



## **CALLED MEETING AGENDA**

Presbytery of St. Augustine  
June 23, 2020 at 12:00 noon  
**First Presbyterian Church**  
**Starke, FL**  
**Moderator Edd Norris**

*The mission of the Presbytery of St. Augustine is to support our faith community, so that together we are a greater witness to the gospel of Jesus Christ.*

### **11:40 a.m. ARRIVAL / CHECK-IN**

Using the registration lists, greeters will record your attendance and provide the conference number.

### **12:00 p.m. OPENING / ACTION AGENDA**

Welcome and Opening Prayer  
Quorum and Agenda Approval

Report of the Coordinating Council

Diane Wilson, Council Moderator

The Coordinating Council recommends approval of the following amendments to the Manual of Operations. Because the amendments are offered with one reading, this requires a two-thirds (2/3) vote:

#### **Provision for Electronic Meetings**

The first change adds a new paragraph at the end of subsection 4.01, which is part of section 4, entitled “Resources for Ministry.”

“Under normal circumstances, all meetings of the presbytery will be conducted in person, with all participants meeting in one physical location. If extraordinary conditions, as determined by the Council, exist which prohibit in-person meetings, meetings of the presbytery may be held using technological resources in real time if a quorum can be verified and individual votes can be counted. Such meetings must be conducted by means of communication by which all members participating may simultaneously hear each other during the meeting.”

## **Office Manager Position**

The second change amends subsection 6.05 in its entirety to adjust the duties and title following the retirement of Nancy Brown at the end of June. If this change is adopted, the subsection would read:

“Office Manager. The Office Manager (full-time) is selected by the Coordinating Council and reports to an individual designated by the Coordinating Council. The Coordinating Council shall define the duties for this clerical support position, which will include but not be limited to bookkeeping, administrative support, and office managing. The Office Manager will have a working relationship with the treasurer and the chair of the Administration Committee of the Coordinating Council.”

The language removed by the amendment currently reads:

“Bookkeeper. The Bookkeeper (full-time) is selected by the Coordinating Council and reports to the Finance Team and the Treasurer. The duties are as defined by the Coordinating Council and include maintaining the accounts of the presbytery, receiving and distributing funds as directed, and generating financial reports.”

**Reminder of Called Meeting on Tuesday, July 28 at 6:00 p.m. via Zoom**

**Closing Prayer and Adjournment**