

CALLED MEETING MINUTES
Presbytery Coordinating Council
Called Meetings March 13, 2020 through September 24, 2020
12:00 Noon
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held a series of called meetings that began for the purpose of taking time-sensitive actions relating to the COVID-19 outbreak and its affect on the presbytery, its ministers and congregations, and our communities. The meetings were held using the Zoom platform and were held at 12:00 noon unless otherwise noted. The minutes for the meetings beginning on March 13 and continuing through September 10 are placed in this single document for convenience. (The weeks that are not included here were stated meetings.) The attendance records are attached to these minutes as Appendix "A."

March 13, 2020

Council Chair Diane Wilson called the meeting to order at noon and offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved a motion to move the meetings of all presbytery committees, commissions and teams to electronic platforms;
- postponed the March 21 training event to a date to be determined in the future and to also postpone any ordinations and installations scheduled through the end of March;
- approved a motion to consider the format of the Spring Stated Presbytery meeting at the next called Coordinating Council meeting;
- approved a motion that the Administration Committee determine how staff can work from home and that the Administrative Committee may expend funds within reason, up to \$500 more than the current budget;
- approved setting a pastors' call in conference once or twice a week with David Lee leading the meetings; and
- approved sending a letter to the presbytery that will describe decisions made and will include other content as discussed in the meeting.

The meeting was adjourned at 4:20 p.m. and closed in prayer by Bill Hoff.

March 26, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Yvan Kelly offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved a donation of \$1,000 to support healthcare mask sewing by Days for Girls and a donation of \$1,000 to Downtown Ecumenical Services Council (DESC) which is providing funds for materials for several Presbyterian groups who are also sewing masks (the funds will be drawn from the Peacemaking designated fund); and
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 12:55 p.m. and closed in prayer by Joe Albright.

April 2, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Madeline Scales-Taylor offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved postponing the Spring Stated Presbytery Meeting scheduled for May 5 to a date to be determined in the future, with the new date to be published with reasonable notice;
- approved giving the Finance Team permission for the presbytery to apply for a Paycheck Protection Program (PPP) loan in coordination with the Presbytery Trustees;
- approved sending a short letter making churches aware of the CARES Act that includes a short explanatory document as well as the overview written by legal counsel for the PC(USA);
- approved seeking someone willing to hold an online meeting on the CARES Act for the benefit of our churches (Suzi Lemen volunteered to lead this once the motion was adopted); and
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:36 p.m. and closed in prayer by Joe Rigsby.

April 9, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Joe Rigsby offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved Montgomery Presbyterian Conference Center obtaining a Payroll Protection Program loan in the full amount it is able to apply for under the law;
- approved sending a message to all teams, committees, and commissions stating that the Coordinating Council is concerned about financing and asking that they not spend any money they don't have to (if any questions, ask Suzi Lemen, Chair of Administration Committee);
- approved the following process to be used if the Board of Pensions advises us that churches have asked for suspension of benefits and requests our input: the request will be forwarded to Chris Lieberman, who will bring that request with any needed information to the Administration Committee for its response; and
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:00 p.m. and closed in prayer by Paige Porter-Buhl.

April 23, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Sandra Hedrick offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- reviewed updated reports of actions being taken and approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:30 p.m. with prayer by Edd Norris.

April 30, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Paige Porter-Buhl offered the opening prayer. A quorum was present.

The Coordinating Council took the following actions:

- approved a motion to appoint Walk Jones provisionally to the St. Augustine Disaster Preparation and Assistance Commission (SAPDAC).
- approved applying for a Thriving Congregations Grant from the Lilly Foundation and asked Chris Lieberman to write the grant request.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:00 p.m. and closed in prayer by David Lee.

May 7, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Joe Albright offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved a motion appointing Chris Lieberman, in consultation with Suzi Lemen and Jon Lovelady, to hire and assign duties to current and/or new employees for a temporary time; and the Personnel Team may establish a later retirement date for Nancy Brown in consultation with her.
- approved the roofing contract and use of insurance and presbytery funds for repair work at the Highlands Regional Ministry Center, contingent on approval by the Trustees.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was closed in prayer.

May 14, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Bill Hoff offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved report that pursuant to authorizing action taken on May 7, Ricardo Green and Beth Mixson will be employed by the presbytery for about five weeks, focusing

respectively on Hispanic ministry in northeast Florida and grant-writing and identification of grant opportunities.

- approved an electronic commissioning service for our General Assembly commissioners and advisory delegates.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was closed in prayer.

May 28, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Suzi Lemen offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- reviewed and approved a Thriving Congregations Grant to be submitted to the the Lilly Foundation.
- Approved allowing the presbytery staff to return to the office part-time after written policies are put into place.
- Approved putting two proposed Operations Manual changes on the docket for the drive-in presbytery meeting. These relate to the provision for electronic meetings and the new Office Manager position.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:00 p.m. and closed in prayer by Vickie Bossuot.

June 4, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Joe Rigsby offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved use of PPP loan proceeds for paid time off if needed and appropriate and approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:30 p.m. and closed in prayer by Yvan Kelly.

June 18, 2020

Council Chair Diane Wilson called the meeting to order at noon and opened with prayer. Assistant Stated Clerk Ed Kelly served as secretary for the meeting.

In the absence of a quorum, the Council considered and discussed the following matters: a report from Suzi Lemen regarding finances and PPP loan status; plans of various churches for re-opening of in person worship; plans for the called meeting of the presbytery schedules for Tuesday, June 23, at First Starke; and the contents of the weekly COVID-19 communication to member churches.

The meeting was adjourned with prayer by Chris Lieberman at approximately 12:40 p.m.

June 25, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Kristie Hall offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 12:40 p.m. and closed in prayer by Chris Lieberman.

July 2, 2020

Council Chair Diane Wilson called the meeting to order at 11:00 a.m., and Edd Norris offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- Approved motion to give a gift of \$6,000 to Nancy Brown on the occasion of her retirement after 21 years of service.
- approved leaving the insurance policy of Reddick Presbyterian Church in force at this time (pay next quarter).
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:20 p.m. and closed in prayer by Joe Rigsby.

July 9, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Chris Lieberman offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved giving notice of a presbytery meeting on August 25 with a special focus on structure changes including a careful rethinking of the action that called for considering a presbytery leader position.
- approved motion to delegate the hiring of the Office Manager to the Personnel Team.
- approved special electronic rules and guidelines to be presented to the presbytery for adoption at the July 28 called meeting.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:35 p.m. and closed in prayer by Paige Porter-Buhl.

July 23, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Larry Green offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved setting the starting time for the August 25 called meeting as 6:00 p.m.
- approved Council Chair Diane Wilson giving consent to Don McGarity to serve Faith Presbyterian Church as stated supply pastor for six months pursuant to the proposed contract reviewed by the Coordinating Council so long as it does not impede his ability to carry out his duties as Area Relationship Coordinator.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:05 p.m. and closed in prayer by Suzi Lemen.

July 30, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Joe Albright offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved the request of Mikesville Presbyterian Church for a waiver of the six-year term limit for ruling elders sitting on the session.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:40 p.m. and closed in prayer by Edd Norris.

August 6, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Joe Rigsby offered the opening prayer. A quorum was present. The Coordinating Council took the following actions:

- approved a staffing design document for presentation at the August 25 called presbytery meeting.
- approved a proposal to provide that the Care and Reconciliation Team would have 12 members.
- approved adding to the docket for the August 25 called meeting the commissioning of Ruling Elder Belinda Newhart to pastoral service at the Reddick Presbyterian Church.
- approved recommendation of the Call Commission that the Coordinating Council (through Edd Norris and Diane Wilson) would appoint additional individuals to work with the pastoral support group serving Community Presbyterian Church.
- approved preparation of a letter to the presbytery that speaks of racism in society, that is personal to our presbytery, and that has several calls to action.
- approved constituting the at-large members of the Stated Clerk Search Committee with a female teaching elder and a male teaching elder (since the other members are ruling elders), and proceed with posting the position. Edd Norris and Diane Wilson will make the appointments.

- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 2:30 p.m. and closed in prayer by Vickie Bossuot.

August 13, 2020

Council Chair Diane Wilson called the meeting to order and opened with prayer at noon. A quorum was present, and Assistant Stated Clerk Ed Kelly served as secretary.

The Coordinating Council took the following actions:

- approved a recommendation to further amend the Operations Manual to stated that the Ministry and Mission Coordinator would be a member ex-officio of the Call Commission and the Trustees.
- approved a recommendation that the Church Vitality Team have six members.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was adjourned at 1:25 p.m. and closed with prayer by Yvan Kelly.

August 27, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Paige Porter-Buhl offered the opening prayer. The Coordinating Council took the following actions:

- approved a standing rule that the weekly called meetings will have a "hard stop" time of 45 minutes.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was closed with prayer at 12:45 by Chris Lieberman.

September 3, 2020

Council Chair Diane Wilson called the meeting to order at noon, and an opening prayer was offered. The Coordinating Council took the following actions:

- approved designating half of the proceeds of the offering of the Fall Stated Meeting to Montgomery Presbyterian Conference Center and half to the Presbyterian Disaster Assistance Program.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was closed with prayer at 12:40 by Sandra Hedrick

September 10, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Chris Lieberman offered the opening prayer. The Coordinating Council took the following actions:

- approved Council Chair Diane Wilson giving consent to Rhonda Link-Cummings to serve Westminster Presbyterian Church as interim pastor pursuant to the proposed contract reviewed by the Coordinating Council.
- approved sending an updated letter to the presbytery with the content discussed in the meeting.

The meeting was closed with prayer at 12:45 by Diane Wilson.

September 24, 2020

Council Chair Diane Wilson called the meeting to order at noon, and Suzi Lemen offered the opening prayer. The Coordinating Council took the following actions:

- approved the minutes of the July 28, 2020 Called Presbytery Meeting and the minutes of the called meetings held weekly during the COVID-19, beginning with March 13, 2020. The Coordinating Council Chair may approve the final version with attendance and changes made.
- approved the following committee appointments: Volunteer Management - Joe Rigsby; Leadership Development and Care and Strategic Issues - Patti Phillips (Chair); Vickie Bossuot, and Edd Norris; New and Emerging Ministries - Kristie Hall, Bill Hoff, and

Larry Green; and Administration - Suzi Lemen (Chair), Madeline Scales-Taylor and Yvan Kelly.

- received a corrected version of August 31 Financial Statements as well and a corrected version of the Asking Budget provided and approved at the September Stated Meeting. The corrected documents will be provided to the presbytery at the Fall Stated Meeting.
- approved a letter agreement with the Board of Pensions regarding payment for past-due benefits provided for employees of Montgomery Presbyterian Conference Center.

The meeting was closed in prayer by Larry Green.

Submitted by: Alexandra (Sandra) Hedrick
Stated Clerk, Presbytery of St. Augustine

Appendix A - Attendance Chart

This chart is still being finalized as of 10-04-20 and will be attached as soon as possible.