

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

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

2.4 NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

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

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

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

2.5 OPEN DOOR POLICY

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



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

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

2.6 EMPLOYMENT APPLICATION

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

2.7 BACKGROUND AND REFERENCE CHECKS

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

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

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

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

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

2.8 EMPLOYMENT ELIGIBILITY VERIFICATION

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



3. COMPENSATION POLICIES

3.1 EMPLOYEE CLASSIFICATION CATEGORIES

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

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

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

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

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

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

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

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

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

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



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3.2 WORK HOURS, REGULAR WORK WEEK, AND ASSIGNMENTS

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

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

3.3 OVERTIME

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

3.4 PAYDAYS AND PAYCHECKS

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

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

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

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

3.5 PAYROLL PROCEDURES

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



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

Confirm and Review Pay Voucher

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

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

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

3.5.1 NON-EXEMPT EMPLOYEES

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

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

3.5.2 EXEMPT EMPLOYEES

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

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



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

3.6 EMPLOYEE PERFORMANCE EVALUATIONS AND SALARY REVIEW

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

4 TIME OFF AND OTHER LEAVE BENEFITS

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

4.1 DESIGNATED HOLIDAYS

Holidays:

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

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

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

4.2 VACATION

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

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



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

4.2.1 VACATION ACCRUAL

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

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

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

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

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

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

New Hire Vacation Eligibility Chart

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

4.2.2 VACATION AT TERMINATION



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

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

4.2.3 ADDITIONAL SERVICE BASED VACATION

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

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

4.3 ADDITIONAL LEAVE BENEFITS

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

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

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

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

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

4.3.1 JURY DUTY

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

4.3.2 TEMPORARY DISABILITY LEAVE

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

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

4.3.3 PARENTAL LEAVE

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

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



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

4.3.4 MILITARY LEAVE

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

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

4.3.5 BEREAVEMENT LEAVE

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

4.3.6 JOB RELATED EDUCATIONAL LEAVE

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



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4.3.7 REGULAR, PART TIME EMPLOYEE BENEFITS

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

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

5 EMPLOYEE BENEFITS

5.1 HEALTH INSURANCE

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

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

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

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

5.2 LIFE INSURANCE

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

5.3 RETIREMENT PLANS

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



Work Environment

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

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

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

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

6 CONDUCT IN THE WORKPLACE

6.1 ATTENDANCE AND PUNCTUALITY

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

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

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

6.2 PERSONAL APPEARANCE

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



Work Environment

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

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

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

6.3 CONFIDENTIALITY

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

6.4 PERFORMANCE MANAGEMENT PROCESS

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

6.5 PERSONAL CONDUCT

Code of Conduct

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

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

What the PSA Expects of All Employees

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

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

Responsibility in the Community

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

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

Responsibility for Reporting Violations

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

Prohibited Actions & Behaviors

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

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

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

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

6.6 WORKPLACE VIOLENCE

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

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

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

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

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

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

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

Dangerous/Emergency Situations

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

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

6.7 DRUG AND ALCOHOL USE

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

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

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

Confidentiality

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

6.8 VEHICLE USE POLICY

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

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

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



Work Environment

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

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

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

6.9 WORKPLACE INVESTIGATIONS

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

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

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

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

6.10 ELECTRONIC COMMUNICATION AND INTERNET USE

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

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

6.11 STATE OF SOCIAL MEDIA

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

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

6.11.1 RELEVANT TECHNOLOGIES

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

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

6.11.2 RESPONSIBILITY

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

6.11.3 TOPIC MATTER GUIDELINES

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

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

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

6.11.4 OTHER OFF-LIMITS MATERIAL PRACTICES

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

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

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

- **Posting by others**

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

7. SAFETY AND SECURITY

7.1 SMOKE-FREE WORKPLACE

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

The smoke-free workplace policy applies to:

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

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

7.2 SECURITY INSPECTIONS

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

7.3 HAZARDOUS AND TOXIC MATERIALS

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

7.4 WORK-RELATED INJURIES



Work Environment

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

8 MISCELLANEOUS

8.2 RETURN OF PROPERTY

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

8.3 PERSONAL PROPERTY OF EMPLOYEES

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

9 RESIGNATION AND TERMINATION

9.1 VOLUNTARY RESIGNATION

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

9.2 TERMINATION WITHOUT CAUSE

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

9.3 EXIT INTERVIEW



Work Environment

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

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

9.4 REHIRE

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

10 ACKNOWLEDGEMENT FORM

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

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

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

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

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

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

Employee's Printed Name _____ Position _____

Employee's Signature _____ Date _____

Witness's Signature _____ Date _____

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

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

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

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

Appendix N - Current Plans and Financial Situation – MPCC

Appendix Letter N is Not Used

Montgomery Presbyterian Conference Center, Inc.

Report to Presbytery, October 1, 2019

The reclaiming and rebuilding of Montgomery's mission and ministries, begun immediately upon Presbytery's vote in August, 2018 and reiterated by votes in October, 2018 and February, 2019 continues. Efforts by the Montgomery Board of Trustees, working with Montgomery staff and others within Presbytery have produced positive results and momentum amidst some setbacks and challenges.

The primary dynamic which has influenced results is the time it has taken to close the loan authorized by Presbytery. A brief recap is instructive:

Prior to the October, 2018 Presbytery meeting wherein the Body authorized proceeding with loan procurement, the Montgomery Board received conditional loan approval subsequent to initial underwriting from a Jacksonville bank, and were given a closing date of early January, 2019. Based upon that the Board began implementation of strategic initiatives consistent with Presbytery's August vote.

Although we were underwritten and found financially viable, with no qualms from the lending institution regarding our repayment, during the last week of 2018 the bank changed the terms of the loan such that we were forced to decline the offer. We were, via a strong connection with a member of Presbytery, immediately put in touch with another Jacksonville bank with which we made loan application. Again, upon initial underwriting we were issued tentative approval with an expected closing date of mid-March, 2019. The Board prepared and provided to the bank all required information, and an appraisal was scheduled. We were then contacted by the bank and told the bank 'does not loan on real estate, only on cash flow'.

So again were we back at square one.

At the February, 2019 Presbytery meeting the Presbyterian Investment and Loan Program (PILP) gave a presentation of available services. The Montgomery Board immediately opened conversation with PILP and made application for the loan necessary for the realization of Presbytery's vision for Montgomery. Again the Board prepared a complete loan package and provided all required information such that thorough underwriting could proceed. This produced a firm commitment from PILP for the loan. Presbytery voted to authorize proceeding and committed to co-signing the loan.

Since then an appraisal and an extensive survey have been completed. A significant PILP loan requirement was that Montgomery raise \$150,000 in deposits to be placed with PILP as

investment and reserve. As of this writing that money has been raised from among 3 churches, four individuals, and every member of the Montgomery Board.

As we meet today all loan requirements have been met and the closing package is being drafted.

A key component of PILP's underwriting was validation of Montgomery's ability to repay the loan. PILP reviewed Montgomery's finances and found our results within underwriting parameters.

This is especially rewarding in that these results have been achieved in the absence of capital infusion, upon which all our projections were based. PILP recognized that had Montgomery received funding as was expected, projected revenue would likely have been met.

We understand there may be concern by some regarding Montgomery's ability to repay both the PILP loan and the internal loan to Presbytery. We understand this concern and have addressed it. At our average booking realization of \$2500, 3 User Group bookings per month covers the monthly note payment. Continued increase in revenues from non-summer camp use will be maintained and grown out, such that increased revenue also more than covers payments required to retire the Presbytery debt.

With implementation of the strategic marketing plan, revenue freed up for operational capital with the addition of capital improvements monies from PILP, and the ROI generated from these capital improvements once begun – the Board is confident of reaching - then exceeding projections.

Managing the operation absent funding and robust marketing has been quite a challenge, and has not been without obstacles and trip-wires. One of our first initiatives after having received initial loan approval in October, 2018, was to hire a professional fund raiser. The position was advertised and the Board made what it believed was the best choice. Unfortunately, it did not work out. The Board made diligent effort to support the choice and the effort, but recently took the difficult but necessary step of terminating the position.

The Board has begun a search for a stellar Executive Director with camping and fund-raising experience and plans to have this person in place by year-end. This position will encompass responsibility for fund-raising as well as overall management of MPCC functions. Going forward we envision a management structure of Executive Director/Fund Raising, Program Director, and Culinary Director, as these functions are separate in scope and vital to success.

During this time of 'operations without funding' the Board and staff have been guided by the primary goal of 'keeping the lights on'. We have by necessity triaged payables, but have maintained good relationships with all local vendors such that we are in good standing with these folks.

Immediately upon funding, renovation will begin, significantly reducing expenses related to long neglected maintenance issues. These savings will be used to accelerate payment of all

outstanding accounts payable. Subject to final verification at time of funding we estimate this to be +/- \$50,000.

Concurrent with loan-closing efforts the Board has also begun the process of identifying and applying for grant- funding opportunities. A member of the Board with significant grant-writing experience is leading this effort. Although we are expectantly confident of good results from this effort, our financial projections do not include any funds from grants.

The absence of loan funding has delayed our planned marketing strategies, thus has impacted anticipated user group bookings and hampered meeting original revenue projections.

A prime example of this lost revenue potential is our access road. Many have mentioned the road's condition as a deterrent and we agree. Plans have for some time been in place for paving the road, but the loan closing delay has caused this project to also be delayed. We will proceed with this and other improvements and their subsequent marketing efforts as soon as funding is realized.

The Board recognizes the extraordinary effort by Montgomery staff to (in the face of years and years of deferred maintenance, the history of recent camp revenue losses, as well as loss of not insignificant revenue from outside users) improve summer camp revenue, repair infrastructure as necessary, maintain cordial relations with vendors, and re-engage outside users such that the function of Montgomery has continued unabated. Montgomery staff has gone above and beyond in repairing relationships with user groups lost over the past decade (example: Pathfinders) and booked them to multiple (6-8) revenue-generating engagements per year; we anticipate this growing even more. Staff has also identified and signed new user groups such as Boy Scouts of America and the Foster Care System, and have leveraged these initial contacts to generate increased annual recurring revenue (ARR.)

These efforts have made it possible for Montgomery Mission and Ministries to continue.

We are now poised – after a year of struggle and determination – to vigorously pursue the vision presented to Presbytery in August, 2018. We are indebted to so many people within Presbytery for their stalwart support as we navigated a difficult but promising path. We look forward to providing monthly progress reports – and pictures! – of the rebuilding, reenergizing, and reclaiming of Montgomery's mission and ministry.

Attachments: Revenue Comparison YTD 2019 vs. 2018

Revenue Projections for Q4 2019 and Q1 2020

Payment schedule for Presbytery Bridge Loan and management fee invoice

Montgomery YTD 2108/2019 Financial Comparison

YTD Revenue Comparison		
Revenue	1/1/18-8/31/18	1/1/19-8/31/19
Guest Groups	\$142971.50	\$107610.00
Summer Camp	\$130775.80	\$155832.00
Other (unspecified from Presbytery financial Reporting)	\$7362.75	\$800.00
Contributions	\$34803.90	\$62422.00
Presbytery Contributions	\$48750.01	\$0.00
Total	\$364663.96	\$326664.00

Montgomery Q4 2019 & Q1 2020 Bookings and Projections - UPDATED 9/27/19

Q4	October	November	December
Projected Revenue	\$22807	\$16583	\$10650
Projected Contributions	\$10000	\$11500	\$20000
Total	\$32807	\$28083	\$30650

Quarterly Total: \$91,540

Q1 2020	January	February	March
Projected Revenue	\$18046	\$10552	\$15705
Projected Contributions	\$10000	\$13000	\$14000
Total	\$28046	\$23552	\$29705

Quarterly Total: \$81,303

Monthly expenses have and will continue to be lowered through the diligence of the Montgomery Staff, by lowering the monthly benefits outlay (saving \$3,750 per month,) through the termination of the Development Director position (saving \$11,000 per month,) and after the loan closes, expenses for deferred maintenance will be lowered by an average monthly amount of \$4,650.

Addendum to MPCC Report to Presbytery

October 1, 2019

Currently MPCC owes Presbytery:

Bridge Loan	\$56,600
Management Fee	<u>\$37,000</u>
Total	\$93,600

Via prior agreement, MPCC will retire this debt via monthly payments beginning month 1 after loan closing. For purposes of this report we assume these payments begin January, 2020, with the final payment due December, 2020.

With the addition to the Montgomery staff of an Executive Director possessing fundraising experience and skills (which we expect to have onboard by 12-31-19), and the continued successful efforts of existing Montgomery staff to increase revenue from User Groups outside the months of summer camp, and the increased ROI from corporate user groups due to facilities improvements funded by the PILP loan, the Board is confident the upward trend of both contributions and revenue will enable Montgomery to repay Presbytery's generous loan and management fee under the following terms:

Repayment to begin immediately upon the funding of the loan from PILP

Q1: \$5,000 / month

Q2: \$6,000 / month

Q3: \$10,000 / month

Q4: \$10,000 / month

Repayment in full by December 31, 2020

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

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

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

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

Gayle Anne Bone
PW Moderator