

Appendix B-6
Approved Coordinating Council Minutes
(Since Those Published at Last Stated Meeting)

April 21 through September 1, 2022

MINUTES
Presbytery Coordinating Council
April 21, 2022 at 10:00 a.m.
by Electronic Conference
Joe Albright, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on April 21, at 10:00 a.m., 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, Do In Kim, Suzi Lemen, Jerie Lukefahr, Patti Phillips, and Susan Takis.

Absent/Excused: Vickie Bossuot and Yvan Kelly.

Also Present: Holly Dillon Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), and Susan Rose (Moderator Elect).

The meeting was opened with a devotion and prayer by Steve Crowley.

The Coordinating Council took the following actions:

- Approved the minutes of the 2022 Winter Stated Presbytery Meeting and of the Coordinating Council meetings held on March 17 and April 7, 2022.
- Received reports from committees, administrative commissions, special task forces, and the stated clerk and Ministry and Mission Coordinator. The chairs of the committees will get together to further discern the determination of the Leadership Development and Care and Strategic Issues Committee that “strategic issues” should be lodged in another place in our presbytery structure.
- Approved a three (3) percent raise for Holly Dillon Inglis to be split proportionately between cash salary and housing allowance, effective as of January 1, 2022.
- Approved obtaining presbytery credit cards for Holly Dillon Inglis and Lisa Wells, the Office Manager. (Clerk’s note: the credit cards will not be issued per the Finance Team which has found an even more suitable process.)
- Approved a recommendation to the presbytery that the Coordinating Council be given authority as an administrative commission to approve and update to the employee handbook, the sexual misconduct policy, and the child protection policy.
- Approved a recommendation to the presbytery that it elect the “Administrative Commission for the Lake Shore Presbyterian Church” and give it authority to support the church in discerning its future, including the possibility of closure.

The meeting was closed with prayer by Walk Jones at 11:05 a.m.

Submitted by:

Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
May 5, 2022 at Noon
by Electronic Conference
Joe Albright, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on May 5, 2022, at noon, by means of an electronic conference through Zoom. A quorum was present. The meeting was opened with prayer by Susan Rose.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Walk Jones, Yvan Kelly, Suzi Lemen, Jeri Lukefahr, Patti Phillips.

Absent/Excused: Barbara Darby, Larry Green, Julie Higbee, Do In Kim, and Susan Takis.

Also Present: Sandra Hedrick (Stated Clerk) and Susan Rose (Moderator Elect).

The Coordinating Council took the following actions:

- Ratified the email vote approving the use of funds from the “Pentecost Fund” to subsidize the fee for youth from small congregations (200 and under) who would like to attend the “Light the Fire” youth retreat. Montgomery staff will make known the availability of these funds.
- Approved a motion that funds for scholarships (or fee subsidies) for youth from small congregations to attend future youth retreats may be drawn from the designated “Pentecost Fund.”
- Endorsed Memorial Presbyterian Church’s grant request to the Presbyterian Mission Agency for a Multigenerational Mental Health Ministry Grant.

The Coordinating Council also reflected on the Spring Stated Presbytery Meeting held on May 3, 2022, including highlights, learnings, and opportunities for improving future meetings.

The meeting was closed with prayer by Joe Albright at approximately 12:40 p.m.

Submitted by:

Sandra Hedrick
Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
May 19, 2022 at 10:00 a.m.
by Electronic Conference
Joe Albright, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on May 19, 2022, at 10:00 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Larry Green, Julie Higbee, Walk Jones, Do In Kim, Jerie Lukefahr, and Patti Phillips.

Absent/Excused: Barbara Darby, Yvan Kelly, Suzi Lemen, and Susan Takis.

Also Present: Holly Dillon Inglis (Ministry and Mission Coordinator) and Sandra Hedrick (Stated Clerk).

The meeting was called to order by the chair and began with devotional message and prayer by Holly Dillon Inglis.

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on April 21 and May 19, 2022.
- Received reports from committees, administrative commissions, special task forces, and the stated clerk and Ministry and Mission Coordinator.
- Approved the letter that Holly Dillon Inglis drafted to send to the Presbyteries of Western New York, Los Ranchos, and Susquehanna Valley relating to the recent gun violence within the bounds of those presbyteries.
- Approved the grant request submitted by Walk Jones which sought the sum of \$1,700 from the Armistead Fund to help fund the clergy retreat to be held in October 2022.
- Approved the use of \$6,000 of Pentecost and Triennium funds for at risk and other Montgomery summer campers in need.

The meeting was closed with prayer by Larry Green.

Submitted by:

Sandra Hedrick
Clerk of the Coordinating Council

MINUTES

**Presbytery Coordinating Council
Called Meeting
June 2, 2022
Jerie Lukefahr, Acting Chair**

A called meeting of the Coordinating Council of the Presbytery of St. Augustine was convened on Thursday, June 2, at 12:00 p.m. The Council met electronically by Zoom.

Present and constituting a quorum were Jerie Lukefahr, Acting Chair, Suzi Lemen, Patti Phillips, Vickie Bossuot, Yvan Kelly, Do In Kim, Walk Jones, Steve Crowley and Susan Takis together with ex-officio members, Susan Rose (Moderator-Elect) and Holly Dillon Inglis (Ministry and Mission Coordinator). Also present were Sandra Hedrick (Stated Clerk) and Ed Kelly (Assistant Stated Clerk). The latter served as secretary for the meeting.

Excused/Absent were Larry Green, Julie Higbee, Joe Albright and Barbara Darby.

The meeting was opened with a devotion and prayer lead by Jerie Lukefahr.

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

- Suzi Lemen reported on the status of the “Visit Every Congregation by 9/1/2022” initiative. She advised that the Communication Team was working on a video for use in the visits. She is organizing the list of visiting members of the Council and is working on an agenda for listening sessions, with talking points to assist the visiting Council members.
- Holly Dillon Inglis share her observations with respect to Presbytery structure in a written report, which will be discussed by the Council at its meeting on June 16. She also reported that training sessions for facilitators of the Vital Congregations initiative will be conducted by month end.
- Sandra Hedrick reported that Peace Presbyterian Church would like to visit to discuss property issues. A team will be organized to meet with the session of the church.
- The Council voted to approve a request from Tommy Lane to extend the deadline for McIntosh Presbyterian Church to submit a grant application from a designated fund for one additional week to June 8, 2022
- The Council approved a request from Steve Crowley to add an additional member to the subcommittee reviewing grant applications. By common consent, the Acting Chair will identify an additional member (which may be a non-Council member).

- The Council voted to have the Acting Chair send notes of appreciation on behalf of the Council to Zack Leopold and Becki White, thanking them for their years of service to Montgomery Presbyterian Conference Center.

There being no further business to come before the Council, the meeting was adjourned with prayer led by Susan Takis at 12:45 p.m.

Prepared by: Ed Kelly, Acting Secretary

MINUTES
Presbytery Coordinating Council
June 16, 2022 at 10:00 a.m.
by Electronic Conference
Jerie Lukefahr, Acting Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on June 16, 2022, at 10:00 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Steve Crowley, Larry Green, Jullie Higbee, Yvan Kelly, Suzi Lemen, Jerie Lukefahr, Patti Phillips, and Susan Takis.

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

Also Present: Susan Rose (Moderator Elect) Holly Dillon Inglis (Ministry and Mission Coordinator), and Sandra Hedrick (Stated Clerk).

The meeting was called to order by Jerie Lukefahr and began with devotional message and prayer by Vickie Bossuot. Members were invited to express gratitude for the life of Edd Norris, past Moderator of the Presbytery and Chair of the Coordinating Council, who died unexpectedly on June 18.

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on May 19 and June 2.
- Received the reports received from committees, administrative commissions, special task forces, and those submitted by the Presbytery Moderator and the stated clerk.
- Received a communication from the stated clerk who requests to end her current term on February 4, 2023 (Winter Stated Meeting) rather than October 31, 2023 as currently provided. The Coordinating Council approved a motion taking the acting chair chair to set up a small group to look at gap analysis and related matters (including the clerk position) and report back to the Coordinating Council.
- Upon the recommendation of the Personnel Team, approved the new employee handbook for presbytery staff.
- Approved the nomination of Kathy McLean to serve in a vacancy on the Call Commission in the class of 2022.
- Approved reimbursement of up to \$750 for accommodations for Steve Crowley (General Assembly Commissioner from First Palatka) and Jennifer Hallberg (General Assembly Commissioner from First Jasper) so that they may attend the plenary sessions with our other commissioners hosted by the presbytery office in Jacksonville.
- The review of the proposed staff positions for the Vital Congregations Initiative was postponed until a future meeting. It was reported that four individuals have agreed to facilitator training: Vickie Bossuot, Julie Higbee, Rebecca Hutto, and Mary Beth Neely.

The meeting was closed with prayer by Julie Higbee.

Submitted by:

Sandra Hedrick

Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
Stated Meeting
June 30, 2022
Jerie Lukefahr, Acting Chair

A called meeting of the Coordinating Council of the Presbytery of St. Augustine was convened on Thursday, June 30, at 12:00 p.m. The Council met electronically by Zoom.

Present were Jerie Lukefahr, Acting Chair, Suzi Lemen, Patti Philips, Vickie Bossuot, Do In Kim and Walk Jones, together with ex-officio members, Susan Rose (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.

Excused/Absent were Larry Green, Julie Higbee, Joe Albright, Barbara Darby, Steve Crowley and Susan Takis.

The secretary declared that a quorum was not present.

The meeting was opened with a meditation and prayer lead by Do Kim.

The Council was not able to take action on any matters in the absence of a quorum. Those members of the Council who were present discussed the following matters:

- Holly Dillon Inglis's report (shared at the June 2 meeting of the Council) will be considered by the Council at the July 14 meeting.
- Holly Dillon Inglis reported that four facilitators had been trained for the Church Vitality initiative. She noted that there appears to be a growing interest in the Presbytery with respect to this mission.
- Suzi Lemen reported on the status of the "Visit Every Congregation by 9/1/2022" initiative. She advised that the Communication Team has completed the video that is being circulated and that the program was moving forward.
- The Chair will send a summary of the pending grant request to the Council for consideration at the July 14 meeting.
- Ed Kelly provided a brief update on the Geneva Church matter pending before the Presbytery Permanent Judicial Commission.

There being no further business to come before the Council, the meeting was adjourned with prayer led by the Chair at 12:50 p.m.

Prepared by: Ed Kelly, Acting Secretary

MINUTES
Presbytery Coordinating Council
July 14, 2022 at 10:00 a.m.
by Electronic Conference
Jerie Lukefahr, Acting Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on July 14, 2022, at 10:00 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Steve Crowley, Barbara Darby, Walk Jones, Yvan Kelly, Suzi Lemen, Jerie Lukefahr, and Susan Takis.

Absent/Excused: - Joe Albright, Larry Green, Julie Higbee, Do In Kim, Patti Phillips

Also Present: Susan Rose (Moderator Elect) Holly Dillon Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), and session representatives from churches seeking grant funds.

The meeting was called to order by Jerie Lukefahr who shared a devotional message and prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on June 16 and 30, 2022.
- Approved a motion that the Fall Stated Meeting be held as a hybrid meeting.
- Received the reports received from committees, administrative commissions, special task forces, and those submitted by the Presbytery Moderator and the stated clerk.
- Approved a motion to appoint a Generosity Team with a “clear charge” for the 2022-2023 year.
- Approved the Personnel Team’s recommendation to add Juneteenth to the paid holidays for presbytery employees.
- Approved a motion requesting that the stated clerk send a letter of gratitude to George Barnett for his work on the video booth at the Spring Stated Presbytery Meeting.
- Endorsed the use and purposes of a grant obtained by Diakonos Solutions (Susan Rose) from PMA’s Racial Equity & Women's Intercultural Ministries that focuses on working with ordained women serving in part-time congregational ministry positions within the presbytery. It will emphasize connection, care and renewal- vital aspects for ministry longevity that tend to be overlooked in part-time positions.
- Approved the stated clerk’s request to appoint a small group to accompany the Peace church’s discernment of ministry, mission, and property matters. Barbara Darby and Jerie Lukefahr will follow up to appoint the group.
- Following presentations and at time for questions and answers, approved the following grant requests from the following sessions/churches: Countryside, Faith, Fort Caroline, Green Cove Springs First, Murray Hill, and Westminster. The amounts and funds are listed in an attachment to these minutes.

- Approved re-opening a follow up church grant cycle with a deadline of September 15, if the way be clear after consultation with the treasurer about the remaining amounts in the designated funds.
- Heard a presentation from Holly Dillon Inglis regarding her observations of the workings of the presbytery. It was noted that the members of the “gaps group” that is working from the original “gaps” document prepared by Holly are Barbara Darby, Bill Hoff, Jerie Lukefahr, Patti Phillips, and Cathy Sanders.
- Heard a presentation by Joyce Lieberman regarding leadership staffing models in other presbyteries.

The meeting was closed with prayer by Holly Dillon Inglis at approximately 1:20 p.m.

Submitted by:

Sandra Hedrick

Stated Clerk and Clerk of Coordinating Council

Attachment: Amounts and Identified Funds for Church Grants

MINUTES
Presbytery Coordinating Council
Stated Meeting
July 28, 2022
Jerie Lukefahr, Acting Chair

A called meeting of the Coordinating Council of the Presbytery of St. Augustine was convened on Thursday, July 28, at 12:00 p.m. The Council met electronically by Zoom. A quorum was present.

Present: Vickie Bossuot, Steve Crowley, Walk Jones, Yvan Kelly, Jerie Lukefahr, Patti Philips, and Susan Takis.

Absent/Excused: Joe Albright, Barbara Darby, Larry Green, Julie Higbee, Do In Kim, and Suzi Lemen.

Also Present: Susan Rose (Moderator Elect) Holly Dillon Inglis (Ministry and Mission Coordinator), and Sandra Hedrick (Stated Clerk).

The meeting was called to order by Jerie Lukefahr, who shared a devotional and opening prayer.

The Coordinating Council took the following actions:

- Designated the Presbyterian Disaster Assistance program as the recipient of the offering taken at the Fall Stated Meeting.
- Approved Jerie Lukefahr's request to invite Rev. Carlton Johnson (Presbyterian Mission Agency - Vital Congregations Initiative) to preach and lead a workshop on vital congregations at the 2022 Fall Stated Meeting. The Coordinating Council will finalize the invitation once it approves the cost reimbursement proposal that Rev. Johnson will send us for review.
- Received the announcement that Holly Dillon Inglis, our Ministry and Mission Coordinator, has been called to serve as the General Presbyter of the Presbytery of Tampa Bay. A prayer of gratitude and blessing was offered. Holly's last day in the office is September 9; however the Coordinating Council gave its permission for her to preach at the Westminster church on September 18 and baptize Kathryn Putman, daughter of its pastor, Becca Putnam, provided that the way be clear with an invitation from the Westminster session. At Holly's request, a small group appointed by Jerie Lukefahr will work with her on the transition and identify areas that will need attention in order to accomplish a smooth transition.

The meeting was adjourned with prayer led by Steve Crowley.

Submitted by
Sandra Hedrick
Presbytery Clerk and Clerk of Council

MINUTES
Presbytery Coordinating Council
August 11, 2022 at 10:00 a.m.
by Electronic Conference
Susan Rose, Acting Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on August 11, 2022, at 10:00 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Barbara Darby, Larry Green, Julie Higbee, Walk Jones, Do In Kim, Suzi Lemen, Patti Phillips, and Susan Takis.

Absent/Excused: - Joe Albright, Steve Crowley, Jerie Lukefahr, and Yvan Kelly.

Also Present: Susan Rose (Moderator Elect) and Sandra Hedrick (Stated Clerk).

The meeting was called to order by Susan Rose. Sandra Hedrick shared a devotional message and opening prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on July 14 and 28, 2022.
- Reviewed reports of committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Approved moving \$3,000 in the budget from the Youth Triennium to the youth retreat at Montgomery Presbyterian Conference Center.
- Approved populating a “generosity team” (ad hoc) again this year.
- Approved holding its September 15 meeting in person and by Zoom (hybrid) at First Presbyterian Church of Green Cove Springs beginning at 8:30 a.m. and extending for three hours.
- Approved the annual plan of the campus ministry of the First Presbyterian Church of Gainesville.
- Assigned Suzi Lemen, John Ragsdale, Bill Hoff, and Vickie Bossuot to work on restructuring the Youth Ministry Team in terms of membership and function.
- Approved a motion to find funds within our budget to employ a Vital Congregations Initiative coordinator who would work on the grant application with the Coordinating Council and to assign a facilitator to the Coordinating Council to work on VCI matters, who could be the same person.
- Reviewed and adopted a report of a small task force and the Personnel Team regarding personnel matters relating to the departure of our Ministry and Mission Coordinator. Primary parts of this plan include temporary lead for the area relationship coordinators; asking youth leaders and VCI facilitators to provide resources to the Communications Coordinator for the newsletter; the stated clerk interacting with other presbytery leaders, including for reference checks going both ways; John Ragsdale acting as temporary supervisor for the Office Manager and Sandra Hedrick for the Communications Coordinator; the Call Commission discerning how to facilitate pastor nominating

committee training previously divided up between the Ministry and Mission Coordinator and the stated clerk; and the Personnel Team following up on benefits and evaluations; and volunteers helping to facilitate our use of MissionInsite.

- Approved setting the cap for the next round of the small church grant requests at \$4,000 from the Charles Williams fund and \$500 from the church revitalization fund.
- Approved the draft of Guidelines for Stewardship of Funds from Dismissed Churches and the Sale Of Properties of Closed Churches with instructions to the stated clerk to fill in the blanks and bring the final draft back to the next meeting for approval. The final draft, once approved, will be recommended to the presbytery for adoption at the Fall Stated Meeting.

The meeting was closed with prayer by Susan Rose at noon.

Submitted by:

Sandra Hedrick

Stated Clerk and Clerk of Coordinating Council

MINUTES

**Presbytery Coordinating Council
Stated Meeting
September 1, 2022
Joe Albright, Chair**

A stated meeting of the Coordinating Council of the Presbytery of St. Augustine was convened on Thursday, September 1, at 12:00 p.m. The Council met electronically by Zoom.

Present were, Joe Albright, Chair, Jerie Lukefahr, Suzi Lemen, Patti Philips, Vickie Bossuot, Walk Jones, Yvan Kelly, Steve Crowley, Barbara Darby and Susan Takis, together with ex-officio members, Susan Rose (Moderator-Elect) and Holly Dillon Inglis (Ministry and Mission Coordinator). Also present were Sandra Hedrick (Stated Clerk) and Ed Kelly (Assistant Stated Clerk), who served as acting secretary for the meeting.

Excused/Absent were Do In Kim, Larry Green and Julie Higbee.

The secretary declared that a quorum was present.

The meeting was opened with a meditation and prayer lead by Susan Takis.

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

- Upon motion properly made, seconded and passed, the Council approved the payment of the expenses of Carlton Johnson in the approximate amount of \$1,000, for his attendance at the Fall Stated Meeting of the Presbytery on October 4.
- Upon motion properly made, seconded and passed, the Council voted to empower the Personnel Committee to solicit help from member churches to assist with social media and the Presbytery newsletter until the position of Communication Coordinator is filled.
- Upon motion properly made, seconded and passed, the Council voted to invite Rev. Adam Rev. Adam Anderson, pastor at South Jacksonville Presbyterian Church, to attend the meeting of the Council scheduled for October 13, to participate in a discussion of issues related to the Vital Congregation Initiative.
- The Council heard updates on plans for the Fall Meeting of the Presbytery at Trinity Presbyterian Church and on the agenda and arrangements for the stated meeting of the Council scheduled at First Presbyterian Church of Green Cove Springs.

There being no further business to come before the Council, the meeting was adjourned with the reading by Jerie Lukefahr of a blessing for Holly Dillon Inglis upon her departure, followed by a closing prayer at 12:50 p.m.

Prepared by: Ed Kelly, Acting Secretary