

Appendix N

Presbytery Coordinating Council

May 2021 to September 2021 Minutes

MINUTES
Presbytery Coordinating Council
May 13, 2021 at Noon
by Electronic Conference
Joe Albright, Acting Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on May 13, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Patti Phillips, Walk Jones, Joe Albright, Julie Jensen, Suzi Lemen, Do In Kim, Steve Crowley, Barbara Darby, and Vickie Bossuot.

Absent/Excused: Edd Norris, Joe Rigsby, Larry Green, Bill Hoff, and Yvan Kelly.

Also Present: Ex-Officio members Holly Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), and Jerie Lukefahr (Moderator-Elect).

Joe Albright (Acting Chair) called the meeting to order at noon and offered the opening prayer.

Holly Dillon Inglis reported that Cyndi Rigley has given notice of resignation from her position as Office Manager. Her last day will be May 21. The Personnel Team met this week and has begun the search process. It selected Idea Recruitment, which is owned by Council Member Suzi Lemen, to assist it in finding a new Office Manager.

The Coordinating Council took the following actions:

- Approved the recommendation of the Board of Trustees of Montgomery Presbyterian Conference Center (MPCC) that summer staff members are strongly encouraged (but not required) to be vaccinated against COVID-19.
- Approved a motion that MPCC notify parents of its COVID-19 procedures including that summer staff members are strongly encouraged (but not required) to be vaccinated against COVID-19.

The Coordinating Council also approved these future meeting dates: June 3 - Noon; June 17 - 10 am; July 1 - Noon; July 15 - 10 am; August 5 - Noon; August 19 - 10 am; Sept 2 - Noon; Sept 16 - 10 am.

The meeting was closed in prayer led by Sandra Hedrick.

Submitted by:
Sandra Hedrick, Clerk of the Coordinating Council

MINUTES

Presbytery Coordinating Council

Stated Meeting

May 20, 2021

Edd Norris, Chair

The monthly stated meeting of the Coordinating Council of the Presbytery of St. Augustine was convened on Thursday, May 20, 2021 at 10:05 a.m. The Council met electronically by Zoom.

Present and constituting a quorum were Edd Norris, Chair, Barbara Darby, Suzi Lemen, Bill Hoff, Joe Rigsby, Patti Philips, Vicki Bossuot, Larry Green and Yvan Kelly, together with ex-officio members, Jerie Lukefahr (Moderator-Elect) and Holly Dillon Inglis (Ministry and Mission Coordinator). Also present was Ed Kelly (Assistant Stated Clerk), who served as secretary for the meeting in the absence of the Stated Clerk. Monica Williams, of the MPCC staff, joined meeting at 11:00 for a presentation.

Excused/Absent were Joe Albright, Walk Jones, Julie Higbee and Do In Kim.

The meeting was opened with a devotion and prayer lead by the Chair.

The Council considered the following matters and took the following actions:

- The Council reviewed the results of the online poll taken of the participants at the Spring stated meeting of Presbytery, including a discussion of the comments made.

[At approximately 10:45, the Chair became ill and excused himself from the meeting. Jerie Lukefahr was then unanimously elected by the Council to serve as moderator for the remainder of the meeting. As an ex-officio member, she did not participate in any votes.]

- The Council heard a presentation from Monica Williams regarding the MPCC summer camp plans, including a report on measures being followed by the staff to address and minimize risks regarding possible introduction or spread of the COVID 19 virus.
- The Council approved the nominations of Jake Young (Class of 2022) to the Care and Reconciliation Team and Anne Reid Broos (Class of 2021) to the Church Vitality Team, respectively.

- The Council next took up for action a letter from the Session of Middleburg Presbyterian Church advising that the church intended to close permanently, effective June 27, 2021. After extensive discussion, the Council, upon motion properly made, seconded and passed, took the following actions:

(1) Joe Rigsby, as Area Relationship Coordinator, was designated to meet with Yvan Kelly (if possible) and any other appropriate members of the congregation to determine if any action short of closing the church might be appropriate; and.

(2) Depending upon the report of Joe Rigsby of the results of his meeting or meetings, should the request to initiate closure of the church not be withdrawn by the Middleburg session, the Moderator of the Presbytery is authorized, in consultation with the Stated Clerk, to call a special meeting of the Presbytery to elect an administrative commission for Middleburg Presbyterian Church with the authority to assume original jurisdiction (if appropriate) and to carry out the process of closing the church. Prior to such special meeting, the Moderator, the Trustees Chair, the Ministry and Mission Coordinator and the Stated Clerk shall identify persons to serve on such administrative commission so that they may be elected at the special meeting if the administrative commission is approved.

- The Council approved a motion to designate July 15, 2021 as the date by which applications for designated funds must be submitted for consideration as part of the designated funds disbursement process.

There being no further business to come before the Council, the meeting was adjourned with prayer led by Jerie Lukefahr 12:30 p.m.

Prepared by: Ed Kelly, Acting Secretary

MINUTES
Presbytery Coordinating Council
June 3, 2021 at Noon
by Electronic Conference
Edd Norris, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on June 3, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Edd Norris, Joe Albright, Suzi Lemen, Barbara Darby, Steve Crowley, Bill Hoff, Julie Higbee, Walk Jones, Do In Kim, Yvan Kelly, and Vickie Bossuot.

Absent/Excused: Joe Rigsby, Patti Phillips, and Larry Green.

Also Present: Ex-Officio members Holly Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), and Jerie Lukefahr (Moderator-Elect).

Edd Norris called the meeting to order at noon and offered the opening prayer.

The Coordinating Council took the following actions:

- Revised the deadline for submitting grant requests to the Coordinating Council from July 15 to July 30, 2021.
- Reviewed a template prepared by Holly Dillon Inglis that could be used consistently as a form for committee reports. The Coordinating Council will consider the template further at its next meeting.
- Approved an idea proposed by Vickie Bossuot that the Training Team would work with Jeff Welch to make a video explaining the organizational structure of the presbytery.

The Coordinating Council also approved these future meeting dates: June 17 - 10 am; July 1 - Noon; July 15 - 10 am; August 5 - Noon; August 19 - 10 am; Sept 2 - Noon; Sept 16 - 10 am.

At approximately 1:10 p.m., the meeting was closed in prayer led by Holly Dillon Inglis.

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
June 17, 2021, at 10:00 a.m.
by Electronic Conference
Edd Norris, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on June 17, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Edd Norris, Patti Phillips, Yvan Kelly, Steve Crowley, Larry Green, Suzi Lemen, Bill Hoff, and Vickie Bossuot.

Absent/Excused: Joe Albright, Do In Kim, Barbara Darby, Julie Higbee and Walk Jones.

Also Present: Ex-Officio members Holly Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), and Jerie Lukefahr (Moderator-Elect).

Edd Norris called the meeting to order, and Steve Crowley offered a devotional and prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on May 20 and June 3, 2021.
- Received written and oral reports from the committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Accepted the resignation of Patti Philips as chair and committee member of Leadership Development/Care.
- Approved the following members of the Generosity Ad Hoc Team: Milton Fulton (RE Hodges), Chris Lieberman (TE, Honorably Retired and Chair of the Finance Team), Donna Rex (RE Palms), consultant Ana Lugo-Berrios, and ex officio members John Ragsdale, Sandra Hedrick and Holly Dillon Inglis. Edd Norris and Holly Inglis have authority to add additional names in order to provide diversity and representation.
- Appointed Robert McCrary (RE Community) as commissioner on the St. Augustine Disaster and Preparation Commission (SAPDAC). This temporary appointment will be included in the presbytery elections at the Fall Stated Meeting.
- Recorded that the \$48,500 insurance deductible previously authorized to be paid upon completion of the replacement of the Highlands Regional Ministry Center roof will be paid now that the work has been completed. It was also noted that this will be a balance sheet item.

- Designated Larry Green to put together a team including members of the Care and Reconciliation Team and to go forward to respond to the request from First Perry. The presbytery may incur expenses up to \$1,000.

The Coordinating Council has set aside the following future meeting dates: July 1 - Noon; July 15 - 10 am; August 5 - Noon; August 19 - 10 am; Sept 2 - Noon; Sept 16 - 10 am.

The meeting was closed in prayer led by Jerie Lukefahr at approximately 12:15 p.m.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
July 1, 2021, at 10:00 a.m.
by Electronic Conference
Edd Norris, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on July 1, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Edd Norris, Barbara Darby, Patti Phillips, Walk Jones, Do In Kim, Joe Rigsby, Walk Jones, Bill Hoff, and Vickie Bossuot.

Absent/Excused: Steve Crowley, Larry Green, Suzi Lemen, and Julie Higbee.

Also Present: Ex-Officio members Holly Inglis (Ministry and Mission Coordinator) and Sandra Hedrick (Stated Clerk).

Edd Norris called the meeting to order with prayer.

The Coordinating Council took the following actions:

- Confirmed the date and time for the upcoming called presbytery meeting as July 22 at noon. The agenda will include election of the Administrative Commission for the Middleburg Presbyterian Church, Presbytery Updates, and the reading of the Final Decision of the Permanent Judicial Commission in the Wain Wesberry case.
- Received as information that our part-time Communications Coordinator, Marigrace Doran, will be working a regular PRN schedule at MD Anderson, which will include one day a week that the presbytery office is open during its summer hours.
- Endorsed sending a communication regarding how to contribute to a fund supporting those impacted by the Surfside condominium collapse (this fund is recommended by the Florida Presbyterian Disaster Network).
- Requested Holly Dillon Inglis to contact the chair of the Buildings and Grounds Committee of the Middleburg Presbyterian Church to confirm that the session continues to care for the church property while the presbytery is in the process of electing and sending an administrative commission to respond to the session's letter requesting that the presbytery close the church.

The Coordinating Council has set aside the following future meeting dates: July 15 - 10 am; August 5 - Noon; August 19 - 10 am; Sept 2 - Noon; Sept 16 - 10 am.

The meeting was closed in prayer by Joe Rigsby at 12:40 p.m.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
July 15, 2021, at 10:00 a.m.
by Electronic Conference
Edd Norris, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on July 15, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Barbara Darby, Larry Green, Julie Higbee, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, and Walk Jones.

Absent/Excused: Bill Hoff, Do In Kim, and Joe Rigsby.

Also Present: Ex-Officio members Holly Inglis (Ministry and Mission Coordinator) and Sandra Hedrick (Stated Clerk). Jerie Lukefahr could not be present.

Edd Norris called the meeting to order and offered a devotional and prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on June 17 and July 1.
- Received written and oral reports from the committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Appointed Walk Jones as Chair of the Leadership Development and Care sub-part of the committee known as "Leadership Development and Care and Strategic Issues Committee" (the committee has been working in two parts as an experiment to determine whether the committees should be split in two again after being combined previously).
- Approved a recommendation to the presbytery that it elect an administrative commission to respond to the letter received from the Middleburg church session that asks that the church be closed. The recommendation will be presented at the July 22 special called presbytery meeting in the form provided by the stated clerk to the Coordinating Council at this meeting.
- Approved a motion to record the July 22 presbytery meeting via the Zoom recording feature.
- Approved a motion to recommend to the presbytery a change to the stated clerk's terms of call that will designate all of her compensation as housing allowance (beginning on July 22 and continuing to the end of her elected term).

- Endorsed and referred to the Presbytery Trustees a suggestion from the Finance Team to use \$1,500 from the "Armistead" designated fund to fund the upcoming event "How to Be A Hybrid Church."
- Approved sending one to two members of the Generosity Team to Stewardship Kaleidoscope 2021 this September. The cost will be approximately \$2,000, with the Finance Team having the authority to identify the funding sources.
- Approved the request of the Ministry and Mission Coordinator to use an assessment tool that she developed in consultation with others for completion by the Care and Reconciliation Team, the Coordinating Council, and possibly the Call Commission as well.

The Coordinating Council has set aside the following future meeting dates: August 5 - Noon; August 19 - 10 am; Sept 2 - Noon; Sept 16 - 10 am.

The meeting was closed in prayer led by Suzi Lemen at approximately 12:20 p.m.

Submitted by:

Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
August 5, 2021, at 10:00 a.m.
by Electronic Conference
Edd Norris, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on August 5, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Barbara Darby, Larry Green, Julie Higbee, Bill Hoff, Walk Jones, Yvan Kelly, Do In Kim, Suzi Lemen, Edd Norris, Patti Phillips,

Absent/Excused: Joe Rigsby.

Also Present: Ex-Officio members Jerie Lukefahr (Moderator Elect), Holly Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), Ben Samuels (Chair of St. Johns Administrative Commission), John Ragsdale (Treasurer), and Lisa Wells (Office Manager).

Edd Norris called the meeting to order with prayer.

The Coordinating Council took the following actions:

- Approved a motion to hold the Fall Stated Presbytery Meeting via Zoom rather than in person.
- Welcomed Lisa Wells, our new Office Manager.
- Reviewed the report of a recommendation for the dismissal of the St. Johns Presbyterian Church to the Covenant Order of Evangelical Presbyterians, and asked questions for understanding from the chair and the members of the St. Johns Administrative Commission who were present at the meeting.
- Reviewed a draft of resources for congregations facing change and transition, and gave directions to Holly Dillon Inglis regarding ideas for how to further develop the resources and discern how to use them.
- Approved the following meeting dates and times through the end of 2021: August 19 at 10, September 2 at noon, September 16 at 10, September 20 at noon, October 7 at noon, October 21 at 10, November 4 at noon, November 18 at 10, December 2 at noon, December 16 at 10.

The meeting was closed with prayer by Larry Green at 1:00 p.m.

Submitted by:

Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
August 19, 2021
Edd Norris, Chair

A stated meeting of the Coordinating Council of the Presbytery of St. Augustine was convened on Thursday, August 19, 2021, at 10:00 a.m. The Council met electronically by Zoom.

Present and constituting a quorum were Edd Norris, Chair, Barbara Darby, Suzi Lemen, Joe Rigsby, Patti Phillips, Vickie Bossuot, Larry Green, Yvan Kelly, Do In Kim, Julie Higbee, and Walk Jones together with ex-officio members, Joe Albright (Moderator), Jerie Lukefahr (Moderator-Elect), and Holly Dillon Inglis (Ministry and Mission Coordinator), and Sandra Hedrick (Stated Clerk). Also present was Ed Kelly (Assistant Stated Clerk), who served as secretary for the meeting.

Excused/Absent were Bill Hoff and Steve Crowley.

The meeting was opened with a devotion and prayer lead by Julie Higbee.

The Council considered the following matters and took the following actions:

- Walk Jones reported that Barbara Darby has been designated as chair of the Care and Reconciliation Team.
- The Council discussed whether there was a need for a more defined process for the disposition of the property of closed churches. A suggestion was made to form a task force to create a process to guide administrative commissions in considering alternate uses of church property. After further discussion, this matter was deferred until the September stated meeting.
- The Council heard a presentation from Holly Dillon Inglis regarding alternative programs available for revitalization of churches, specifically "Vital Congregations," "Project Regeneration" and "New Beginnings."
- The Council voted to extend the deadline for submitting grants from designated funds for which no applications had yet been received until September 30, 2021.
- In executive session, the Council was updated on the circumstances at First Presbyterian Church of Perry. Larry Green will continue to work with the pastor and congregation at that church and report to the Council. The Council also heard updates from Barbara Darby on Community Presbyterian Church and from Patti Phillips on Branford Presbyterian Church.

- The Council heard a presentation from Robert Hay on the Project Regeneration program available to churches in the denomination to provide assistance with leveraging church assets.

There being no further business to come before the Council, the meeting was adjourned with prayer led by Do In Kim at 12:40 p.m.

There being no further business to come before the Council, the meeting was adjourned with prayer led by Do In Kim at 12:40 p.m.

Prepared by: Ed Kelly, Acting Secretary

MINUTES
Presbytery Coordinating Council
September 2, 2021, at 10:00 a.m.
by Electronic Conference
Edd Norris, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on September 2, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Steve Crowley, Barbara Darby, Larry Green, Julie Higbee, Walk Jones, Yvan Kelly, Suzi Lemen, and Edd Norris.

Absent/Excused: Bill Hoff, Do In Kim, and Joe Rigsby.

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

Edd Norris called the meeting to order with prayer.

The Coordinating Council discussed pending items but took no actions.

The meeting was closed with prayer by Yvan Kelly at approximately 12:25 p.m.

Submitted by:

Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
September 16, 2021, at 10:00 a.m.
by Electronic Conference
Edd Norris, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on September 16, 2021, at 10:00 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Steve Crowley, Larry Green, Julie Higbee, Bill Hoff, Walk Jones, Suzi Lemen, Edd Norris, and Patti Phillips.

Absent/Excused: Vickie Bossuot, Barbara Darby, Do In Kim, and Joe Rigsby.

Also Present: Ex-Officio members Holly Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), and Jerie Lukefahr (Moderator-Elect).

Edd Norris called the meeting to order with a devotional and prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the Spring Stated Presbytery Meeting and the Called Presbytery Meeting on July 22, 2021.
- Approved designating the offering of the Fall Stated Meeting to Presbyterian Disaster Assistance.
- Received written and oral reports from the committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Approved the annual plan for First Gainesville's College Campus Ministry.
- Approved a recommendation to the presbytery supporting the revised payment plan for the indebtedness of the Montgomery Presbyterian Conference Center (MPCC) to the presbytery.
- Approved increasing the church size for grant proposals from the Williams fund from 100 members and below to 200 members and below.
- Approved the following grant proposals: for the McIntosh church, \$1,000 from the small church revitalization fund and \$4,000 from the Williams fund; for the Marion Oaks church, \$4,000 from the Williams fund; and for the Kirkwood church, \$4,000 from the Williams fund.
- Approved holding a Coordinating Council strategic planning meeting in person at MPCC.

The Coordinating Council has set aside the following future meeting dates: September 30 at noon, October 7 at noon, October 21 at 10, November 4 at noon, November 18 at 10, December 2 at noon, December 16 at 10.

The meeting was closed in prayer led by Yvan Kelly at approximately 12:10 p.m.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council