

Appendix D-1

Approved Stated Coordinating Council Minutes

January - September 2020

MINUTES
Presbytery Coordinating Council
Stated Meeting and Planning Retreat
January 16, 2020 at 9:00 a.m.
Mary Mickel, Chair

The Coordinating Council of the Presbytery of St. Augustine met on January 16, 2020. A quorum was present.

Present: Mary Mickel, Diane Wilson, Edd Norris, David Lee, Patti Phillips, Paige Porter-Buhl, Joe Rigsby, Madeline Scales-Taylor, Vickie Bossuot, Larry Green, and Suzi Lemen

Absent/Excused: Kristie Hall and Yvan Kelly.

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk), Chris Lieberman (Ex-Officio, Relationship Coordination Director), and Jerie Lukefahr (Ruling Elder, First Fernandina and Chair of Training Team). Bill Hoff was present but is not a voting member until after the installation of Edd Norris as Moderator at the Winter Sted Meeting.

The meeting was opened following the sharing of joys and concerns and a devotional and opening prayer by Mary Mickel.

The Coordinating Council took the following actions:

- Approved the minutes of the December 2019 meeting and the Fall Stated Presbytery Meeting.
- Approved offering to full-time and part-time employees of the presbytery all Board of Pensions benefits that may be offered to employees at no cost to the presbytery.
- Approved the celebration of the Lord's Supper during 2020 at presbytery, Presbyterian Women, and presbytery-sponsored youth meetings and gatherings; on trips sponsored by the Mutual Mission Team; and in connection with summer camp at MPCC.
- Approved a motion to recommend to the presbytery the 2020 Operating Budget with the caveat that an amended budget will be proposed at the Spring Stated Meeting that will be more balanced once we are more certain about what the actual expenses will be. All churches will be encouraged to increase financial support as much as possible.

- Approved a motion thanking Mary Mickel for all of her hard work over the last year as Chair of the Coordinating Council.

The Coordinating Council then moved into a time of retreat and strategic planning. The following additional actions were taken:

- Approved a motion to recommend to the presbytery an amendment to our current mission statement (1.01 of our Manual of Operations) as follows: "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."
- Approved a motion to recommend to the presbytery the 2020-2022 Presbytery of St. Augustine Strategic Plan.

The Coordinating Council reaffirmed the following additional meeting dates for the first six months of 2020: February 20, March 19, April 16, May 21, and June 11. Each meeting will begin at 9:30 a.m. and will take place at Montgomery Presbyterian Conference Center.

The meeting was closed in prayer at approximately 5:15 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
February 20, 2020 at 9:30 a.m.
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on February 20, 2020, at Montgomery Presbyterian Conference Center. A quorum was present.

Present: Diane Wilson, Edd Norris, David Lee, Patti Phillips, Paige Porter-Buhl, Joe Rigsby, Madeline Scales-Taylor, Vickie Bossuot, Larry Green, Bill Hoff, and Suzi Lemen.

Absent/Excused: Kristie Hall and Yvan Kelly.

Also Present: Joe Albright (Ex-Officio, Moderator-Elect), Sandra Hedrick (Ex-Officio, Stated Clerk), and Chris Lieberman (Ex-Officio, Relationship Coordination Director).

The meeting was opened following introductions and a devotional and prayer led by Edd Norris.

The Coordinating Council took the following actions:

- Approved the minutes of the January 2020 stated meeting and retreat.
- Approved a motion authorizing a study of sharing office space and staff synergies with the Synod of South Atlantic.
- Approved a motion to disburse the Fleming Island church funds out of the Fleming Island bank account and to close those accounts. The funds will be moved into a Fleming Island designated account.
- With regard to assigning responsibility for Matthew 25 in our presbytery, the Moderator, Moderator-Elect, and Moderator of Council will identify a special team and bring back their names for approval at the next Coordinating Council meeting.
- Approved a motion to hold the 2021 Winter Stated Meeting of the Presbytery of St. Augustine at the Silver Springs Shores Presbyterian Church.
- Approved a motion requesting that the chairs of the Reconciliation Team, the Problem Resolution Team, and the Crisis Response Team/Group be asked to

appoint a lead person to choose and lead a pastoral care team to work with Area Relationship Coordinator Craig Davies to support First Presbyterian Church of Fernandina Beach.

- Received reports from the Administration Committee, the Volunteer Management Committee, the Strategic Issues Committee, the Leadership Development and Care Committee, the Relationship Coordination Director (Chris Lieberman), and the Stated Clerk (Sandra Hedrick). The Stated Clerk gave notice that she would not seek another term of service as clerk at the end of her current term (October 31, 2020).

Clerk's Note: The Coordinating Council continued in its strategic planning work that was begun at its January 2020 meeting and retreat.

The Coordinating Council reaffirmed the following meeting dates: February 20, March 19, April 16, May 21, and June 11. Each meeting will begin at 9:30 a.m. and will take place at Montgomery Presbyterian Conference Center.

The meeting was closed in prayer at approximately 4:10.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
March 19, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on March 19, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Kristie Hall, David Lee, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Paige Porter-Buhl, Joe Rigsby, and Diane Wilson

Absent/Excused: Vickie Bossuot, Larry Green, Bill Hoff, and Madeline Scales-Taylor

Also Present: Joe Albright (Ex-Officio, Moderator-Elect), Sandra Hedrick (Ex-Officio, Stated Clerk), Chris Lieberman (Ex-Officio, Relationship Coordination Director), and Ed Kelly (Ex Officio, Assistant Stated Clerk).

Coordinating Council Chair Diane Wilson called the meeting to order and led the Coordinating Council in a reading of Psalm 121 and an opening prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the February 2020 stated meeting.
- Received reports from its committees and from the Relationship Coordination Director (Chris Lieberman) and the Stated Clerk (Sandra Hedrick).
- Approved adding the prayer chain project to the duties of the Relationship Coordination Director, effective immediately.
- Approved appointing a small team to begin gradient preparations for a possible online presbytery meeting, including at least the Stated Clerk, Moderator, Paige Porter-Buhl and our Communications Coordinator, Marigrace Doran.
- Approved reimbursing the recently appointed investigating committee members 14 cents per mile for travel associated with their work. Accounting will determine the source of the funds.
- Approved holding an online called meeting at noon every Thursday going forward.

- Approved appointing a group to work with the First Presbyterian Church of Reddick as it processes the closing of the church. The Council Chair, Presbytery Moderator, and Stated Clerk have the authority to appoint the group.
- Approved revising the proposed amended organizational chart by removing the training programs ad-hoc box.
- Approved sending an updated letter about the Coordinating Council's response to COVID-19.

Clerk's Note: The Coordinating Council continued shaping its strategic planning work but did not take additional formal actions at this time.

The Coordinating Council reaffirmed the following meeting dates: April 16, May 21, and June 11. Each meeting will begin at 9:30 a.m.

The meeting was closed in prayer led by David Lee at 1:20 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
April 16, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on April 16, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bussuot, Larry Green, Kristie Hall, Bill Hoff, Yvan Kelly, David Lee, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Diane Wilson.

Absent/Excused: Madeline Scales-Taylor.

Also Present: Joe Albright (Ex-Officio, Moderator-Elect), Sandra Hedrick (Ex-Officio, Stated Clerk), and Chris Lieberman (Ex-Officio, Relationship Coordination Director).

Coordinating Council Chair Diane Wilson called the meeting to order, and Larry Green led the opening prayer and a mindfulness exercise.

The Coordinating Council took the following actions:

- Approved the minutes of the March 2020 stated meeting.
- Received reports from its committees and from the Relationship Coordination Director (Chris Lieberman) and the Stated Clerk (Sandra Hedrick).
- Elected Kevin Wright (Woodlawn) as our Theological Seminary Advisory Delegate to the General Assembly.
- Approved putting an “online giving button” on our presbytery website.
- Approved including Mutual Mission Hearts and Hands, Highlands Regional Ministry Center, and undesignated personal donations to the presbytery as part of the online giving page. A pointer to Montgomery Presbyterian Conference Center will also be included.

The Coordinating Council reaffirmed the following meeting dates: May 21, and June 11. Each meeting will begin at 9:30 a.m.

The meeting was closed in prayer led by Kristie Hall at 12:02 p.m.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
May 21, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on May 21, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bussuot, Bill Hoff, Yvan Kelly, David Lee, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Diane Wilson.

Absent/Excused: Larry Green.

Also Present: Joe Albright (Ex-Officio, Moderator-Elect), Sandra Hedrick (Ex-Officio, Stated Clerk), and Chris Lieberman (Ex-Officio, Relationship Coordination Director).

Coordinating Council Chair Diane Wilson called the meeting to order, and Patti Phillips led a devotional and opening prayer.

The Coordinating Council took the following actions:

- Reviewed a summary of the actions at the last stated meeting and several called meetings in April and May. The minutes will be prepared and approved at a later date.
- Received reports from its committees and from the Relationship Coordination Director (Chris Lieberman) and the Stated Clerk (Sandra Hedrick).
- Approved holding a called presbytery meeting to revise the Manual of Operations by adding a provision that will allow the presbytery to have electronic meetings. The meeting will be held in person while voting members and commissioners sit in their cars and are able to hear and speak through an audio system. The Presbytery Moderator and the Council Chair will finalize the date, place, and other details.
- Approved holding a called presbytery meeting on July 28, 2020 by Zoom at 6:00 p.m. The purposes of the called meeting will be defined at an upcoming called Coordinating Council meeting.

- Approved moving the following designated funds into the presbytery general funds: Presbyterian Men (\$123), Resource Center Subscriptions (\$132), Self Development of People (\$70), and Executive Auto Escrow (\$22,585).
- Approved a motion encouraging the St. Johns Administrative Commission to move forward with an appraisal of the holdings of the disputed trust or a mediation or both.

The Coordinating Council reaffirmed that the next stated meeting will be held on June 11 and that stated meetings will be held on the third Thursday of the month for the rest of the year. Each stated meeting will begin at 9:30 a.m.

The meeting was closed in prayer led by Joe Rigsby at 12:25 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
June 11, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on June 11, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bussuot, Bill Hoff, Larry Green, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Diane Wilson.

Absent/Excused: Kristie Hall, David Lee, and Madeline Scales-Taylor.

Also Present: Joe Albright (Ex-Officio, Moderator-Elect), Sandra Hedrick (Ex-Officio, Stated Clerk), Chris Lieberman (Ex-Officio, Relationship Coordination Director), and Ed Kelly (Assistant Stated Clerk).

Coordinating Council Chair Diane Wilson called the meeting to order, and Vickie Bossuot led the devotional and opening prayer.

The Coordinating Council took the following actions:

- Reviewed a summary of the actions at the last stated meeting and several called meetings from April to June. The minutes will be prepared and approved at a later date.
- Received reports from its committees and from the Relationship Coordination Director (Chris Lieberman) and the Stated Clerk (Sandra Hedrick).
- Approved forming a stated clerk search committee with no more than five members: two would be chairs of Nominating and Representation Teams; a third would be from the Coordinating Council, and two at-large persons, one teaching elder and one ruling elder.
- Approved moving the funds still remaining in the Fleming Island account into general funds.
- Planned the details of the June 23 called meeting of the presbytery, which is to be held as a “drive-in” meeting at noon at First Presbyterian Church of Starke. The purpose of the meeting is to revise the Manual of Operations to allow for electronic

presbytery meetings and to approve the new office manager staff position.

Stated meetings will be held on July 16 and on the third Thursday of each month for the rest of the year. Each stated meeting will begin at 9:30 a.m. The next called Coordinating Council meeting will begin at 11:00 a.m. instead of noon and will include strategic planning in addition to COVID-related time sensitive issues.

The meeting was closed in prayer led by Joe Rigsby at 12:25 p.m.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
July 16, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on July 16, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bussuot, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Diane Wilson.

Absent/Excused: Joe Albright (Ex-Officio), Larry Green, Kristie Hall, Bill Hoff, David Lee, Patti Phillips, and Madeline Scales-Taylor.

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk), Chris Lieberman (Ex-Officio, Relationship Coordination Director), and Ed Kelly (Assistant Stated Clerk).

Coordinating Council Chair Diane Wilson called the meeting to order, and Yvan Kelly led the devotional and opening prayer.

The Coordinating Council took the following actions:

- Approved the minutes for the stated meetings on April 16, May 21, and June 11. The actions of the weekly called meeting were presented in summary form pending preparation of the minutes.
- Received reports from its committees and from the Relationship Coordination Director (Chris Lieberman) and the Stated Clerk (Sandra Hedrick).
- Approved recommending the new position of Mission and Ministry Coordinator and revisions to the Stated Clerk position. The Coordinating Council appointed a small group of Edd Norris, Diane Wilson, Suzi Lemen, and Chris Lieberman to complete a summary of the positions to present at the called presbytery meeting.
- Approved proposing changes to the Manual of Operations for a first reading at the July 28 called meeting. The changes reflect the staffing and organizational changes developed through strategic planning. The additional revisions placed on Google Drive document during the meeting will be transcribed by the clerk and placed on the published document.

- Approved recommended revisions to the 2020 Operating Budget that will be presented to the presbytery at the July 28 called meeting.
- With regard to a communication from Montgomery Presbyterian Conference Center regarding a COVID-19 SBA loan through Compass/BBVA bank, the Coordinating Council made the decision not to make a recommendation until more information was provided.
- Appointed Yvan Kelly to the Stated Clerk Selection Committee.
- Confirmed employment of Cyndi Rigley as our new Office Manager. She will begin work on August 3, 2020.

Stated meetings of the Coordinating Council will be held on August 20 and on the third Thursday of each month for the rest of the year. Each stated meeting will begin at 9:30 a.m. Called meetings will be held weekly at noon.

The meeting was closed in prayer led by Sandra Hedrick at 1:50 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
August 20, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on August 20, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Larry Green, Kristie Hall, Bill Hoff, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Diane Wilson.

Absent/Excused: David Lee and Madeline Scales-Taylor.

Also Present: Sandra Hedrick (Ex-Officio, Stated Clerk), Chris Lieberman (Ex-Officio, Relationship Coordination Director), and Joe Albright (Moderator-Elect).

Coordinating Council Chair Diane Wilson called the meeting to order, and Bill Hoff led the devotional and opening prayer.

The Coordinating Council took the following actions:

- Approved the minutes for the stated meeting on July 16. The actions of the weekly called meeting were presented in summary form pending preparation of the minutes.
- Received reports from its committees and from the Relationship Coordination Director (Chris Lieberman) and the Stated Clerk (Sandra Hedrick). Teaching Elder Natasha Sudderth-Davis will serve on the Stated Clerk Search Committee, which has begun its work. The Personnel Team will lead the search for the Ministry and Mission Coordinator if the new position is approved at the August 25, 2020 called meeting.
- Received the resignation of Area Relationship Coordinator Craig Davies as of October 1, 2020.
- Approved a request from the Call Commission allowing it to make a presbytery-wide request for donations to the Candidate Support Fund. This fund is used to provide scholarships to inquirers and candidates under our care.

- Approved a motion to receive a special offering for the Candidate Support Fund at the August 25 called presbytery meeting.
- Approved holding the Fall Stated Meeting on October 6, 2020 via the Zoom platform.
- Approved a motion to identify additional individuals to serve on the Administrative Commission (AC) for the St. Johns Presbyterian Church to begin work alongside the current AC to the extent possible. The individuals would be elected at the Fall Stated Presbytery meeting.

Stated meetings of the Coordinating Council will be held on the third Thursday of each month for the rest of the year. Each stated meeting will begin at 9:30 a.m. Called meetings will be held weekly at noon.

The meeting was closed in prayer led by Larry Green at 12:50 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
September 17, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on September 20, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Diane Wilson.

Absent/Excused: Kristie Hall, Bill Hoff, Larry Green, David Lee and Madeline Scales-Taylor.

Also Present: Ex-Officio members Sandra Hedrick (Stated Clerk) and Joe Albright (Moderator-Elect).

Coordinating Council Chair Diane Wilson called the meeting to order at 9:30 a.m., and Edd Norris led the devotional and opening prayer.

The Coordinating Council took the following actions:

- Approved minutes from the Spring Stated Presbytery Meeting and the stated meeting of the Coordinating Council held August 20, 2020.
- Received reports from its committees, administrative commissions, and the stated clerk. The Volunteer Management Committee reported the results of the search and nominating process for Stated Clerk. Sandra Hedrick will be nominated to serve in the three-year term beginning on November 1, 2020.
- Approved the contract for the stated clerk to be recommended to the presbytery at the Fall Stated Meeting (see attached which includes the language in the motion adopted that the terms of call may be adjusted upward or downward in the 2021 Winter Stated Meeting).
- Approved the Asking Budget to be presented at the Fall Stated Meeting (see attached as corrected in the subsequent called meeting).
- Approved making a recommendation at the Fall Stated Meeting that the presbytery appoint the Coordinating Council as a commission to update the sexual misconduct

policy of the presbytery prior to the Winter Stated Meeting.

- Approved the nomination of Marcia Graham and Shirley Mergan to Class of 2023 of the Representation Team. Nominations were considered in executive session.

Stated meetings of the Coordinating Council will be held on the third Thursday of each month for the rest of the year. Each stated meeting will begin at 9:30 a.m. Called meetings will continue weekly at noon.

The meeting was closed in prayer led by Joe Albright at 12:45 p.m.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council