

Fall 2022 Stated Meeting Docket Appendices

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Appendix A-1

Memorial Resolution Lloyd S. Alamsha September 23, 1934 – June 14, 2022

If we live, we live to the Lord, and if we die, we die to the Lord; so then whether we live or whether we die, we are the Lord's.

Whereas the Rev. Lloyd Stanley Alamsha was born on September 23, 1934 and passed from this life on June 14, 2022, at the age of 87, in Jacksonville, Florida, the Presbytery of St. Augustine gives thanks for his life and ministry with the following resolution:

Rev. Lloyd Stanley Alamsha, was born in Gary, Indiana. He grew up in the southside of Chicago and went to the University of Dubuque for undergraduate studies and seminary. Lloyd played high school and collegiate football. He remained a sports enthusiast his entire life. While at the University of Dubuque he met his wife, Marilyn, who also became a pastor and served in the Presbytery of St. Augustine until her death.

Lloyd was a minister and an educator always concerned about the community in which he lived. Lloyd was ordained in 1960, and served churches in Iowa, Ohio, New Jersey, Michigan and Florida as Head of Staff, Interim Head of Staff and Associate Pastor.

As an educator involved in his community, Lloyd helped create and teach a program for at-risk students in Ohio during the 1970's and was the recipient of the Ohio Education Association's John F. Kennedy Scholarship in 1972. He served on the Iowa Governor's Commission tasked with revising the juvenile penal code in 1962. He was part of the Ohio State Public School Commission creating and implementing the Occupational Work, High School Program from 1970-1971. He served in many ways through presbyteries as well as on several committees for the Council of Churches. He was active in planning CROP walks locally and statewide and was on the Board of Directors for Hope Homes, a non-profit organization that created and ran group homes for mentally and physically challenged adults. He volunteered his time to assist with programs at UNF for students with dyslexia. Lloyd had been told during his school years that he was wasting his time with school. While studying for his second Master's degree, he was finally diagnosed with dyslexia. That was what he described as his "AHA" moment. He often told others with learning impediments this was the moment he felt free; he wasn't stupid, he merely learned in a different way. Lloyd was presented with the

University of Dubuque Alumni Professional Achievement Award in 2012 for all he had done for his community throughout his life.

As a pastor he loved caring for people. Lloyd was a people magnet. He really listened to you when you spoke. With his entire being he listened. And he remembered- your family details, your highs and lows. Lloyd would ask you about these details each and every time you met. Many of his fellow pastors called him a pastor's pastor due in no small part to his incredible witness of love, generosity, wisdom and care. A plaque in Lloyd's office read "The best sermon is a good example." He was living proof this was truth. A phone call from Lloyd always ended with Lloyd saying..."let's have prayer and then be on our way..." His prayers reflected his deep listening and compassion.

Lloyd and his wife, Marilyn, spent several years as interim pastors. During this period, Lloyd served as Interim Head of Staff at St. Giles Presbyterian Church in Orange Park while Marilyn served as Interim Associate Pastor and then Interim Head of Staff at Riverside Presbyterian Church. Although he "retired" in 1999, he never really understood the concept. He served as Palms Presbyterian Church's Parish Associate until his final breath. Lloyd was a creative educator, pastor, community leader and talented rug maker, creating lovely hooked rugs for his grandchildren and great grandchildren.

Therefore, we as the Presbytery of St. Augustine give thanks to God for Lloyd Alamsha. We affirm the example of his life as a disciple of Christ, faithfully carrying out the command to love God and neighbor. We are grateful for his ministry and service within this Presbytery and beyond and that Lloyd now lives on in God's eternal glory. Thanks be to God!

Appendix A-2

Memorial Resolution Presbytery of St. Augustine Dalton Robert Burch, Jr. (October 5, 1931 to June 21, 1992)

Rev. Dalton Robert Burch Jr. was born on October 5, 1931 in Bogalusa, LA. His parents were Dalton and Viola Burch, he brother was Meredith, and his sister was Constance. On September 15, 1953, in Hattiesburg, Mississippi, he was married to Ann Gay Estes. The best thing that ever happened to him was when she agreed to marry him! On October 12, 2003, Dalton and Ann Gay celebrated their 50th anniversary with family and friends at Westminster Presbyterian Church in Gainesville. They were married for 69 years.

Dalton Burch received a BA and MA from the University of Southern Mississippi and was the recipient of a Rotary International Scholarship that enabled him and Ann Gay to spend a year at the University of Glasgow in Scotland. While there, they traveled widely on the Continent, and he must have spent a lot of time in French vineyards.

When Dalton graduated from New Orleans Baptist Theological Seminary in 1957, the couple returned to New Orleans. He was ordained by the First Baptist Church of McComb, Mississippi, and would go on to serve churches in Mississippi, Louisiana and Florida. During that time, Dalton served as President of the New Orleans Federation of Churches and as President of the Gainesville Ministerial Association. He served on many committees of our presbytery and as pastor of our First Alachua and First Williston churches. He transferred his membership from the Christian Church (Disciples of Christ) to the Presbyterian Church (U.S.A.) in 1990.

While he served churches, sermon preparation was a priority for Dalton. He would normally prepare sermons a year in advance! He was an excellent preacher and pastor and built up and strengthened the churches he served through his “second retirement” in 2017. He was known for his vibrant and strong faith in Christ.

Dalton he was a lifelong member of Rotary and was honored by the Rotary Club of Gainesville with the Paul Harris Award for his work with Rotary International Students who were studying at the University of Florida. For years he served on the board of the Disciples-Presbyterian Student Center and was responsible for encouraging and working

with a number of students who would later become pastors. He also served for years on the University of Florida Animal Care and Use Committee, a committee that oversees the use of animals in research. That service involved reading research protocols that might be 30 pages or more and attending lengthy meetings twice a month.

Dalton had a number of hobbies that included hunting in Texas and enjoying excellent wines. He knew more about wine than any ordinary mortal can hope to know. He had a fantastic wine cellar and could easily have been a successful wine taster. He and Ann Gay belonged to a gourmet group that enjoyed fine food and excellent wines. When he retired for the first time, a group of colleagues presented him with a bottle of cheap wine that cost \$2.89, informing him that that was all they could afford. (What he did with it was never known.) His colleagues also gave him a dollar's worth of dimes and told him that they knew he had the ability to draw a pistol and shut a dime that had been flipped up into the air. He had a keen wit and was always ready with a clever comeback!

Dalton Burch believed what Paul had written in Romans 8: "For I am certain that nothing can separate us from God's love, neither death nor life... There is nothing in all creation that will ever be able to separate us from the love of God which is ours through Christ Jesus Our Lord."

He cherished what Paul had written in Philippians 1: "I want very much to leave this life and be with Christ but for your sake it is much more important that I remain alive." And he was very familiar with 1 Corinthians 15, where Paul talks at length about the resurrection. He was a firm believer in the resurrection and in the love and forgiveness of God that issues in the life, death and resurrection of Christ. At the age of 90, Dalton entered his new life in the full presence of his Lord on June 21, 2022.

Rev. Dr. Glenn Dickson, who graciously provided most of the wording for this resolution, shares, "I am very grateful for his friendship over the past 50 years and sorely miss him."

The Presbytery of St. Augustine thanks Almighty God for the life of Dalton Burch, his love and friendship, and the ministry that he did in the name of Christ Jesus. This resolution is presented on October 4, 2022 at the the Fall Stated Meeting of the Presbytery of St. Augustine and will be recorded in our minutes.

MEMORIAL RESOLUTION

Charles Richard DeVane
1931-2022
Presbytery of St. Augustine
October 4, 2022

Charles Richard DeVane passed away on August 31, 2022 at the age of ninety in Auburn, Alabama. Chuck was born in Elba, AL and spent his formative years in Clayton, AL. He was a distinguished student and a three-sport letterman in high school. He had an appointment to the United States Naval Academy but could not enroll due to a "color perception deficiency." He instead enrolled at Alabama Polytechnic Institute where he earned a degree in mechanical engineering, followed by a stint in the United States Army Corps of Engineers. While in the Army he met and married Betty Watkins.

Chuck described his youth as very ecumenical, attending Baptist, Episcopal, Methodist, and Presbyterian church youth groups. While in college at Auburn he attended the First Presbyterian Church and became a student of John Leith, who would later teach theology for many years at Union Theological Seminary in Richmond. Chuck said he was profoundly influenced by Leith.

For most of his adult life Chuck was employed in the heavy equipment industry, working in Indiana, Michigan, Arkansas, Mississippi, and Alabama. He and Betty had four children: John, Denise, Angela, and Tom. Chuck was a dedicated lay person in Presbyterian churches during these years. He was ordained as an elder and utilized his gifts by serving alongside pastors in hospital visitation and other kinds of outreach to people. This opened the door for a calling to ministry, which was further energized by his love of theology. Along the way he became a Stephen Minister, a confirmation of his pastoral gifts. In 1985 he began a long journey to ordination by enrolling in Memphis Theological Seminary, taking classes while working full time. He earned his seminary degree in 1991.

Chuck then retired from Clark Equipment Company to pursue his calling in ministry. He was ordained by St. Andrew Presbytery on May 7, 1995 and became pastor of San Mateo Presbyterian Church in the Presbytery of St. Augustine. He went on to serve Prospect Presbyterian Church in Meridian, MS, and Ramsay Memorial Presbyterian Church in Alabama. In 2010 he decided to return to Florida for retirement and found a home off Yelvington Road in East Palatka, not far from San Mateo. He described this as "the little house at the end of the hard road." He became the Pastor of Visitation at First Presbyterian Church in Palatka. He loved to visit and saw this as the

focal point of his entire ministry. He served formally in this role until 2018 but continued to informally call on people in the church.

Chuck DeVane was an Eagle Scout, a Rotarian (a Paul Harris Fellow), and a Mason. He was a member of the Presbyterian Council for Chaplains and Military Personnel, and a chaplain with the Mississippi Firefighter Burn Center. He had a pilot license and enjoyed flying. He claimed to have been a good golfer, which I received with some skepticism.

He was beloved for his gregarious personality, winsome sense of humor, conscientious care for people, and deep commitment to the ministry of the church. He made friends easily and nurtured those friendships in a natural fashion. He was a gifted preacher and writer who brought humor and comfort to the people he served. I once jokingly asked him how a mechanical engineer from Auburn could be such a literary figure.

Chuck recently moved back to his beloved Auburn to be closer to family as his health declined. Even as he was living in a health care facility, I easily imagine him roaming the halls, looking to make a pastoral call on anyone who needed some company. He was just that kind of person. He was a joy to have as a friend and a pastor. He is missed.

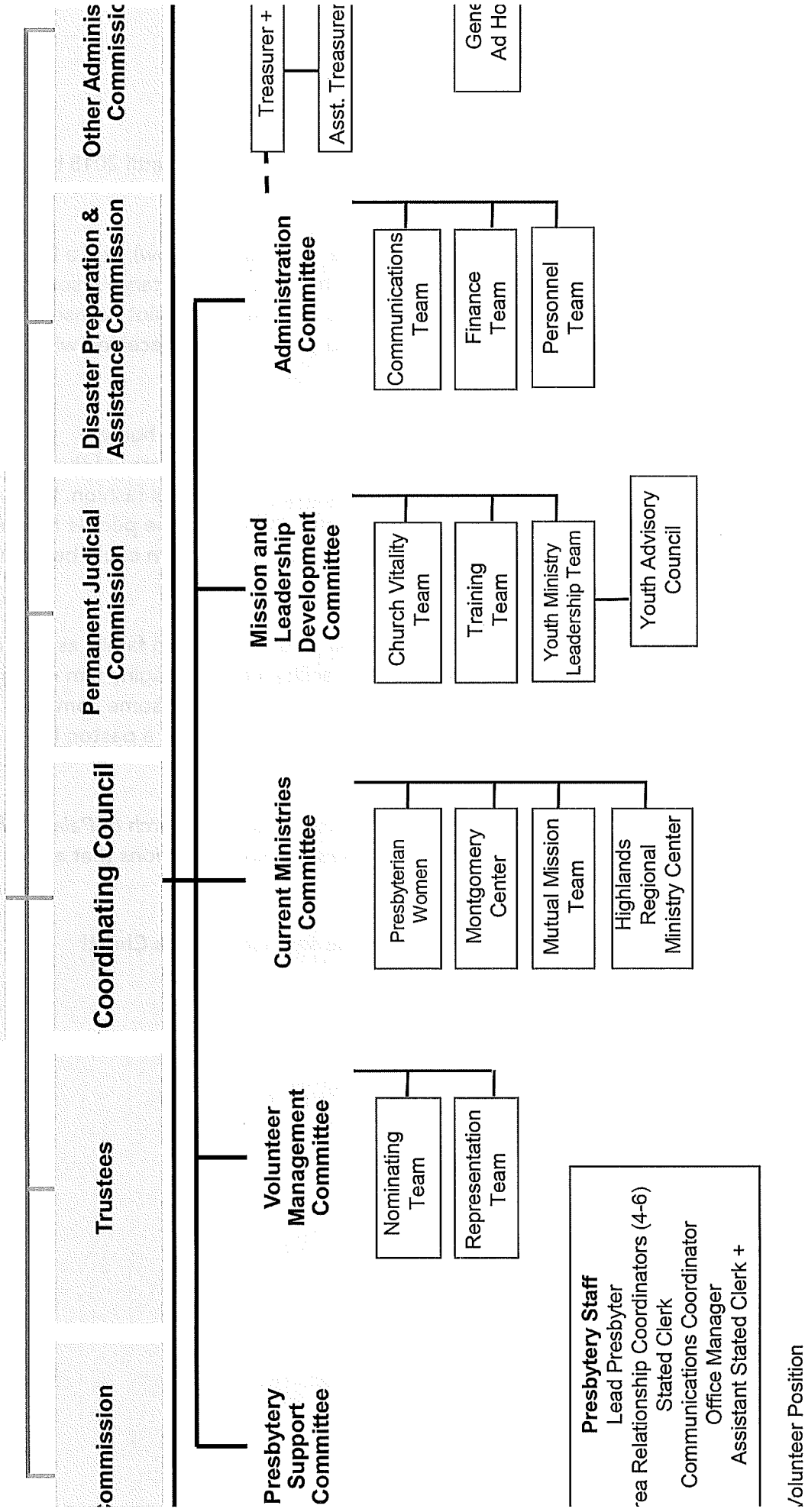
We thank Rev. Cliff Lyda, Interim Pastor of First Presbyterian Church of Palatka, for writing this memorial resolution, including the first person reflections that add a special touch.

Thanks be to God for this marvelous and humble servant of Jesus Christ!

Appendix B-1
Proposed Organizational Chart

Presbytery of St. Augustine

Draft as of 9/16/2



PRESBYTERY OF ST. AUGUSTINE

MANUAL OF OPERATIONS

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1. THE MINISTRY OF THE PRESBYTERY OF ST. AUGUSTINE

1. MISSION STATEMENT

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.

1.02 VALUES STATEMENT

The Presbytery of St. Augustine understands its ministry at this time and in this place to be guided by five practical values that describe the presbytery's work. The presbytery is:

- * Relational, communal, and connected,
- * Theologically engaged,
- * Outwardly focused, sharing the good news of Jesus Christ,
- * Willing to risk itself and its resources in the service of the Gospel, and
- * Ready to share resources and to develop energetic leadership

(Adopted by the Presbytery Council, April 16, 2007)

2. THE PRESBYTERY

2.01 The presbytery shall be known as the Presbytery of St. Augustine.

2.02 The Presbytery of St. Augustine is a presbytery of the Presbyterian Church (U.S.A.) related to the Synod of South Atlantic. The presbytery operates under the provisions of the *Book of Order* of the Presbyterian Church (U.S.A.). The rules of order, unless otherwise stated in the Manual of Operations, shall be *Robert's Rules of Order, Newly Revised*.

2.03 The geographical jurisdiction of the presbytery includes the counties of: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy less the community of Yankeetown, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor and Union.

4. The Presbytery of St. Augustine shall meet for at least three stated meetings each year: Winter, Spring, and Fall. Ordinarily, these meetings shall be scheduled on the first Saturday of February, and the First Tuesdays of May, and October. A quorum for a meeting of the presbytery shall be at least three teaching elders and three ruling elders, representing three different congregations (G-3.0304).

2.05 The Presbytery of St. Augustine and the presbytery corporations shall meet at the same time and place, and in the announcement of the meeting, "The Presbytery of St. Augustine" shall designate both its functions.

2.06 Presbytery shall elect the membership of the Coordinating Council and all commissions, teams, and trustees for the presbytery's corporations. Nominations shall be made through the Nominating and Representation Teams of the Coordinating Council.

Membership of the Presbytery

2.08 Membership of presbytery shall consist of all enrolled, ordained teaching elders, together with ruling elder commissioners elected by the session of each church of the presbytery. Sessions shall elect ruling elder commissioners according to congregational membership, according to the following table:

1-500 members	1 commissioner
501-1000 members	2 commissioners
1001-1500 members	3 commissioners
1501-2000 members	4 commissioners
2001-3000 members	5 commissioners

3001 or more – one additional commissioner for each 1000 members (or major fraction thereof) above 3000 (G-3.0301).

Any ruling elder not commissioned by his/her church to serve as a commissioner to presbytery, while serving on the Coordinating Council or as the chairperson of a standing commission of presbytery or as the moderator of Presbyterian Women, shall be enrolled as a member of presbytery during his/her tenure as chairperson. Any ruling elder commissioned to pastoral service shall be enrolled as a member during the tenure of his/her commission. Further, any ruling elder elected to an office in presbytery or serving as executive presbyter (including an interim or transitional executive presbyter) shall also be enrolled as a member of presbytery during the term of his/her office.

Certified Christian Educators who are ruling elders are entitled to the privileges of voice and vote at meetings of presbytery. (G-2.1103b).

At the winter stated meeting of each year, the stated clerk shall report to the presbytery the number of resident active teaching elder members of the presbytery, and the number of ruling elders in the following categories: ruling elder commissioners eligible to be elected from each session, ruling elders who are Certified Christian Educators or commissioned to pastoral service, and ruling elders who are members of the presbytery by virtue of their office or role. If the number of resident active teaching elders exceeds the sum of the ruling elders eligible, the stated clerk shall put forward a motion asking particular congregations to elect an additional elder commissioner in such numbers as will equalize the eligible ruling elder commissioners with resident active teaching elder members. The clerk shall create the list of congregations by rotating through the alphabetical list of congregations in the presbytery (G-3.0301).

2.09 Each teaching elder member, unless Honorably Retired, shall be required to attend every stated meeting of presbytery, or shall present acceptable reasons to the presbytery through the Stated Clerk for absence, late arrival, or departure before adjournment.

2.10 Any of the following, if not a member of or commissioner to presbytery, shall be corresponding members, but without vote: the spokesperson of any presbytery committee (if other than the chair), the spokesperson of any committee, commission or task force; any executive, officer, or spokesperson from synod or General Assembly; certified educators of

presbytery's churches who are not ruling elders; guests of the presbytery who are members of other presbyteries, and members of the program staff of the presbytery.

2.11 The Presbytery of St. Augustine is blessed by the service of many of its teaching elder members in various forms of validated ministry beyond the jurisdiction of the church. Chaplains, pastoral counselors, teachers and professors, service as pastors of congregations of other denominations, administrators of church-related entities – each brings unique combinations of talents and experience.

Presbytery Corporations

2.12 The Presbytery of St. Augustine shall create and maintain two Florida not-for-profit corporations, called “The Presbytery of St. Augustine, Inc.,” and “Montgomery Presbyterian Conference Center, Inc.” The membership of both corporations shall be the members of the Presbytery of St. Augustine, and meetings of the presbytery shall simultaneously and co-terminously be meetings of the corporations.

Officers of the Presbytery

2.13 At the Winter Stated Meeting, presbytery's Nominating Team shall present nominations for Moderator and Moderator-elect, Treasurer, and when appropriate, Stated Clerk. Those elected shall be installed at the meeting at which they are elected to begin their term at once.

2.14 The Moderator shall serve for one year, shall preside at all meetings of presbytery and shall perform all the duties as prescribed in the *Book of Order*, G-3.0104. In the event that the Moderator cannot preside, the Moderator of the Coordinating Council shall preside *pro tempore*.

2.15 The Moderator shall be a member of the Coordinating Council with vote and an advisory member with voice and no vote of every commission, committee, and task force.

2.16 Ordinarily, the office of Moderator shall alternate between ruling elders and teaching elders, and between male and female.

2.17 The Stated Clerk shall be elected for a three-year term and shall be eligible for reelection. The Stated Clerk shall carry out all of the duties and responsibilities of a presbytery stated clerk as described in the Constitution of the Presbyterian Church (U.S.A.), the presbytery policies, and the presbytery Manual of Operations, as amended from time to time. The Stated Clerk shall represent the presbytery as our Stated Clerk to other councils and ecumenical faith groups and will perform other duties as approved by the presbytery from time-to-time. The Stated Clerk shall report to the Coordinating Council subject to the Stated Clerk's constitutional, fiduciary and legal responsibilities. He or she shall be an ex-officio member without vote of the Coordinating Council and the Administration Committee. The Stated Clerk may recommend assistant clerks as needed to the Nominating ~~Team~~ Committee for election by the presbytery.

2.18 The Treasurer shall be elected annually by the presbytery and shall be eligible for reelection. The Treasurer shall receive and disburse the funds of the presbytery as authorized; keep detailed account of all receipts and disbursements and report them to the Coordinating Council and to the Board of Trustees for the Presbytery of St. Augustine, Inc. regularly and to the presbytery annually; be bonded, along with others who handle presbytery finances; and see that the books are properly audited as prescribed by the *Book of Order*, G-3.0113. The Treasurer shall also act as the treasurer of the Presbytery of St. Augustine, Inc., and may, if so elected, act as the treasurer of the Montgomery Presbyterian Conference Center, Inc. The Treasurer may serve as a member of the Coordinating Council, a corporate trustee, and shall be an ex-officio member of the Administrative Committee without vote. The Treasurer may recommend an assistant treasurer as needed to the Nominating Team for election by the presbytery.

3. THE COORDINATING COUNCIL

3.01 The purpose of the Coordinating Council is to coordinate the work of the presbytery, its entities and staff, and to discharge any other responsibilities assigned to it by the presbytery. The Coordinating Council has authority as a standing commission to implement all operational decisions for the Presbytery. Additionally, it shall be constituted as a standing commission to address on behalf of the presbytery such matters as may arise between meetings of the presbytery and require immediate attention. It is accountable to the presbytery in the discharge of all its responsibilities and actions. The Coordinating Council and the presbytery will ensure that all of the work of G-3.0307 takes place in one of the Coordinating Council committees or teams to the extent that it is not already a part of the responsibilities of a presbytery commission. The authority of the Coordinating Council may be further delegated to committees and teams so long as there is prudent and effective supervision of the exercise of authority and such delegation is permitted by the Book of Order. All actions taken by the Coordinating Council shall be reported to the presbytery at its next stated meeting, subject to the provisions of G-3.0109.

The authority of the Coordinating Council does not include matters that are specifically excluded by the Book of Order or the structure/organization of the presbytery such as:

- a. Changes to the presbytery's structure/organization;
- b. Functions and decisions involving judicial process;
- c. Functions of a team/committee on representation or nominating committee;
- d. Approval of expenditures or uses of undesignated presbytery funds that are cumulatively more than 5% above an approved budget;
- e. Approval of presbytery policies; and
- f. Examining and receiving teaching elders into membership, including approval of terms of call and commissions for ordination and installation; ordaining and installing teaching elders; and receiving inquirers and candidates under care.

3.02 The Coordinating Council shall consist of 14 members, including the past Moderator of the presbytery, the Moderator, and 12 members elected at large from the presbytery and placed in three classes of three years each. It shall be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity in F-1.0403 of the Book of Order. The Moderator-Elect and the Lead Presbyter

~~Ministry and Mission Coordinator~~ (if not already elected members) shall serve ex-officio (without vote). The Stated Clerk shall also serve ex-officio (without vote).

3.03 The Coordinating Council will be chaired by the immediate past Moderator of presbytery. The Coordinating Council may also elect a vice-moderator. The Stated Clerk of the presbytery shall serve as clerk for the Coordinating Council.

3.04 *Plenary Functions:* In addition to the committee functions outlined above, the Coordinating Council shall have responsibility for the following:

- a. To propose to the presbytery, at the recommendation of the Administration Committee, the annual asking and operating budgets for the presbytery, including levels of funding for the various ministries of the presbytery, and to circulate those budgets among the sessions;
- b. To nominate for election by the presbytery the membership of the Representation Team;
- c. To conduct the annual review of the First Gainesville Campus Ministry program in connection with the funding guidelines of the Synod of South Atlantic; *NOTE: moved here from prior Current + Emerging Ministries Committee where that committee was to make a recommendation to the Coordinating Council; it is included here and Coordinating Council may assign a committee, team or task force to make a recommendation as seems best*
- d. To address such matters as may be referred to the Coordinating Council by the presbytery; and
- e. To administer the following policies in the presbytery's policy manual:
 - Policy for Giving
 - Presbytery-wide Annual Offerings for the Benefit of Outside Entities

3.05 The Coordinating Council may, at its discretion, establish such *ad hoc* task forces or committees as needed to accomplish particular tasks.

3.06 The Coordinating Council shall establish and publish a schedule for its stated meetings and will meet no less than eight times per year.

4. RESOURCES FOR MINISTRY

4.01 The presbytery possesses significant resources to support and strengthen the ministries of its congregations in its volunteers, staff, commissions, committees, teams, and covenant/mission partner relationships; and in the validated non-parish ministries of its teaching elder members. The commissions, committees, and relationships of the presbytery are not the ministry of the presbytery; rather, they are resources upon which the presbytery and its congregations may draw as they seek to participate in the mission of Jesus Christ in the world.

The presbytery encourages its commissions, committees, and teams to meet in person when possible. However, electronic meetings (teleconference, audio-conference, video-conference, Internet) are authorized so long as they provide an opportunity for simultaneous aural communication among all participating members equivalent to those held in one room or area. The notice of the meeting shall include an adequate description of how to participate in it. A committee may allow some members to participate in person and others by the type of

electronic connection described above. The by-laws of the corporations may provide for voting by e-mail as permitted by Florida corporate law, but only under the guidelines contained in those by-laws.

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,~~ When otherwise determined by the Coordinating Council, in its judgment, meetings of the presbytery may be held using technological resources in real time (or in a “hybrid manner” - both in person and through electronic means) 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.

Commissions

4.02 *Standing Commissions and Trustees.* The Presbytery of St. Augustine shall maintain the following standing commissions:

- a. Permanent Judicial Commission
- b. Call Commission
- c. Trustees of the Presbytery of St. Augustine, Inc.
- d. Coordinating Council
- e. Montgomery Presbyterian Conference Center, Inc.

4.03 Members of standing commissions shall be nominated by the Nominating Team for election to terms of up to three years and shall be eligible for reelection, provided that no member shall serve an aggregate of more than six consecutive years on the same commission. Except where otherwise stated, terms shall begin on 1 January and expire on 31 December.

4.04 *Permanent Judicial Commission.* The Permanent Judicial Commission shall hear and decide cases of process on behalf of the presbytery according to the Rules of Discipline. The function, membership, terms of service, and manner of election of the Permanent Judicial Commission shall be in every way consonant with the provisions of D-5.0000 of the *Book of Order*, and of the Rules of Discipline as a whole. The commission shall have nine members, as nearly equally divided as possible between ruling elders and teaching elders. The term of each member of the Permanent Judicial Commission shall be six years, and they shall be elected and serve as provided in D-5.0100. Except where otherwise stated, terms shall begin on 1 January and expire on 31 December.

4.05 The Moderator of the Presbytery, the Moderator of the Call Commission, and the Stated Clerk are empowered to act on behalf of the presbytery to create an Investigating Committee and/or a Committee of Counsel as needed under the provisions of the Book of Order D-6.0302a and D-10.0201b.

4.06 *Call Commission.* The Call Commission is empowered to:

- a. Guide, nurture, and oversee the process of becoming a teaching elder for persons in the care of the presbytery, including actions with respect to inquirers, candidates, and final assessments;
- b. Examine and admit to membership all persons seeking membership in the Presbytery of St. Augustine, and approve calls and terms of call for those it examines;
- c. Provide a Pastor Nominating Committee liaison to congregations in transition;
- d. Approve temporary membership in the presbytery for a period of service;
- e. Approve and conduct ordinations and installations of teaching elders and commissioning services for commissioned ruling elders;
- f. Recommend exceptions and accommodations to requirements of the Book of Order regarding ordination, installation of a temporary pastor or associate as an installed pastor, and any other action requiring a super-majority vote of the presbytery;
- g. Provide a liaison to congregations searching for temporary pastoral service;
- h. Approve contracts and terms of call for temporary pastoral service;
- i. Dissolve teaching elder and commissioned ruling elder relationships when requested by the teaching elder/commissioned ruling elder and the congregation;
- j. Approve the retirement of teaching elders;
- k. Approve validated ministries of teaching elders;
- l. Certify ruling elders as ready to receive a commission and approve commissions of ruling elders to particular pastoral service;
- m. Take presbytery action relating to Christian educators and those certified and called to certified church service (as permitted or required by the Book of Order);
- n. Transfer teaching elders to other presbyteries and denominations;
- o. Recommend minimum terms of call for approval by the presbytery;
- p. Recommend the annual teaching elder roll for approval by the presbytery; and
- q. Recommend presbytery action relating to a teaching elder's renunciation of jurisdiction or release from ministry as a teaching elder, and take all actions preliminary to the presbytery's final action.
- r. Approve Board of Pensions (BOP) grants and matching grants for members of the presbytery, such as seminary debt assistance, emergency grants, special need grants, etc., all subject to the presbytery budgeting process and the guidelines of the Board of Pensions.
- s. Take all actions contemplated in G-3.0306 of the Book of Order, including granting a minister member permission to engage in ministry that is outside of our geographic bounds or which is not under our jurisdiction, requesting the consent of the other presbytery, and considering and acting on requests for members of other presbyteries to engage in work within our bounds.

The Call Commission shall consist of 24 members, including ruling elders and teaching elders in approximately equal numbers. The commission may organize its work into smaller committees and teams and provide its own quorums for its work. The commission shall administer all policies relating to the subject matters of its authority. The Stated Clerk shall serve as the clerk of the commission. ~~The Lead Presbyter Ministry and Mission Coordinator~~ shall serve ex-officio but without a vote. All actions taken by the commission

shall be reported to the presbytery at its next stated meeting, subject to the provisions of G-3.0109.

4.07 *Other Administrative Commissions.* The presbytery may elect such administrative commissions as it deems necessary to its work, under the provisions of G-3.0109b of the *Book of Order*.

4.08 - St. Augustine Disaster Assistance Commission. This commission is authorized to take such measures as may be necessary to respond to a disaster occurring within the bounds of the presbytery, including applications for emergency funding (including longer term recovery funding) through the Presbyterian Disaster Assistance program. The presbytery may elect or the moderator may appoint the members of this commission. The work includes: developing communication chain within the presbytery and with the Florida Presbyterian Disaster Assistance Network; developing an “immediate response protocol”; providing churches with information that will enable them to develop their own emergency response plans; and providing resources for recovery work after an incident. The commission may appoint directors to serve on the Florida Presbyterian Disaster Assistance Network. The commission shall consist of at least nine members.

Committees

4.09 The presbytery shall maintain the following committees:

- a. Volunteer Management Committee
- b. Mission and Leadership Development Committee ~~Leadership Development and Care and Strategic Issues Committee~~
- c. ~~Current and Emerging~~ Ministries Committee
- d. Administration Committee
- e. Presbytery Support Committee

Members of presbytery teams shall be nominated by the Nominating Team for election to terms of up to three years and shall be eligible for reelection, provided that no member shall serve an aggregate of more than six consecutive years on the same team. Except where otherwise stated, terms shall begin on 1 January and expire on 31 December.

The quorum for each presbytery committee shall be at least fifty percent.

4.10 Volunteer Management Committee. The purpose of the Volunteer Management Committee is to develop strategies to more effectively identify, engage and monitor the overall activities of volunteers in the Presbytery, assuring that:

- a. The “right” people are being approached to serve - qualified, motivated, and representative;
- b. Service opportunities are well defined (job/role descriptions), real, and important; and
- c. Volunteer satisfaction is assessed by survey at least once a year, and issues are addressed promptly, fairly and effectively.

The Volunteer Management Committee shall consist of three members, including the committee chair appointed by the Coordinating Council from among its members and the chairs of the Nominating Team (six members) and the Representation Team (six members). The Lead ~~Presbyter~~ ~~Ministry and Mission Coordinator~~ shall serve ex-officio but without vote. These teams shall carry out the functions and ensure the presbytery's compliance with G-3.0103 and G-3.0111 of the Book of Order and shall be responsible for nominating for election commissioners to the General Assembly and the Synod. They shall elect their own chairs (and may elect vice-chairs).

The members of the Nominating Team shall be elected by the ~~presbytery~~ Nominating Team. The members of the Representation Team shall be elected by the presbytery upon nomination by the Coordinating Council. They shall be arranged in three classes, each serving three year terms.

4.11 Mission and Leadership Development Committee. ~~Leadership Development and Care and Strategic Issues Committee~~. This committee takes over where the Call Commission leaves off, and also develops and proposes new strategies to address identified presbytery opportunities and issues. In addition to its strategic emphasis, Its purpose is to support congregations, mission partners, ruling elders in leadership positions, and all of our teaching elders (wherever they serve) by:

- a. Seeking to understand the needs of Presbytery leaders in both church and other ministry roles for teaching elders and council/committee/team leadership roles for all elders;
- b. Offering role definition, preparation, orientation and training for specific leaders as they assume new roles in the presbytery;
- c. Helping to develop and supporting leaders in congregations and validated ministries and Certified Christian Educators;
- d. Supervising and supporting ruling elders commissioned to particular pastoral service;
and
- e. Providing ongoing training and support during each leader's service in the presbytery.
and
- f. ~~Offering informal advisory help and formal counseling support to all leaders, including leaders who have issues being effective in their role in the presbytery.~~

In its strategic role, this committee develops and proposes new strategies to address identified presbytery opportunities and issues by:

- a. ~~Assuring that the key strategic initiatives approved by the presbytery from time to time are being prioritized and addressed through financial and operational plans;~~
- b. ~~Reviewing and monitoring performance to existing plans—both strategic and operational;~~
- c. ~~Monitoring the finances and operations of the presbytery to identify issue and opportunity areas that are not being adequately addressed; and~~
- d. ~~Working with the Coordinating Council to revise plans and reallocate resources to achieve desired end results.~~

The ~~Mission and Leadership Development~~ Leadership Development and Care and Strategic Issues Committee shall consist of five members, including the committee chair or co-chairs and other members appointed by the Coordinating Council from among its members and the chairs of the Training Team (six members), the Church Vitality Team (six members), and the Youth Ministry Leadership Team (nine members in three classes plus a Youth Advisory Council open to all youth in the presbytery who may attend or otherwise participate from time to time (no minimum or maximum number or term limits) as designated by the Youth Ministry Leadership Team). ~~and the Care and Reconciliation Team (twelve members).~~ The teams shall elect their own chairs (and may elect vice-chairs). The teams shall report to the committee, which shall organize them so that they may carry out all of the purpose and functions of the committee. The committee shall also appoint Training Program Ad Hoc teams as needed, ~~and provide for counseling resources for the presbytery and its leaders.~~ The Lead Presbyter Ministry and Mission Coordinator shall serve ex-officio but without vote.

NOTE: Moved from Current + Emerging Ministries Committee to here and changed number and composition of this team from previous description The Youth Ministry Leadership Team's purpose is to seek out and connect with young people in all aspects of our ministries by:

- a. Exploring the question, "How do we invite and affirm young people in our faith community?";
- b. Developing a comprehensive plan to engage and integrate young people in the life and mission of the presbytery;
- c. Supporting and cultivating youth ministry leaders, providing opportunities for collaboration, fun, support, and dreaming;
- d. Facilitating connections between youth of different churches;
- e. Planning and organizing youth retreats, events and presbytery-wide opportunities for mission trips;
- f. Working through the Mission and Leadership Development Committee to involve youth in leadership positions. And, helping the presbytery engage young people with energy, intelligence, imagination and love.

4.12 The ~~Current and Emerging Ministries~~ Committee will assess the effectiveness of achieving the stated values of the Presbytery of St. Augustine: relational, communal, and connected, outwardly focused, sharing the good news of Jesus Christ, ready to share resources and to develop energetic leadership. It will work with the Lead Presbyter Ministry and Mission Coordinator (ex-officio, voice, but without vote) to recommend specific actions to the Coordinating Council, which will enhance these values especially in the area of outward mission. In addition, this committee has the following purposes:

- (a.) Overseeing the presbytery's mission and outreach activities and serving as the primary access point for the presbytery's mission partner organizations (including without limitation the Jamaica Ecumenical Mutual Mission, Montgomery Presbyterian Conference Center, Presbyterian Women, and the Highlands Regional Ministry Center, and any new church or missional community starts), assuring that achievements, opportunities, issues and needs are effectively addressed and communicated to the

Coordinating Council, either by the committee chair or by providing time on the Coordinating Council meeting agenda.

~~[NOTE: Moved this above to general Coordinating Council authority] (b.) Overseeing and making recommendations to the Coordinating Council for the annual review of the First Gainesville College Ministry program that receives synod funding and the Highlands Regional Ministry Center that is a ministry of the presbytery.~~

The Current and Emerging Ministries Committee shall consist of ~~six~~ nine members, including two Coordinating Council members (with one appointed as the chair or two co-chairs), a representative of the Montgomery Presbyterian Conference Center (the Director or - if no Director - another representative selected by the Trustees of the Montgomery Presbyterian Conference Center), the Moderator of the Presbyterian Women, the chair of the Mutual Mission Team, and a representative of the Highlands Regional Ministry Center appointed by the Trustees, ~~and the chairs of the Disaster Preparation and Assistance Commission (at least nine members), the Youth Ministry Team (eleven members), and the Church Vitality Team (six members).~~ The teams shall elect their own chairs (and may elect vice-chairs). The Lead Presbyter Ministry and Mission Coordinator and the Communications Coordinator shall serve ex-officio but without vote.

St. Augustine Mutual Mission Team. The function of the St. Augustine Mutual Mission Team shall be to oversee, coordinate, and recruit participants in the various ministries of the Mutual Mission, in cooperation and consultation with our partner, the Jamaica Ecumenical Mutual Mission. It shall administer and be guided by the presbytery's policy, "Activities of Ministers, Churches, and Session in Participating in International Missions." It shall seek to maintain and strengthen the mutual mission effort in Jamaica and other Caribbean countries and within the bounds of this presbytery. The team shall plan ways for raising both funds and awareness in support of the mutual mission. It shall annually submit its budget to the presbytery for approval. The team shall consist of at least seven members.

The teams shall report to the committee, which shall organize them so that they may carry out all of the purposes and functions of the committee.

4.13 Administration Committee. This committee addresses the administrative activities of the presbytery, including:

- a. Providing oversight, planning, and management of the funds and properties owned by the Presbytery of St. Augustine, Inc. and review of the financial status and operations of the Montgomery Presbyterian Conference Center, Inc., subject to the supervision of the Coordinating Council and the direction of the presbytery;
- b. Administering the presbytery's investment policies;
- c. Providing oversight, planning and management of personnel and legal matters for the presbytery;
- d. Provide oversight, planning and management of presbytery communications;
- e. Preparing and recommending to the Coordinating Council the annual operating budget for the presbytery; and

- f. In coordination with the ~~Current and Emerging~~ Current Ministries Committee, receiving, reviewing and forwarding to the Coordinating Council the annual operating budget for Montgomery Presbyterian Conference Center.

The Administration Committee shall consist of six members, including three members of the Coordinating Council (with one appointed as the chair) and the chairs of three teams: the Finance Team (six members), the Personnel Team (six members), and the Communications Team (six members, plus the Lead Presbyter Ministry and Mission Coordinator ex-officio but without vote). The teams shall elect their own chairs (and may elect vice-chairs). The Lead Presbyter Ministry and Mission Coordinator, the Stated Clerk, the Chair of the Trustees of the Presbytery of St. Augustine Inc., and the Treasurer shall serve ex-officio but without vote. The teams shall report to the committee, which shall organize them so that they may carry out all of the purpose and functions of the committee.

NOTE: the Presbytery Support Committee is the successor to the Care and Reconciliation Team, with its numbers expanded and the members are added by appointment rather than election as was the prior "Crisis Response Team", which was appointed]

4.14 Presbytery Support Committee. This committee, whose members shall be appointed by the Coordinating Council, shall have at least 12 and no more than 21 members and shall elect its own chair or co-chairs. It is the successor to the "Care and Reconciliation Team" (whose members are appointed to this committee upon the adoption of this Fall 2022 revision to the Manual of Operations) and the prior "Crisis Response Team." Its members may be called on by the Coordinating Council or the Call Commission to serve as listeners, caregivers, mediators, problem solvers, counsellors, and in other ways for the benefit of our congregations, sessions, and other groups and relationships within the presbytery. The committee may called on to respond to crisis, to disasters (in coordination with the St. Augustine Presbytery Disaster Assistant Commission), and to situations and issues that may be addressed without or before the election of an administrative commission.

4.14 *Trustees of the Presbytery of St. Augustine, Inc.* The Trustees of the Presbytery of St. Augustine, Inc. shall consist of nine members placed in terms of three years each. They shall serve under the provisions of G-4.0101 of the Book of Order, and shall recommend annually to the presbytery at its Winter Stated Meeting the election of the President of that corporation. The President may not be the current Moderator of the presbytery or Moderator of the Coordinating Council. The Trustees shall coordinate their functions with and make reports to the Coordinating Council, subject to their constitutional, fiduciary and legal responsibilities. The Lead Presbyter Ministry and Mission Coordinator shall serve ex-officio but without a vote.

The Trustees shall serve as a commission of the presbytery to consider and decide requests for approval and/or guarantee of loans to congregations under the provisions of G-4.0206a of the Book of Order, and all requests to sell or lease real property held in trust by congregations of the presbytery under the provisions of G-4.0206a, b of the Book of Order, subject to the exceptions granted by the presbytery under the provisions of G-4.0208 of the Book of Order.

4.15 *Trustees of Montgomery Presbyterian Conference Center, Inc.* The Trustees of the Montgomery Presbyterian Conference Center, Inc. shall consist of at least nine (9) but no more

than fifteen (15) members, placed in terms of three years each. They shall be either Members of the Presbytery or members of one of the Presbytery's congregations. The Trustees of Montgomery Presbyterian Conference Center, Inc. shall recommend annually to the Presbytery at its Winter Stated Meeting the election of the President of that corporation. The President may not be the current Moderator of the Presbytery or Moderator of the Coordinating Council. Montgomery Presbyterian Conference Center, Inc. shall serve as a commission of the Presbytery, as contemplated by Chapter Four of the Book of Order, for the purposes set forth in such corporation's Bylaws.

5. COVENANT AND MISSION PARTNER RELATIONSHIPS

The presbytery has the following covenant and mission partner relationships. These relationships shall be coordinated primarily through the Current and Emerging Ministries Committee of the Coordinating Council (see section 3.07).

5.01 *Presbyterian Women.* The Presbytery of St. Augustine has a covenant/mission partner relationship with the Presbyterian Women in the Presbytery of St. Augustine.

5.02 *Mutual Mission in Jamaica and Cuba.* The Presbytery of St. Augustine, Inc., exists in covenant/mission partner relationship with the Jamaica Ecumenical Mutual Mission (JEMM) for the purpose of furthering the cause of mutual mission in Florida, Jamaica, and Cuba. The mutual mission effort is governed by the terms of the document "An Ecumenical Mutual Mission: Memorandum of Understanding" and the presbytery's policy "Activities of Churches, Ministers, and Sessions participating in International Mission Relationships." The presbytery manages its relationship with JEMM through its Mutual Mission Committee.

The presbytery supports the ministry of JEMM through annual contributions from its designated reserves; through the election of the members of the Mutual Mission Team Committee; through the recruitment of medical and dental professionals for the medical and dental missions; through the recruitment of young people and adults for the cultural exchange missions; and through hospitality to brothers and sisters from JEMM who visit within our bounds.

JEMM supports the ministry of the presbytery through its supervision of those ministries in Jamaica and other Caribbean countries which receive financial support from the presbytery; and through hospitality to brothers and sisters from the Presbytery of St. Augustine who visit in their countries.

5.03 *Montgomery Presbyterian Conference Center.* The Presbytery owns, sustains, supports, maintains and manages a conference center known as "Montgomery Conference Center", in Bradford and Clay Counties, Florida (the "Conference Center"), which is a ministry of the Presbytery. The Presbytery has established Montgomery Presbytery Conference Center, Inc. as the legal entity through which the Conference Center shall be operated, maintained, and managed, and in which ownership of the real property and personal property of the Conference Center shall be received, held in trust and used for the Presbytery. The membership of the corporation, Montgomery Presbytery Conference Center, Inc. is co-terminus with the membership of the Presbytery of St. Augustine, Inc.

The presbytery supports the ministry of Montgomery Conference Center through the participation of its congregations and members in the financial support, programs and ministries of Montgomery Conference Center; through volunteer groups that help with improvements to the Conference Center site; and through the regular welcome and grant of privilege of voice to members of the Montgomery Conference Center program staff.

Montgomery Conference Center contributes to the ministry of the presbytery by offering a ministry of hospitality on behalf of the presbytery to congregations, members, ministers, and others; by conducting a high-quality, Christ-centered ministry of camping and retreat to the presbytery and, on behalf of the presbytery, to groups and organizations who seek the benefits of such ministry; by providing a place for groups and individuals to experience the goodness of God's creation; by offering opportunities for spiritual growth and education for pastors, leaders, and members of congregations; by supporting leadership development in the presbytery through ministry with youth and young adults; and by providing both a place and leadership for occasions of recreation and retreat.

6. PRESBYTERY STAFF AND SUPPORT

6.01 The presbytery shall maintain such administrative offices as necessary for the work of the whole presbytery. The Coordinating Council may engage or dismiss office staff as necessary (except for presbytery officers, who are engaged and dismissed by the presbytery). The members of presbytery staff shall include the Stated Clerk (part-time), the Lead Presbyter ~~Ministry and Mission Coordinator~~ (full-time), four to seven Area Relationship Coordinators (part-time), Office Manager (full-time), and Communications Coordinator (part-time). The Coordinating Council shall determine how many Area Relationship Coordinators shall serve on the presbytery staff and shall designate their regions. All searches for presbytery staff shall pursue affirmative action hiring procedures congruent with the principles of participation and representation in F-1.0403 and G-3.0103 of the *Book of Order*. All presbytery staff shall be given, read, and agree to be governed by the Personnel Policies of the presbytery, including the Sexual Misconduct Policy, as a condition of employment.

6.02 Stated Clerk. The Stated Clerk (part-time) is elected by the presbytery upon nomination by the Nominating Team and shall serve with terms of call recommended by the Coordinating Council and approved by the presbytery. The Stated Clerk shall report to the presbytery through the Coordinating Council and the Personnel Team, subject to his or her constitutional, fiduciary and legal responsibilities, and to the Lead Presbyter ~~Ministry and Mission Coordinator~~ for administrative and staff matters. The duties and responsibilities of the Stated Clerk are described above in section 2.17.

6.03 ~~Ministry and Mission Coordinator. The Ministry and Mission Coordinator~~ Lead Presbyter. The Lead Presbyter (full-time) is called by the Coordinating Council to promote the presbytery's mission and shared values. The Lead Presbyter ~~Ministry and Mission Coordinator~~ shall be either a ruling or teaching elder in the Presbyterian Church (USA) and will work with the presbytery's commissions, committees, and teams to accomplish our strategic

goals. The Lead Presbyter will strengthen our community of congregations and provide spiritual leadership for the building up of the Body of Christ.

The Lead Presbyter serves as head of staff, administers all operational functions of the presbytery, and is the main point of contact, referring requests, concerns, and questions to other individuals, leaders, and groups as appropriate. Exhibiting a compassionate presence, this leader encourages, supports, and celebrates the wide range of ministry and mission within our bounds.

The Lead Presbyter Ministry and Mission Coordinator will serve to connect the presbytery with other councils of the church (including sessions, presbyteries, synod, and the General Assembly and its agencies) and maintain mutual dialogue, collaboration, and support between other judicatories, ecumenical bodies and the presbytery. The Lead Presbyter's Ministry and Mission Coordinator's duties and job description shall be as defined from time to time by the Coordinating Council.

6.04 Area Relationship Coordinators. The Area Relationship Coordinators (part-time) are selected by and report to the Lead Presbyter Ministry and Mission Coordinator. Each coordinator will be assigned to a group of churches, teaching elders in validated ministries or any other affinity group within the presbytery that requires attention to build trust, community and connection. The coordinators have the role of visiting, listening, and gathering together, including visiting/worshiping with each church and organization once a quarter and scheduling events where those in their area may gather together six to eight times a year for meetings, meals, sporting events, golf outings, etc.

6.05 Office Manager. The Office Manager (full-time) is selected by the Coordinating Council and reports to the 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.

6.06 Communications Coordinator. The Communications Coordinator (part-time) is selected by the Coordinating Council and reports to the Lead Presbyter Ministry and Mission Coordinator and the Communications Team for strategic direction/goals and to the Stated Clerk for communications platform implementation. The duties are as defined by the Coordinating Council and shall include functions such as producing the newsletter, maintaining the website, setting up technology enabled meetings, and helping to promote presbytery gatherings and events. The Communications Coordinator will work with specialists as requested to improve the design, organization and function of the various methods of communications.

6.07 In accordance with G-3.0104 and G-3.0110, the presbytery's process for ending of employment of paid staff (including the Stated Clerk) shall be governed by its written personnel policies and the contracts or letter agreements entered into with the individual staff members (which contracts/agreements will govern over any inconsistent provisions in the personnel policies). In general, employment is "at-will" and may be ended by the staff member

or the Coordinating Council with or without cause. In the case of the Stated Clerk, it may be ended by the Stated Clerk or the presbytery with or without cause.

7. BUDGET PROCESS

7.01 All requests for funds to be included in the operating budget of the Presbytery of St. Augustine, Inc. for the coming year shall be submitted to the Finance Team no later than 1 July of the current budget year.

7.02 The Finance Team, in consultation with the Treasurer, shall prepare an asking budget based on submitted budget requests and shall present that budget to the Administration Committee for its review and approval.

7.03 The Administration Committee shall present the asking budget to the Coordinating Council for its approval and presentation to the presbytery at the Fall Stated Meeting of the presbytery. The presbytery shall receive the asking budget as information, and comment on the budget shall be invited from the floor.

7.04 The Coordinating Council shall circulate the asking budget among the congregations and sessions of the presbytery, together with an invitation to each session to make a commitment to the work of the presbytery (and through it, the synod and General Assembly) for the coming year and information about the General Assembly per capita assessment for the coming year. The invitation may also include opportunities to make designated or special commitments to particular ministries of the presbytery, synod, and/or General Assembly, over and above the commitment to the operating budget for the coming year.

7.05 Sessions shall prayerfully consider their commitments to the work of the presbytery, in light of the presbytery's "Policy on Giving," and communicate their commitments to the Chair of the Finance Team by 31 December.

7.06 The Finance Team shall prepare a draft of the operating budget, based on the asking budget and considering committed and estimated session contributions. It shall present the draft operating budget to the Administration Committee for its approval, and the committee shall present its recommended operating budget to the Coordinating Council for its approval at the January meeting of the council. The council shall present the operating budget to the presbytery for approval at the Winter Stated Meeting of each year.

7.07 Overall management of the budget shall be the responsibility of the Administration Committee through its Finance Team, which shall provide regular reports to the Coordinating Council and the presbytery.

8. AMENDING AND SUSPENDING THE MANUAL

8.01 Presbytery may amend this manual after a first reading of any proposed changes at any Stated Meeting, and with a majority approval of those present and voting at a second Stated Meeting. It may also be amended by two-thirds vote of those present and voting at any Stated

Meeting, provided that copies of all proposed changes are sent to all ministers and clerks of sessions no less than fifteen days prior to the meeting at which the vote is to be taken.

8.02 Before any amendment to this manual is proposed to the presbytery, the amendment shall be reviewed in advance by the Stated Clerk, the Moderator, and the Moderator of the Coordinating Council.

8.03 No amendment to this manual may be adopted that is in conflict with provisions of the *Book of Order* of the Presbyterian Church (U.S.A.).

8.04 This manual may be suspended at any meeting of the presbytery, for the duration of that meeting only, by two-thirds vote of those present and voting. The reason(s) for the suspension of the manual shall be recorded in the minutes of the meeting.

Appendix B-3
Brief Summary of Proposed Changes
Manual of Operations

Section	Change	Notes
1.04	Moved annual review of First Gainesville Campus Ministry from a committee that recommends to Coordinating Council up to Council	Maintains responsibility in Coordinating Council for final approval but provides more flexibility in where the initial review/recommendation is done
4.01	Clarifies that presbytery meetings in person, all electronic, or hybrid	Clarifies flexibility in meeting formats, so long as all can participate and be heard per Robert's Rules
4.10	Nominating Team is elected by presbytery	This fixes a typo since the team was always elected by the presbytery
4.11	Mission and Leadership Development Committee title replaces Leadership Development and Strategic Issues Committee;	The title change is more accurate and missional and reflects the removal of the strategic issues role, thereby lodging the responsibility directly in the Coordinating Council
4.11	Youth Ministry Leadership Team replaces Youth Ministry Team, which moves to this committee and has a more flexible and nimble makeup	Re-configures this team to provide for more flexibility in youth participation through a Youth Advisory Council
4.12	Renames the committee: Current (instead of "Current and Emerging") Ministry Committee; removes the St. Augustine Disaster Preparation and Assistance Commission from "under" this committee and places it on the same line as other commissions on the organizational chart	Recognizes that SAPDAC is a standing commission with a particular purpose and that regular connection through this committee is not necessary
4.14	Presbytery Support Committee is new name for the Care and Reconciliation Team, which is now appointed by the Coordinating Council as the prior "Crisis Response Team"; additional elaboration on its work	Provides flexibility and nimbleness to add team members with gifts benefitting this work; allows for more easily increasing the number of members serving, which also promotes inclusion and representation
6.03	Lead Presbyter position created	Position title replaces Ministry and Mission Coordinator in many places throughout document
6.03, cont.	Lead Presbyter to be the main point of contact within the presbytery, promotes our mission, values and strategic goals, strengthens our community, provides spiritual leadership, serves as head of staff, administers operational functions, and encourages, supports, and celebrates the wide range of ministry and mission within our bounds.	

Presbytery of St. Augustine

Reflecting New Structure

September 19, 2022

		8/31/22 Actual	2022 Budget	2023 Asking
REVENUE				
4110	Unified Giving	195,631	375,000	374,381
4311	Investment Earnings	24,109	36,000	36,000
4315	Other Income	41,833	6,000	6,000
4318	Management Fees	19,950	38,000	38,000
4330	Synod Office Partnership	8,800	13,000	13,200
4420	Comm. Development Fund Income	10,000	15,000	15,000
5026	Armistead Fund Income	6,667	10,000	10,000
5540	Pastoral Counseling Fund Income	7,333	11,000	11,000
	TOTAL REVENUES	314,323	504,000	503,581
EXPENSE				
Current Ministries				
5015	Regional Gatherings		1,000	
5017	Mission Insite	2,485	2,485	2,485
5018	New Ministry Initiatives			
5022	Crisis Response Training/Expenses		1,000	500
5024	Administrative Commission Expense		250	250
	<u>Youth</u>			
5036	Youth Ministry Professionals		1,000	
5037	Youth Triennium	4,000	6,000	6,000
5038	Congregational Partnerships/Scholarships for	50	1,200	
5039	Youth Ministry Team		500	500
	Total	6,535	13,435	9,735
Disaster Preparation & Assistance				
5044	Disaster Assistance		1,000	1,000
5048	Florida PDA Network	10,500	10,500	10,500
	Total	10,500	11,500	11,500
Call Commission				
5410	Candidate Financial Support	3,050	5,000	5,000
5412	Board of Pensions Shared Grants	2,000	5,000	3,500
5415	Ministry Assessments	400	1,000	500
5420	Consultations and Final Assessments		500	
5422	Inquirer/Candidate Counseling		300	300
5425	Training, Supplies & Manuals		100	
	Total Call Commission	5,450	11,900	9,300
Mission & Leadership Development				
5510	Pastoral Support Groups	-	500	
5525	Life Renewed Counseling Center	3,600	5,400	5,400
5535	Counseling Assistance	550	5,000	1,000
5610	Training Events	105	1,500	1,500
5620	Strategic Issues		1,000	
	Total	4,255	13,400	7,900
Highlands Regional Ministry Center				
5701	Contributions	(8,320)	(10,000)	(12,000)
5705	Usage Income	(28,310)	(40,000)	(46,000)

5710	Building Repair	4,016	8,500	6,000
5712	Fire Protection	1,182	1,500	1,000
5715	Utilities	20,996	21,000	25,000
5720	Insurance	10,795	12,700	14,000
5740	Building Major Repair Fund	8,000	12,000	12,000
5745	Legal	2,525		2,500
	Total Highlands Regional Ministry	10,884	5,700	2,500

Personnel

	<u>Office Manager 1 FTE</u>			
6010	Salary	27,082	40,000	41,200
6015	Benefits Package	6,958	10,533	11,454
6020	FICA	1,794	3,060	3,060
	Total Office Manager	35,834	53,593	55,714
	<u>Communication Coordinator .75 FTE</u>			
6110	Salary	23,116	36,000	36,000
6115	Benefits Package	6,253	7,000	7,668
6120	FICA	1,458	2,754	2,754
	Total Communication Coordinator	30,827	45,754	46,422
	<u>Summer Staff at MPCC</u>			
6210	Salaries	18,242	34,200	34,200
6215	FICA	1,396	2,616	2,616
	Total Presbytery SS at MPCC	19,638	36,816	36,816
	<u>Stated Clerk .5 FTE</u>			
6310	Salary			
6315	Housing	30,419	45,629	45,629
6320	SECA	2,327	3,491	3,491
6325	Professional Expenses	41	1,500	1,500
6330	Continuing Education	600	1,000	1,000
6335	Auto Expenses	235	1,000	1,000
	Total Stated Clerk	33,622	52,620	52,620
	<u>5 Area Relationship Coordinators .25 FTE</u>			
6410	Salaries	13,114	19,152	20,424
6415	Housing	8,326	12,768	13,616
6417	SECA	-	2,442	
6425	Expenses – Mileage, Travel, Meals	339	2,500	2,500
	Total Area Relationship Coordinators	21,779	36,862	36,540
6550	Personnel Adjustments	-	5,000	5,000
	<u>Lead Presbyter 1 FTE</u>			
6555	Salary	29,033	43,100	43,100
6560	Housing	20,200	29,000	29,000
6565	Benefits Package	18,861	26,677	28,119
6570	SECA	3,677	5,516	5,516
6575	Professional Expenses	3,508	2,500	2,500
6580	Continuing Education	375	1,000	1,000
6585	Auto Expenses	2,059	4,500	4,500
	Total M&M Coordinator	77,713	112,293	113,735
	Total Personnel	219,413	342,937	346,846

Administration & Finance

6610	Dues, Subscriptions, Minutes	144	400	400
6620	Meeting Expenses	1,572	1,000	1,200
6810	OGA and Mid-Council Meeting Expense	2,658	5,000	5,000
6815	General Assembly Unified	11,336	17,000	17,000
6825	Per Capita Paid, Not Collected			
6830	Synod of South Atlantic Mission	7,467	11,200	11,200

6835	Synod of South Atlantic Per Capita	11,253	16,900	16,900
6915	Committee/Commission Meals		1,250	
6935	General Operating Expenses	813	1,800	1,000
6940	Legal Expenses	15	2,000	2,000
6945	Permanent Judicial Commission		500	500
6955	Mileage Reimbursement	136	300	300
6960	Moderator's Expenses	573	500	500
7010	Audit	5,830	5,000	5,000
7012	Bank and Credit Card Fees	453	400	400
7015	Building-Major Repair Fund	1,667	2,500	2,500
7020	Building Maintenance	2,332	2,000	2,000
	<u>Communications</u>			
7030	New Communication Initiatives			1,500
7035	Computer Tech Support	7,694	9,200	9,700
7040	Copier	2,796	4,500	4,500
7045	Utilities	2,578	4,000	4,000
7050	Grounds	1,010	1,500	1,500
7055	Insurance	13,047	15,000	15,000
7070	Janitorial	936	1,700	1,500
7090	Office Supplies	2,011	2,200	2,200
7095	Payroll Processing	914	2,280	1,300
7110	Postage	444	700	700
7120	Telephone & Internet	5,681	8,000	8,000
	Total Administration & Finance	83,360	116,830	115,800
	Total Expenses	340,397	515,702	503,581
	Surplus (Deficit)	(26,074)	(11,702)	(0)

Appendix B-4b

Treasurer's Report and Financial Statements

October 4, 2022

Unified Giving

We are grateful for the giving that we have received from our congregations. Unfortunately, giving from our churches is \$54,000 or 22% below budget through August 31. Please consult the Church Giving Summary, columns 2 and 3, at the end of this financial information to see where your church is in its giving and ask your treasurer to bring it current if you are behind. Remember, **we together are the presbytery** – all our congregations and ministers – and *only with your support can we perform our mission and ministry for Christ.*

2023 Budget Process

We have begun our budgeting process for 2023, as you can see from the Asking Budget. We have examined each expense line item to ensure it is as “lean” as possible. It is clear that the presbytery does not have an expenditure problem. It is our revenue that needs attention. Giving has fallen by 57% over the last 10 years. Some of this drop can be attributed to a drop in membership (39%) over the same period, but if giving had dropped by that same rate, we would have \$427,000 in Unified Giving versus the \$307,000 that has been pledged.

We are asking all of our churches to prayerfully consider increasing their giving for 2023 so that our mission and ministry may continue and flourish.

Investment Performance

Here is how our investment accounts performed this year through August 31 relative to an index of similar funds.

	2022 YTD	Index
TPF Balanced	-17.2%	-13.1%
TPF Large Cap	-25.7%	-16.2%
UBS (managed)	-27.6%	-21.1%

While markets are down significantly this year, our accounts have performed worse than comparable indices. I will be meeting with representatives from the Texas Presbyterian Foundation and UBS Financial Services to better understand the underperformance and what strategies they have in mind for future recovery.

John R. Ragsdale
Treasurer

Presbytery of St. Augustine

Balance Sheet Comparison

As of August 31, 2022

	TOTAL	
	AS OF AUG 31, 2022	AS OF JUL 31, 2022 (PP)
ASSETS		
Current Assets		
Bank & Investment Accounts	\$1,660,022.02	\$1,666,114.86
Other Current Assets	\$89,956.28	\$89,949.21
Total Current Assets	\$1,749,978.30	\$1,756,064.07
Fixed Assets	\$1,409,621.84	\$1,386,321.84
Other Assets	\$330,051.27	\$329,701.27
TOTAL ASSETS	\$3,489,651.41	\$3,472,087.18
LIABILITIES & NET ASSETS		
Liabilities & Restricted Funds		
Current Liabilities		
Accounts Payable	\$2,890.92	\$3,634.65
Other Current Liabilities	\$29,501.79	\$30,558.45
Total Current Liabilities	\$32,392.71	\$34,193.10
Restricted Funds		
2510 Preparation for Ministry Fund	7,316.99	8,341.99
2515 Charles J. Williams Fund	12,886.46	12,886.46
2530 Corbin Fund	40,000.00	40,000.00
2585 Ragsdale Scholarship Fund	66,204.69	66,204.69
2588 Pastoral Counseling	204,408.85	205,325.52
2590 Community Development	165,202.32	166,452.32
2598 Sloan Theol Education Fund	2,852.45	2,852.45
2599 Small Church Revitalization	1,590.47	1,590.47
2602 Youth Triennium Fund	19,500.00	19,000.00
2619 Peacemaking	27,173.29	27,173.29
2658 Mutual Mission Foundation	13,125.11	13,125.11
2660 Mutual Mission Hearts & Hands	38,243.07	38,679.51
2664 Mutual Mission Medical	73,534.62	76,600.04
2666 Mutual Mission Medical Trips	14,065.00	14,065.00
2670 Mutual Mission Youth Exchange	4,470.00	4,470.00
2674 Mutual Mission Mobile Dental	25,029.50	25,029.50
2690 Reddick Funds	9,062.06	9,092.52
3003 Armistead Fund	36,003.38	36,836.71
Total Restricted Funds	\$760,668.26	\$767,725.58
Total Liabilities & Restricted Funds	\$793,060.97	\$801,918.68
Net Assets	\$2,696,590.44	\$2,670,168.50
TOTAL LIABILITIES & NET ASSETS	\$3,489,651.41	\$3,472,087.18

Presbytery of St. Augustine

Budget vs. Actual
January - August, 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4110 Unified Giving	195,630.52	250,000.00	(54,369.48)
4230 Selected Presbytery	600.00		600.00
4311 Interest & Dividends Unrestricted	24,109.31	24,000.00	109.31
4315 Other Income	41,233.53	4,000.00	37,233.53
4318 Management Fees	19,950.00	38,000.00	(18,050.00)
4330 Synod Office Use	8,800.00	8,664.00	136.00
4420 Comm Devel Fund Income	10,000.00	10,000.00	0.00
Total Revenue	\$300,323.36	\$334,664.00	\$ (34,340.64)
GROSS PROFIT	\$300,323.36	\$334,664.00	\$ (34,340.64)
Expenditures			
5010 Current & Emerging Ministries			
5015 Regional Gatherings		664.00	(664.00)
5017 Mission Insite	2,485.00	2,485.00	0.00
5022 Crisis Response		664.00	(664.00)
5024 Administrative Commissions		168.00	(168.00)
5026 Armistead Fund Income	(6,666.64)	(6,664.00)	(2.64)
5036 Youth Professionals		664.00	(664.00)
5037 Youth Triennium	4,000.00	4,000.00	0.00
5038 Congregational Partnerships	50.00	800.00	(750.00)
5039 Youth Ministry Team		336.00	(336.00)
Total 5010 Current & Emerging Ministries	(131.64)	3,117.00	(3,248.64)
5042 Disaster Preparation & Assistance			
5044 Disaster Assistance		1,000.00	(1,000.00)
5048 Florida PDA Network	10,500.00	10,500.00	0.00
Total 5042 Disaster Preparation & Assistance	10,500.00	11,500.00	(1,000.00)
5310 Call Commission			
5410 Candidate Financial Support	3,050.00	3,336.00	(286.00)
5412 BOP Shared Grants	2,000.00	3,336.00	(1,336.00)
5415 Ministry Assessments	400.00	664.00	(264.00)
5420 Consultations/Final Assessments		336.00	(336.00)
5422 Inquirer/Candidate Counseling		200.00	(200.00)
5425 Training & Supplies		100.00	(100.00)
Total 5310 Call Commission	5,450.00	7,972.00	(2,522.00)
5500 Leadership Development			
5510 Pastoral Support Groups		336.00	(336.00)
5525 Life Renewed Counseling Center	3,600.00	3,600.00	0.00
5535 Counseling Assistance	550.00	3,336.00	(2,786.00)
5540 PC Endowment Income	(7,333.36)	(7,336.00)	2.64
5610 Training	105.00	1,000.00	(895.00)
5620 Strategic Issues		664.00	(664.00)
Total 5500 Leadership Development	(3,078.36)	1,600.00	(4,678.36)

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
5700 Highlands Regional Ministry Center			
5701 Contributions HRMC	(8,319.77)	(6,664.00)	(1,655.77)
5705 Usage Income HRMC	(28,310.50)	(26,664.00)	(1,646.50)
5710 Building Repairs HRMC	4,016.28	5,664.00	(1,647.72)
5712 Fire Protection	1,182.00	1,000.00	182.00
5715 Utilities HRMC	20,996.40	14,000.00	6,996.40
5720 Insurance HRMC	10,795.00	9,525.00	1,270.00
5740 Major Repair Fund	8,000.00	8,000.00	0.00
5745 Legal HRMC	2,525.00		2,525.00
Total 5700 Highlands Regional Ministry Center	10,884.41	4,861.00	6,023.41
66000 Personnel			
6010 Office Manager Salary	27,082.35	26,664.00	418.35
6015 Office Manager Benefits	6,957.69	7,024.00	(66.31)
6020 Office Manager FICA	1,794.34	2,040.00	(245.66)
6110 Communications Salary	23,115.75	24,000.00	(884.25)
6115 Communications Benefits	6,253.20	4,664.00	1,589.20
6120 Communications FICA	1,458.13	1,840.00	(381.87)
6210 Summer Staff Salaries	18,242.00	34,200.00	(15,958.00)
6215 Summer Staff FICA	1,395.53	2,616.00	(1,220.47)
6315 Stated Clerk Housing	30,419.20	30,416.00	3.20
6320 Stated Clerk SECA	2,326.98	2,328.00	(1.02)
6325 Stated Clerk Expenses	41.43	1,000.00	(958.57)
6330 Stated Clerk Con Ed	600.00	664.00	(64.00)
6335 Stated Clerk Auto Exp	234.80	664.00	(429.20)
6410 Area Coordinator Salaries	13,114.46	12,768.00	346.46
6415 Area Coordinator Housing	8,325.80	8,512.00	(186.20)
6417 Area Coordinator SECA		1,624.00	(1,624.00)
6425 Area Coordinator Expenses	338.73	1,664.00	(1,325.27)
6550 Personnel Adjustments		5,000.00	(5,000.00)
6555 Mission Coordinator Salary	29,032.97	28,736.00	296.97
6560 Mission Coordinator Housing	20,200.00	19,336.00	864.00
6565 Mission Coordinator Benefits	18,860.55	17,784.00	1,076.55
6570 Mission Coordinator SECA	3,677.44	3,680.00	(2.56)
6575 Mission Coordinator Expenses	3,141.09	1,664.00	1,477.09
6580 Mission Coordinator Con Ed	375.00	664.00	(289.00)
6585 Mission Coordinator Auto Exp	2,058.93	3,000.00	(941.07)
Total 66000 Personnel	219,046.37	242,552.00	(23,505.63)
6601 Administrative			
5032 Computer Program Maintenance	34.95		34.95
6610 Dues, Subscriptions, Minutes	144.15	264.00	(119.85)
6620 Meeting Expense	1,572.27	664.00	908.27
6810 GA & Mld Council Meeting Exp	2,657.92	3,652.00	(994.08)
6815 General Assembly Unified	11,336.00	11,336.00	0.00
6830 Synod Mission Giving	7,466.64	7,464.00	2.64
6835 Synod Per Capita	11,252.96	11,264.00	(11.04)
6915 Committee/Commission Meals		832.00	(832.00)
6935 General Operating Expenses	1,179.98	1,200.00	(20.02)
6940 Legal Expenses	15.00	1,336.00	(1,321.00)
6945 Permanent Judicial Commission		336.00	(336.00)

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6955 Mileage Reimbursement	138.19	200.00	(63.81)
6960 Moderator's Expenses	572.98	336.00	236.98
7010 Audit	5,830.00	5,000.00	830.00
7012 Bank & Credit Card Fees	454.84	264.00	190.84
7015 Building Major Repair Fund	1,666.64	1,666.64	0.00
7020 Building Maintenance	2,331.60	1,336.00	995.60
7035 Computer/Tech Support	7,658.74	6,136.00	1,522.74
7040 Copier	2,796.26	3,000.00	(203.74)
7045 Utilities	2,577.93	2,664.00	(86.07)
7050 Grounds	1,010.00	1,000.00	10.00
7055 Insurance	13,047.00	11,250.00	1,797.00
7070 Janitorial	936.00	1,136.00	(200.00)
7090 Office Supplies	2,010.53	1,464.00	546.53
7095 Payroll Processing	914.28	1,520.00	(605.72)
7110 Postage	444.40	464.00	(19.60)
7120 Telephone & Internet	5,681.04	5,336.00	345.04
Total 6601 Administrative	83,728.30	81,120.64	2,607.66
Payroll Expenses	0.00		0.00
Total Expenditures	\$326,399.08	\$352,722.64	\$ (26,323.56)
NET OPERATING REVENUE	\$ (26,075.72)	\$ (18,058.64)	\$ (8,017.08)
NET REVENUE	\$ (26,075.72)	\$ (18,058.64)	\$ (8,017.08)

Presbytery of St. Augustine
Church Giving Summary
9/23/2022

	1	2	3	4	5	6	7	8	9
		4110				2660-2664	2610-2620		
Church	2022 Pledge	Pledge Paid YTD	Remaining to Give	Per Capita Assess	2450 Per Capita Paid	Mutual Misslon	Selected GA	Special Offerings	Total Giving
Alachua (Q)	400.00	200.00	200.00	134.70	134.70		80.00		414.70
Arlington (M)	750.00	750.00		314.30	314.30		200.00	25.00	1,289.30
Bethlehem (A)	-	150.00		350.22					150.00
Branford (Q)	1,000.00	500.00	500.00	395.12	332.26				832.26
Calvin (Q)	1,736.00	1,736.00		161.64	161.64	66.00	511.00		2,474.64
Communlly (M)	6,000.00	3,000.00	3,000.00	4,705.52	4,705.52	763.00			8,468.52
Countryside (M)	500.00	250.00	250.00	2,029.48	2,029.48		2,952.20		5,231.68
Covenant (A)				413.08	413.08	20.00	1,395.00		1,828.08
Crescent City (A)	1,600.00	800.00	800.00	422.06	422.06	30.00	1,448.00	150.00	2,850.06
Dunnellon (M)	4,240.00	2,999.97	1,240.03	1,284.14	1,284.15	80.00	4,806.00		9,170.12
Fairfield (M)	2,400.00	1,800.00	600.00	413.08			547.00		2,347.00
Faith (M)		158.76		341.24	341.24				500.00
Fernandina	25,000.00	15,000.00	10,000.00	7,354.62	7,354.62	3,000.00	5,504.00		30,858.62
Ft. Caroline (M)	200.00		200.00	529.82	529.82		768.24		1,298.06
Ft. King (S)	4,000.00	2,000.00	2,000.00	1,293.12		572.51	485.60		3,058.11
Gainesville 1st (S)	9,000.00	4,500.00	4,500.00	6,196.20	3,852.31		1,775.26	483.50	10,611.07
Geneva (Q)	4,500.00	3,375.00	1,125.00	1,724.16	1,724.16	1,360.45	1,560.00		8,019.61
Grace (M)	2,000.00	666.66	1,333.34	619.62	619.62	323.88	1,018.87	50.00	2,679.03
Green Cove Springs (M)	5,000.00	3,750.00	1,250.00	1,454.76	731.87	446.96	1,810.00	674.30	6,738.83
High Springs (A)	-			502.48	502.48				502.48
Highlands (M)	8,000.00	5,000.00	3,000.00	3,286.68	3,286.68	772.00	4,840.00	550.00	14,448.68
Hodges (M)	16,320.00	12,240.00	4,080.00	2,487.46		1,236.59	5,932.97	1,580.00	21,089.56
Jasper (M)	3,033.96	1,600.00	1,433.96	637.58	628.60		893.28		3,121.88
Kanapaha (Q)	1,200.00	1,200.00		493.90	493.90		1,590.20		3,284.10
Kirkwood (A)	1,300.00	999.55	300.45	1,023.72	612.14		1,450.00		3,061.69
Korean (M)				486.96	108.33				108.33
Lake City (M)	1,000.00		1,000.00	1,939.68	1,293.12	1,000.00	746.00	6,666.31	9,705.43
Lake Shore (M)	2,600.00	1,900.00	600.00	511.66	586.11				2,486.11
Lakewood (M)	10,800.00	7,300.00	3,500.00	3,080.14	1,576.76				8,876.75
Marion Oaks (M)	1,600.00	1,500.00		458.00	458.00		1,831.00		3,589.00
Mayport (A)	-	75.00		251.44					75.00
McIntosh (M)	2,500.00	1,200.00	1,300.00	790.24					1,200.00
Memorial (M)	30,500.00	20,333.37	10,166.63	7,372.58	7,372.58	638.00	15,883.59		44,227.54
Milkesville (A)	500.00	500.00		377.16	377.16	424.74	227.00		1,528.90
Murray Hill (M)	100.00	100.00		386.14			154.00		254.00
Ocala 1st (M)	18,000.00	12,000.00	6,000.00	5,190.44	5,190.44	588.00	5,731.00		23,509.44
Orange Park (M)	1,500.00	1,125.00	375.00	1,436.80	1,311.36	616.02	6,546.00		9,598.38
Palatka (M)	2,500.00	1,462.16	1,037.84	1,418.84	1,418.84	3,828.20	373.50	336.38	7,419.08
Palms (Q)	48,000.00	36,000.00	12,000.00	7,767.70	5,826.00	297.87		962.00	43,085.87
Peace (M)	2,320.00	1,624.00	696.00	547.78	547.78				2,171.78
Perry (M)	1,000.00		1,000.00	1,364.96	1,365.00	2,500.00	597.00		4,462.00
Riverside (M)	46,500.00	27,125.00	19,375.00	7,525.24	4,390.19		11,542.99	1,083.32	44,141.50
San Mateo (A)	250.00	250.00		718.40	708.40				958.40
Silver Springs Shores (A)	2,000.00	2,000.00		1,060.66	1,675.66	1,084.00	600.00		5,359.66
South Jacksonville (M)	9,600.00	6,402.00	3,198.00	2,810.74	2,810.74		1,310.00	75.00	10,597.74
St. Andrews (M)	7,500.00	6,123.61	1,376.39	906.98	906.98		162.00		7,181.59
St. Giles (Q)	6,400.00	4,799.97	1,600.03	2,810.74	2,810.74		382.00		7,992.71
Starke (A)	132.84		132.84	377.16					
Trinity (S)	-			3,403.42	3,403.42				3,403.42
Weirsdale (Q)	1,200.00	600.00	600.00	1,481.70	1,481.70			1,000.00	3,081.70
Westminster (A)	1,700.00	850.02	849.98	863.10	853.10	770.00	6,275.00	2,875.01	11,823.13
White Springs (Q)	1,000.00	500.00	500.00	63.88	53.88	200.00		700.00	1,453.88
Williston (M)		250.00		251.44		112.00			362.00
Woodlawn (S)	10,000.00	10,000.00		3,897.32	4,045.00				14,045.00
Other									
Totals	\$307,182.80	206,696.07	101,120.49	98,070.20	81,044.91	20,730.22	91,718.70	17,310.82	416,826.42

Congregations	54	54
Committed	46	
Awaiting commitment	8	
Given		47
Not Given		7

Appendix B-5

Presbytery of St. Augustine**Guidelines for Stewardship of Funds from Dismissed Churches and
the Sale of Properties of Closed Churches**

October 4, 2022

The following guidelines are adopted as we steward the funds received from dismissed churches and the sale of the property of closed churches:

We begin with the understanding that all we have is a gift from God! With an outward focus, the Presbytery of St. Augustine stewards all of our resources in order to support and ensure the continuation of our mutual mission and ministry in our local communities and the world. As understood by the guidance of scripture, our discernment and actions will be informed by the five values that describe the presbytery's work:

- Relational, communal, and connected - honoring the legacy of the church
- Theologically engaged
- Outwardly focused, sharing the good news of Jesus Christ
- Willing to risk itself and its resources in the service of the Gospel, and
- Ready to share resources and to develop energetic leadership

The funds will be placed initially in the presbytery's investment accounts.

We will tithe ten percent (10%) of the funds as "first fruits" returned to God by sharing them outside of our presbytery with the communities in our region and/or the larger church. The administrative commission will be invited to make a recommendation as to the tithed funds.

The remainder of the funds may be used (a) for current ministries of our presbytery, our congregations, and our members; (b) to foster new and emerging and other creative ministries; and (c) to maintain reserves for emergencies and administration. The values of the presbytery and the then-current strategic plan will guide the apportionment of the funds between these three categories.

Decisions to use the funds for particular purposes and to designate particular grants and the process for grant requests will be made by those to whom the presbytery has delegated authority in the Manual of Operations and written policies. Where authority is not already provided, the presbytery will make the decision/adopt a policy.

The Coordinating Council has the authority to oversee expenditures for the purposes listed above with an aggregate annual cap of \$50,000. The Coordinating Council will provide a report of the expenditures and purposes at each presbytery meeting. The Coordinating Council may make recommendations as to other expenditures at any presbytery meeting.

These guidelines will be readdressed at least every three years by the Finance Team, which will make a recommendation to the Coordinating Council for a recommendation to the presbytery. This document will be filed in the Policies and Procedures file of the Presbytery of St. Augustine.

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.

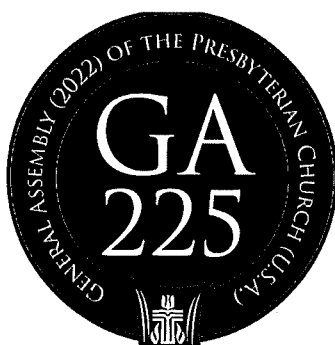
There being no further business to come before the Council, the meeting was adjourned with the reading by Jerie Lukefahr of a blessing for Holly Dillon Inglis upon her departure, followed by a closing prayer at 12:50 p.m.

Prepared by: Ed Kelly, Acting Secretary

Appendix C

General Assembly Commissioner Reports

Connie Smith
Stephen Crowley
Rev. John Diller
Rev. Jennifer Hallberg



GA Commissioner's Report
 Connie Smith, Ruling Elder Commissioner
 September 2022

I continue to reflect on my time serving as a General Assembly Commissioner for our Presbytery. I will always be grateful for the opportunity to serve with and to learn from many devoted, thoughtful and committed leaders.

The opportunity to apply coincided with my retirement and the beginning of my exploration of new ways to be of service. GA 225 was structured in a hybrid format with Committee Meetings held in Louisville over a three-week period in June, followed by plenary sessions held via zoom July 5-9.

What follows are *some* reflections of my experience:

- **Our denomination has extraordinary resources:** talented teaching and ruling elders who shared their gifts in so many ways, including leading daily worship during Committee meetings and plenary sessions. I also learned about/ was reminded of the plethora of program resources developed by talented teams that are consistent with our reformed theology and available to us - resources on gun violence, child advocacy, racial justice, environmental stewardship, women's concerns, inter-religious relationships, etc. I know that my church family doesn't always take advantage of these resources, and I suspect we're not alone.
- **We are diverse across every dimension of difference**, including but not limited to age, gender, sexual orientation, ability, color of our skin, and primary language. Our churches are also diverse with more than 60% of current congregations being "small." This diversity was a joy to witness!
- **Technology is a new normal for all of our gatherings.** Our committee meetings in Louisville were in meeting rooms /production space built out for this assembly. While we were in person, we also connected via zoom allowing for overture advocates and information resource reps to join us in the moment. The zoom technology also allowed for instantaneous translation, as needed in Spanish, Korean and English. There were reports, presentations offered – for the first times in some cases - in languages other than English.
- **We addressed some difficult issues.** We were reminded *to allow the Holy Spirit to show up in astonishing ways* and to focus on loving all of the children of God potentially impacted by our decisions. At times, we disagreed without being disagreeable.
 - We approved 12 weeks of family leave, strengthened the church's response to sexual misconduct and affirmed our position on reproductive justice.
 - We approved the creation of a commission to unite the Office of the General Assembly and the Presbyterian Mission Agency.
 - We declared the government of Israel's actions toward Palestinians as apartheid at the time we condemned anti-Semitism and Islamophobia.
 - Overtures on violence, divestment in fossil fuel companies, supporting immigrants and asylum seekers, and racism and reparative justice were also approved.
- **Presbyterian polity is tedious *and foundational to who we are.*** Decency and order prevailed especially as we considered multiple amendments to a motion only to circle back to the original motion. I have new respect for parliamentarians versed in the most current version of Roberts Rules of Order. I also have heightened appreciation for our constitutional structure, defined by our Book of Order, and connecting us across our denomination with other PCUSA churches, the Presbytery, our Synod, the Office of the General Assembly and Presbyterian Mission. We can all look forward to learning more about and acting on some of the actions taken at GA 225.

Report from the 225 General Assembly as attended in person and by ZOOM
Stephen J. Crowley

First, thanks so much for the opportunity to serve the churches of the Presbytery of St. Augustine as well as the greater church. It is a fulfilling and humbling experience to work for the church and see the Spirit move among its people even on Zoom. Can you imagine Jesus meeting with his disciples on Zoom?

Second, thanks to the staff of the Presbytery for their most kind hospitality during the online plenary portion of the Assembly. Thanks for the puffy Cheese Doodles, warm cookies and a most collegial atmosphere. It was awesome to share a room with our other commissioners. Even amongst our small group the discussion was lively, informative and spirit filled.

By now you have seen, at least in broad strokes, the actions the Assembly took. I'm not going to rehash them here. Somethings do stand out for me, so in no order:

- Never fear about the future of the PCUSA. The YAADs (Young Adult Advisory Delegates) were a cogent, articulate, and positive voice throughout the Assembly. At times they lead the discussion, forced us in unexpected directions, and brought about better results than earlier adult-crafted positions envisioned.
- The daily worship during the days of Plenary was particularly inspiring. It reinforced the connectional nature of Presbyterianism. For me, the invitation to say such common things as confessions or the Lord's Prayer, together but in the speaker's own language reminded me that the big tent of the PCUSA covers a most diverse body of God's people; all gathered in one place.
- Just being together and hearing wide ranging discussions and diverse opinions being expressed all to further the work of God among his people was most inspiring.
- I agree with most of the decisions the Assembly made with one major divergence. I strongly believe that if the future is hybrid GA's, the committees should meet in person and the plenaries should be online. The intimacy and bond that develops among committee members is essential to achieving the best possible product to present to the entire GA. In my humble opinion, it is important to be able to see body language, talk freely among one another and share meals in a way that is not possible online.

I am sure my fellow commissioners will provide other views, impressions, and experiences, and interpretations of the Assembly, so I will stop here with another great big thank you for offering me the opportunity to serve.

Stephen J. Crowley

GA Commissioner's Report
 John M. Diller, Teaching Elder Commissioner
 9 September 2022

Primarily I am filled with a spirit of gratitude, therefore please allow me to offer some words of thanks.

- To the session and congregation at Orange Park Presbyterian Church: thank you for allowing me the time necessary to prepare and participate effectively as a commissioner. The trust you have placed in me over these seven years to perform ministry in a multitude of ways is always received with humility. I continue to strive to be worthy of such grace.
- To the Presbytery of St. Augustine: thank you for the prayerful support and tender words of encouragement for me and for the other commissioners. I value the unity we claim and embrace, and I honor the truth that the great cloud of witnesses through which we pass and in which we labor is a tremendous source of strength gifted by Almighty God.
- To God, whose self-revelation is unmatched and always perfect for and in its time: All praise, honor and glory to you. Even today you teach and reprove me even when I am uninterested. Thank you for your faithfulness and your gentleness. I pray you continue to guide and mold me into an image and instrument of peace.

My big takeaway from serving as a commissioner to the 225th General Assembly is this: ours is a big church! Friends, do not be deceived by the news of shrinking numbers and leaner budgets. Because we serve the Lord, we can trust that the Lord's hands and abilities are not dependent on our human standards and anxieties. Lives are being changed at the mention of the Jesus's name. Rifts in families, communities, and nations are finding pathways to healing as faithful witnesses stand firm on the Solid Rock of our salvation. Governments and institutions are giving heed to the voices that speak out for those who do not know the language to tell of their own oppression, let alone have the understanding that the language comes from the Lord.

I served on the Race and Gender Justice Committee. Our work was brought to us via leftover or referred work from previous GA's and from new overtures. Every piece of business was meaningful and impactful for someone. I felt touched that the PC(USA) took on the role of Repairer of the Breach for the racist closure of Memorial Presbyterian Church of Juneau, AK way back in 1962. I am glad to know that the plight of racial-ethnic congregations who have such a difficult time bringing on full-time pastors are receiving insight and assistance from multiple agencies within the PC(USA). The Apostle Paul tells us that when there is pain in one part of the body, the entire body suffers. I believe, through the work of the committee and the action of the full body, we have moved in directions of healing.

As for the full GA plenary, I urge you not to fall into the trap of believing everything you may have heard or read by those who claimed to be observing. I followed them too, while attending and participating in the online plenary sessions. Texting with a friend, I was disturbed at the amount of willful mischaracterizations, misrepresentations, and plain ugliness that was happening supposedly in the name of Jesus. I am not saying there was never any cause for

complaint and dissent: there was a piece of international business for which I took umbrage and I am dubious on a few actions where I suspect power and money are unusually strong factors. I am however more confident in the Spirit's movement than I am in human schemes.

Oh, then there was the 20 minutes spent discussing whether we would hang on to the title "Honorably Retired."

I recommend service as a GA commissioner. It wasn't always fun, but it was fulfilling. My experience is different from others since I couldn't attend the committee meetings live in Louisville due to my catching COVID, but I could follow along. Even with that, I am so glad and thankful.

GA Commissioner's Report
Jennifer Hallberg, Teaching Elder Commissioner
Health, Safety, and Benefits Committee

General Assembly, how does one begin to summarize this session? I am blessed and grateful to be able to attend this year. This year was unique in many ways. Before I go much further, however, I am a self-proclaimed polity nerd. That relates because this year we had the huge task of trying to complete two years of overtures and amendments in two weeks. And..... We did it mostly graciously, decently, and in order.

My committee, the Health, Safety, and Benefits Committee, dealt with issues including abortion, family leave act, and sexual misconduct training. I had a unique experience of serving on a committee that directly dealt with an amendment that a few years ago I helped to craft. This intersection was not planned by anyone as the committee selection is completely random but shows to me the hand of God and the work of the Holy Spirit in this whole process. This committee also met during the same week that Roe vs. Wade fell. To be surrounded by such a cloud of witnesses and such a wonderful group of committee members on such a difficult day was a blessing and Godsend. We, as a committee, were debating the nuances of parental leave, what that means for people like me who are unable to biologically have children and what it means for our congregations during that day. It was a day full of emotions and prayer as we made it through the work ahead. Later that same day after we spent a time in prayer, we reaffirmed the Presbyterian pro-choice stance, passed a resolution to be an denomination that is supportive of others to this affect, and direct the Presbyterian Mission Agency to create a reflection guide for congregations

on this issue. My committee passed other amendments and resolutions as well related to Sexual Misconduct and updating the documents on Mental Health including updating Comfort My People. At the end of the week, I began to realize that this week was one the best weeks of experiencing what it really means to be Presbyterian.



I made many new friends and built many connections throughout the church.

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I also had an opportunity to connect with old friends.

The plenary session of the General Assembly was virtual while sitting with my fellow commissioners from the presbytery. It was a difficult week involving prayer, yelling at a computer screen, texting new and old friends, and removing old terms from the Book of Order. During the time my committee's work was being discussed, there was a palpable tension in the room. However after much discussion and delays, all of our amendments

and resolutions passed, some more easily than others. The virtual aspect of this part of the General Assembly was difficult and (in my opinion) potentially limiting voices that needed to be heard. We discussed the format for next year and the limitations needed in light of COVID and making GA more accessible. The presbytery staff did an amazingly wonderful job of hosting us and provided space for prayer and snacks. General Assembly continued late into the night towards the end however we made it through 2 Assemblies worth of material and many difficult discussions and decisions. Some of the noteworthy amendments and resolutions that were passed include:

- Divestment from 5 major fossil fuel companies
- Amend the Book of Order to include policy for family leave, rules around sexual misconduct training for ministers, Christian Educators, inquirers and candidates
- Divest from 3 major companies that sell guns and make statements against gun violence
- Remove the title Honorably from the Retired Designation
- Acknowledge historical issues surrounding prejudice and land use

It was an amazing experience and I am blessed to have been there. I thoroughly enjoyed every minute of it. I really enjoyed the polity and chance to see the work of God in action.

Appendix D

Nominating Team Slate for Fall Stated Meeting

Notes: RE means Ruling Elder, TE means Teaching Elder; the first two letters in parentheses refer to race/gender.

Exam Readers (2023)

Marcia Graham (WFTE - HR)
Wayne Letizia (WMRE - Geneva)
Greg McMillan (WMRE - South Jacksonville)
Jeff Welch (WMTE - Dunnellon)

Coordinating Council

Class of 2025
Jessi Higginbotham (WFTE - St. Giles)
Robert Lombard (WMRE - Westminster)
Class of 2024
Suzi Lemen (WFRE - St. Giles)

Call Commission

Class of 2025
Yvette Grant (HFRE - Kirkwood)
Sandra Hedrick (WFTE - will be At-Large)
James Kendrick (WMTE - Calvin)
Wayne Letizia (WMRE - Geneva)
Class of 2023
Mary Brown (BFRE - Woodlawn)
Class of 2022
Kathy McLean (WMTE - At-Large)*
*Provisionally appointed by Coordinating Council

Presbytery Trustees

Class of 2025
Beverly Dempsey (WFTE - Highlands United)
Class of 2024
Ana Lugo-Berrios (HFTE - ECLA Foundation)

Representation Team

Class of 2025
Don Johnson (BMTE - Woodlawn)
Class of 2024
Do In Kim (AMTE - Ascension St. Vincent's)

Training Team

Class of 2025
Ann Graham-Johnson (WFTE - St. Andrews)

Care and Reconciliation Team

Class of 2025
Robert Browning (WFTE - First Palatka)
Jake Young (WMTE - St. Giles)

Finance Team

Class of 2025
Bob Higel (WMRE - First Green Cove Springs)

Personnel Team

Class of 2025
Glenda Copeland (WFRE - Memorial)
John Huff (WMTE - HR)

Youth Ministry Team

Class of 2025
Robin Pyles (WFRE - Memorial)
Linda Turnage (WFRE - St. Giles)

Mutual Mission

Class of 2025
Pat Crews (WFRE - St. Giles)
Larry Graham-Johnson (WMTE - Honorably Retired)
Class of 2024
Amy Camp (WFTE - Memorial)

Disaster Preparation and Assistance Commission

Reed Whitney (WMRE - Highlands United)

Montgomery Trustees

Class of 2025
Alan Cummings (WMTE - Silver Springs Shores)

Appendix E
New Minister Information

Lauren Scott

Dawn Mayes

John E. White

Lauren Scott

Expression of Faith (as of April 25, 2022)

I trust that God's Spirit is always present, providing hope, peace, joy, and love. The Holy Spirit breathes new life into Creation, bewilders the know-it-all, soothes the grieving, energizes the weary, reminds the confused, empowers the weak, humbles the strong, amazes the confounded, and whispers to the disoriented "Be still and know." The Holy Spirit has been, is, and will always be on the move, inspiring the authors of Scripture and bringing the Good News to action. The Holy Spirit is constantly changing the world, and, in response, humanity is being changed too. The Holy Spirit is encountered as we encounter one another, uniting humanity as God's beloved family.

Jesus, both fully Divine and fully human, through His birth, life, death, and resurrection, embodied grace, mercy, and love. Empowered by the Holy Spirit, Jesus befriended the outcasts, listened to the weary, fed the hungry, healed the sick, guided the lost, invited the children, claimed the stranger, forgave the sinners, died on the cross for humanity, was raised from the dead, brought light to darkness. Jesus came to the Earth as a message of hope and love, and His example and presence has withstood the test of time, as it continues to challenge and comfort humankind. Jesus not only experienced human emotions and lived among humanity, but He revealed God to humanity.

I believe God is in relationship with humanity in different ways. Scripture names God as Creator, Sustainer, Redeemer, Provider, Comforter, Parent, Friend. Time and time again, God calls us God's beloved children and desires to be in relationship with us. We are imperfect – we fall short, mess up, ignore God's call, yet God's perfect grace remains. I believe God provides abundance, even when we do not recognize it and, especially when, fear of scarcity drives our lives and decisions.

The sacraments, Baptism and Communion, remind us that God chooses us before we choose God. Baptism is an embodied way of being community with one another, as the congregation proclaims vows to nurture the child of God. The Lord's table is for weary doubters and strong believers, the wandering lost and the wondering found. The Lord's table is a table for everyone. As the bread is broken and the cup is filled, we recognize our individual and communal brokenness, and are then filled with God's endless grace.

I believe the Church is always learning because with faith there is mystery, with mystery there is wonder, and with wonder there is continual curiosity – all things the Church needs to thrive. Humanity was created, is claimed, and is called by God. Humanity responds in joyful gratitude by worshiping God, in different ways, in different places, and with different people. I believe the Church is community, utilizing its people's gifts and interests to benefit the greater whole. It is our communal calling to love one another because God, who gives love and is love, first loved us.

Lauren Scott
 Presbytery of St. Augustine COM
 May 9, 2022

Journey of Faith Statement

I grew up in the Church. Born and raised a Presbyterian, I have had twenty-six beautiful years of figuring out what the PC(U.S.A) means to me and I am continuously learning new things each day. Trinity Presbyterian Church in Pensacola, Florida became my home, my foundation. My parents divorced when I was in second grade, yet even as we went from mom's house to dad's house, my sister and I always knew where we would be on Sunday mornings – sitting in the pews at Trinity Presbyterian Church. The Church was, and still is, a constant in my world that is always changing. This place and these people supported me and nourished me, and they continue to do so with love and care. Because of this place and these people, I got involved in the wider Church. Throughout high school, I served on the Presbyterian Youth Council, which planned and led various retreats for the Presbytery of Florida. In college, I became involved at UKirk (the Presbyterian campus ministry at Florida State University); interned at First Presbyterian Church in Quincy, FL with their youth program; and spent my summers on staff in the beautiful mountains of Montreat, North Carolina.

From the Fall of 2018 until now, I have been a student at Columbia Theological Seminary in Decatur, Georgia, pursuing a Master of Divinity and a Master of Arts in Practical Theology (with a concentration in Christian Education). Throughout these four years, I have been learning and unlearning and re-learning; wondering and wandering; praying and discerning; growing and living and being. During these four years, I have taken classes that have challenged and affirmed me; built long-lasting relationships with classmates, staff members, and professors alike; and felt the Divine's presence throughout it all. I have experienced a pandemic, the passing of my father, and the adoption of a new puppy. I have nurtured the youth at Central Presbyterian Church and Covenant Presbyterian Church, completed Clinical Pastoral Education at Northeast Georgia Health System, finished an internship at Presbyterian Village (a local senior living facility), served as a member of various boards and committees within the denomination, and participated in many continued education events. I have seen, heard, tasted, smelled, and felt God's love in each of these experiences and so many more.

The Church continues to encourage me to call on the Spirit, just as one of my favorite hymns also reminds us to do: "Spirit open my heart to the joy and pain of living. As you love may I love, in receiving and in giving. Spirit, open my heart." I am grateful that Riverside Presbyterian Church has opened their hearts to me and that I have opened mine to them. There are so many exciting things happening at Riverside and in the Presbytery of St. Augustine, and I am humbled, honored, and grateful to have been asked to be a part of them. If I could have handwritten a call, this would have been it – the focus on youth inspires me, the importance of collaboration among staff excites me, the emphasis on intergenerational ministry affirms me. I look forward to experiencing the joys and pains of living with them and with all of you, and am grateful for this opportunity as we all respond to God's call.

Statement of Faith – Dawn Mayes

The Lord is one God who works in three ways: Father, Son and Holy Spirit; Creator, Redeemer and Sustainer. In love, God chose to create human beings and to live in relationship with us. God is revealed in creation, in scripture, and most fully in Jesus Christ. Through the gift of the Holy Spirit, we experience the presence of Christ, ensuring that nothing can separate us from God's love, and helping us to abide in love with Christ and with one another.

The Holy Spirit inspired human beings to record truth about God in scripture. Through the Spirit, we are able to read these accounts and experience the living God. Scripture tells us that throughout the ages, God reached out to humanity, through patriarchs and matriarchs, prophets and priests. Although humanity turned away from God, God never turned away from us. Although we are sinners, God demonstrated love in sending Jesus to be our Savior. In his life, death and resurrection, Christ demonstrated the height, depth, length and breadth of God's love. As we have died to our sins with Christ, we also have been raised with him to new life, and one day we will experience life eternal.

Our call is to follow Christ as disciples, to live a life of love and obedience, discipline and joy. Thankfully, we do not do this on our own! God created the Church to be the body of Christ. Christ is the head of the Church, "giving it all that is necessary for its mission in the world."* I deeply believe that the Church is to participate in "God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love, offering to all people the grace of God at font and table, and calling all people to discipleship in Christ."*

The sacrament of baptism is the sign and seal of our life in Christ, confirming that we are cleansed from sin, raised to new life, and claimed as God's beloved children. When we share in the Lord's Supper, we remember Jesus' last supper with his disciples and the great love in which he gave his body and blood for us. Christ welcomes all to the table, where we receive grace, are united as God's people, and strengthened and sent to share the love we have received.

Worship inspires and equips us to fulfill our Christian vocation of working for the Great Ends of the Church. God calls us to a life of self-offering, caring for the world and being good stewards, using our time, talents, and resources for the good of God's kingdom. Although there is evil in the world, God has already won victory over sin and death, and one day God's kingdom will come. As we fulfill the great commandments and the great commission, as we love God and neighbor, speak the truth in love, work for justice with humility, and serve as ambassadors of reconciliation, we are participating in God's transforming work. I give thanks for God's steadfast love that endures forever, God's mercy that is new every morning, and God's grace that is sufficient for all our needs.

**Book of Order*, F-1.0202 and F-1.01.

Faith Journey – Dawn Mayes

After baptizing an infant, like many ministers I walk around the sanctuary, introducing the child to her church family. “You are a child of God,” I say, “and this is your family, people who have promised to guide, nurture and pray for you as you grow to know and follow Christ.” The Reformed emphasis on God’s grace that reaches out to us before we can even think about reaching out to God is one reason I am a Presbyterian. My family did not attend church when I was a small child, but I was fortunate to have wonderful parents who loved me and always let me know that I was a child of God. When I was in middle school, we began attending a church with a strong youth group that shaped my faith development. With a sense of gratitude and joy for God’s gift of love, I felt called to respond with a life of Christian service. In college I majored in Biblical Literature thinking that I would become a college professor, but in seminary, teachers and mentors recognized and affirmed my gifts for ministry in the church, and I realized that God was calling me to ordained ministry.

After seminary, my first call was to be a campus minister in Virginia. After that, I served as Associate Pastor at First Presbyterian Church, Cartersville, Georgia; Pastor of First Presbyterian Church, Brunswick, Georgia; Pastor of Community Presbyterian Church, Englewood, Florida; and Pastor of Manassas Presbyterian Church, Manassas, Virginia. Now I am filled with joy and anticipation at this new call to First Presbyterian Church, Fernandina Beach.

I am grateful that God has led FPC Fernandina Beach and me together. Throughout the process of discerning God’s will with the PNC, we spent a great deal of time talking about theology and sense of mission. We talked about the past and the future. In reading their excellent Mission Study and MIF, and in my conversations with the PNC, church references, Interim Pastor and Associate Pastor, my sense of call to this wonderful church deepened. We share the same theology and sense of mission to community. They are “active followers of Christ,” “anchored in God’s grace and moved to mission.” The Mission Study said, the people are “full of faith, hope and trust,” and have a “shared sense of good spirit, energy and optimism.” The “church is ready—even eager—for spiritual challenge and growth,” with a “desire to use gifts more fully and give ourselves more completely, as we strengthen relationships, deepen discipleship, and impact our community in Christ’s name...the Holy Spirit has set something stirring in our church.”

I am thankful for the way the Holy Spirit has worked in the life of the church and in my life to bring us together, and with great excitement I look forward to serving and ministering with this good church, and also to serving the Presbytery. My husband of 27 years, Joseph, shares my excitement about this new call. He is a Minister of Music and has served Presbyterian and Methodist churches. We look forward to beginning this next stage of God’s journey in Fernandina Beach!

First Presbyterian Church of Fernandina Beach, FL

A Presbytery of St. Augustine Congregation

TERMS OF CALL		Pastor / Head of Staff:	Reverend Dawn Mayes
		Effective Date of Initial Call & Acceptance:	Monday, August 8, 2022
		2022 - 2023	NOTES
A. PERSONAL COMPENSATION			
1.0	Annual Cash Salary	\$	50,923.00
2.0	Housing Allowance (if no manse)	\$	-
3.0	Utilities Allowance (if applicable)	\$	-
4.0	Medical Supplement (if any)	\$	1,000.00
5.0	OPTIONAL SECA tax reimbursement (above 50% required)	\$	-
6.0	Deferred Income	\$	-
7.0	Other Income (specify) - Housing Related Cost Allowance	\$	25,000.00
8.0	Manse Amount (30% of Total of Lines 1-7)	\$	23,977.00
9.0	TOTAL EFFECTIVE SALARY	\$	100,000.00
B. EXPENSES			
10.0	Reimbursable Professional Expenses		
a.	Auto Expense -OR- Provision of Auto w/ Full Exp.	\$	2,300.00
b.	Book Allowance	\$	-
c.	Other Reimbursable Expense (specify)	\$	-
i.	Moving Expenses	\$	9,000.00
ii.	Additional Medical Reimbursement	\$	-
11.0	Continuing Ed / Professional Allowance	\$	3,000.00
12.0	TOTAL EXPENSES	\$	14,300.00
C. REQUIRED BENEFITS			
13.0	Medical (27.00% of Line 9)	\$	27,000.00
13.1	Dental / Vision	\$	-
14.0	Pension / Death / Disability (10.00% of Line 9)	\$	10,000.00
15.0	REQUIRED 50.00% of SECA Reimbursement	\$	7,650.00
16.0	TOTAL BENEFITS	\$	44,650.00
TOTAL PACKAGE		\$	158,950.00
D. VACATION & LEAVE			
	Vacation		4 weeks
	Sabbatical Leave		2 weeks
	Parental Leave		Per Emp. HB
	Additional Terms (if any, see separate page)		N/A

Pastor / Head of Staff: Reverend Dawn Mayes

PNC Chair - Steve Chenoweth:

Clerk of Session - Mack Sisson:

FAITH STATEMENT

by Rev. John E. White

I believe in, and have committed my life to, the one living God, who is the supreme power. And I believe in Christ Jesus, the Son of the living God, who was born through the union of the Divine and a human being.

Jesus lived the life of a human being, experiencing both joys and sorrows. He touched the lives of those surrounding him, shared meals with them, healed their pains, performed miracles in their midst, loved those who were once considered outcasts, and taught with wisdom. Still, Jesus was betrayed and abandoned by his closest friends. He suffered and died upon a cross. He died in order that our sins may be forgiven.

On the third day he arose from the dead as recorded in the Scriptures. Through Christ's life, death, and resurrection we are promised a new and everlasting life. After his appearances in the resurrected form, he ascended to be with the One whom Jesus referred to as "Father". And we are assured that he will come again.

I believe in the Holy Spirit, the sustainer of life, who is to be worshipped and glorified with the Holy God and with the Son, Jesus the Christ. This Holy Spirit is present to guide us each and every day.

I believe that the Bible is the reliable record of some of the mighty deeds that God has performed throughout history. Its authorship was inspired by God.

There are two sacraments of the Church – Baptism and the Lord's Supper. Baptism is an act of the entire church, which marks the receiving of the Spirit by God's people. It marks the beginning of a new life in Christ's ministry. The Lord's Supper is a celebration of the communion among human beings and of the reconciliation between human beings and God. In this celebration the church remembers Christ's dying for a sinful humanity, and rejoices in our participation in Christ's resurrection.

I believe that the Church is the body of believers which extends beyond spatial and temporal boundaries. We, as the Church, are called to proclaim the good news of Christ Jesus, to serve the needs of humanity, to be God's joyful people as we worship together, to be advocates for justice by confronting the evils of sin in this world, and to spread the message of the saving grace of God through Jesus the Christ.

MY JOURNEY
Rev. John E. White

Current Address: 32 Bridge Oak Lane
St. Augustine, FL 32095

Phone (Cell): 412-508-0009

email: whitej5610@yahoo.com

Spouse: Alicia Jay White

Education: B.A. Geneva College Beaver Falls, PA 1977
Western Kentucky University
M. Div. Pittsburgh Theological Seminary 1982
(Studies Completed in Summer of 1981)
D. Min. Pittsburgh Theological Seminary 2009

Church Membership Prior to Ordination: Beulah United Presbyterian Church,
Pittsburgh Presbytery

Ordination: October 11, 1981 Pittsburgh Presbytery

Employment History:

VP and Dean of Student Life, Princeton Theological Seminary 2013 – 2021
VP and Dean of Student Life, Columbia Theological Seminary 2006 – 2013
VP and Dean of Students, Pittsburgh Theological Seminary 2000 – 2005
Pastor, Witherspoon St. Presbyterian Church, Princeton, NJ 1992 – 2000
Pastor, Trinity United Presbyterian Church, St. Petersburg, FL 1988 – 1992
Pittsburgh Theological Seminary, Director of Admissions and Student Relations
1981 – 1988

Other Pastoral Service to the Church:

Hamilton Square Presbyterian Church, Moderator of Session, 2018 – 2019
New Life Presbyterian Church, Atlanta, Moderator of Session, 2008 – 2011
Bethesda Presbyterian Church, Pittsburgh, Stated Supply, 2001 – 2004
Valley View Presbyterian Church, Pittsburgh, Moderator of Session 2002 2003
Fourth Presbyterian Church, Pittsburgh, Moderator of Session, 2003
Hazelwood Presbyterian Church, Pittsburgh, Moderator of Session, 1984 – 1986

Other Service in the Larger Church:

Member, Committee of Ministry, New Brunswick Presbytery, 2016 -2018
Minister Commissioner to the GA in the following years: 2003, 1998, 1990

Member, Committee on Preparation for Ministry, Pittsburgh Presbytery
2002 – 2005
Vice Moderator, Pittsburgh Presbytery, 2004
Vice Moderator, New Brunswick Presbytery, 1999
Member, Committee on Preparation for Ministry, New Brunswick Presbytery,
1993 – 1999
Member, Committee of Ministry, Presbytery of Tampa Bay, 1991 – 1992
Moderator, Presbytery of Tampa Bay, 1990
Summer Staff, Camp Crestfield, Pittsburgh Presbytery,
Summers from 1970 - 1979

Reflection:

I am a product of a single parent household. As my mother was putting herself through nursing school in the suburban Pittsburgh area, a local doctor agreed to hire her 12-year-old son to do some light chores around his office during the summer. For my last two weeks of pay this doctor insisted on sending me to camp, saying that it would be a “life-changing experience”. He could not have anticipated just how right he would be.

Having been raised in the A.M.E. and then Roman Catholic tradition, the first time that I even saw the word “Presbytery” was upon my young arrival at Camp Crestview (now Camp Crestfield) in Slippery Rock, PA. I returned there for a week of camp over the next 3 summers, and then became a member of the summer staff for the following 10 summers. It was during this time at camp that I came to love the Presbyterian Church, learning something about Reformed theology from the pastors who would be there as volunteer directors for various weeks. It was the Executive Director of the camp who actually drove me to Pittsburgh Theological Seminary, saying that I should attend and then become a pastor. Eventually, I heeded his advice, with God’s help.

As I approached graduation from seminary, I was feeling led to become an associate pastor working with youth. However, as I was about to start my final term of study, I was invited to be the interim director of admissions, replacing the former director who had resigned to return to the pastorate. I agreed to do this for a short time, still determined to pursue youth ministry. A 3-month interim term became an 8-year stint in that position, and when the time came for me to move into the pastorate, it was not as an associate pastor for youth, but as the pastor of a small struggling mission church in St. Petersburg, FL. I was then called to be the pastor of the historic Witherspoon St. Presbyterian Church in Princeton, NJ, one of the oldest African American churches in the PCUSA.

I have enjoyed the privilege of serving as the pastor of several congregations and as a senior administrator at three of our presbyterian-related theological seminaries. However, the highlight of my experiences in the PCUSA was when I met my wife, Alicia, when we were both serving as commissioners at the General Assembly that was held in Denver, CO in 2003.

I retired from the work as the Dean of Student Life and VP of Student Relations at the end of December 2021. Throughout this entire time in ministry, I have sought to be actively involved in both presbytery and in local congregations. It is my desire to continue to serve in some capacity as the need might present itself.

Appendix F

Validated Ministries (Outside of a Church in the Presbytery) and At-Large Ministers

Teaching Elders with Validated Ministries

Joe Albright – Dial Hope Ministries
 Frederick Bonkovsky – La Jolla Presbyterian Church
 Vickie Bossuot – Riverside Presbyterian House and Apartments
 Scott Brooks-Cope – Phoebe Ministries
 Janice Marie Clark – North Florida Regional Medical Center
 Les Comee – Young Life
 Priscilla Durkin – Presbytery Area Relationship Coordinator (ARC)
 Jean Hilton Goodwin – Westminster St. Augustine
 Larry Green – Gainesville Community Counseling Center
 Ricardo Green – Faith United Methodist Church
 Jennifer Hallberg – Presbytery ARC
 Alexandra Hedrick – Stated Clerk of Presbytery
 Erin Horne – Presbytery ARC
 Rebekah Hutto – Interfaith Center of Northeast Florida
 Kimberly Hyatt – Cathedral Arts Project
 Do In Kim – Ascension St. Vincent’s Medical Center
 Rhonda Link-Cummings – Presbytery ARC
 Ana Lugo-Berrios – Evangelical Lutheran Church in America Foundation
 Jess McCrosky – Community Hospice and Palliative Care
 Joe Medearis – Brooks Rehabilitation Hospital
 Joe Rigsby – Presbytery ARC
 Susan Rose – Diakonos Solutions
 Tina Sweet – Haven Hospice

Teaching Elders in At-Large Status

Forrest Foxworth
 Marla Jones
 Changwoo Lee
 Patti McElroy
 Kathryn McLean
 Holly Medearis
 Cynthia Montgomery
 Natasha Sudderth-Davis
 Barbara Swoffard
 Daniel Thayer
 Ron Watson

Appendix G-2

Montgomery Presbyterian Conference Center

We are excited! The summer was just awesome for the woods were alive with the sound of music -- the music of kids singing, laughing, talking, cheering, splashing, and praying. There was also a week where there were bugles blowing and drummers drumming. What a summer! Besides our 6 weeks of camp, we hosted Kkamp (Mandarin PC), Savannah Presbytery Camp, Sonshine Camp, Camp Abilities, Boost Camp, Muslim Youth of North America Camp, Transcending Adolescence Camp (Larry & Lexi Green), and the Heat Wave Drum and Bugle Corps.

Life has slowed down a little, however the fall is gearing up with special events (see the appendix for flyers). We have the Low Country Boil on Monday Evenings; a Fall Festival for all ages on Oct. 15; Thanksgiving pies; the Christmas Gala on Dec. 10; and the Elf 5k run on Dec. 17. Join us for these special events and invite your churches, friends, and neighbors.

With life a little slower, we are actively moving forward. Our maintenance staff with a great crew of volunteers continues to improve our buildings and grounds. We have a work day every 3rd Friday so come join us for friendship, fellowship, and work! Our Culinary staff are busy with the Low Country Boil and planning for another 200 pies for Thanksgiving. Our program staff is planning the special activities and working on spring and next summer's camp program. Our administrative staff is working on improving our record keeping and publicity. There is also a team working on the Web Site. We continue to move forward in our mission and ministry.

We welcome Shannon Moreau to our camp staff. She is in the office Monday thru Friday from 9 to 3 to answer your calls and book your groups. We give thanks to the Presbyterian Women who paid for our internet upgrade in the Dining Hall. We give thanks to the volunteers from White Springs Church and Mandarin Church for their work in Live Oak where our Program Director, Nora Corbett, and family now live. We give thanks to all the churches who send their mission dollars regularly. We are excited about all the opportunities we have to serve our Lord, Jesus Christ and give thanks to God.

Montgomery Presbyterian Conference Center
Statement of Financial Position
8/31/2022

ASSETS

Current Assets

PNC - operating	5,372.35	
Outstanding checks	10,659.97	
NET	-5,287.62	
PNC - PILP funds		
Ameris	1.00	
Receivables	9,926.00	
Bequest		
CC Cash Back	110.00	
Total Current Assets	4,639.38	

Fixed Assets

Property Improvements	700,000.00	(expended Pilp funds)
Property, Buildings, Equipment	1,030,462.00	(from 2018 Audit)
Total Fixed Assets	1,730,462.00	

Total Assets 1,735,101.38

Current Liabilities

Accounts Payable Accrued	9,518.57	
Cash Advance	25,000.00	
Usser Groups deposits - Sept	974.00	
User Groups deposits Oct. Dec	7,494.78	
User Groups deposits 2023	2,037.00	
Capital One Credit Card (due 9/17)	300.00	
Capital One Credit Card (due 10/17)	8,842.03	(as of 8/31)
Cabin renovation	3,500.00	
Mattresses	500.00	
Total	58,166.38	

Long Term Liabilities

PILP	682,086.62	
POSA 2019	89,000.00	
Total	771,086.62	

Total Liabilities 829,253.00

Equity

Net Assets
Net Revenue

Total Liability & Equity

MONTGOMERY PRESBYTERIAN STATEMENT OF ACTIVITIES					
	Aug	8/31/22 Monthly Budget	YTD	YTD Budget	difference
Income					
Contributions	6,090.49	6250	42,694.86	50000	-7,305.14
Credit Card Cash	266.22		647.66		
Fund Raiser		500	4,676.58	4000	676.58
Gala		3750		30000	-30,000.00
Grants	5,879.90		5,879.90		
Guest Groups	3,117.76	12000	70,452.70	96000	-25,547.30
Misc		325		2600	-2,600.00
Montgomery Events		2250	10,157.26	18000	-7,842.74
PILP transfer (wash)	3,593.78	4100	48,481.99	32800	15,681.99
Presbytery User groups	244.18	5000	18,360.81	40000	-21,639.19
Sales		100	447.66	800	-352.34
Summer Camp	15,198.99	16500	148,087.17	132000	16,087.17
TOTAL	34,391.32	50,775.00	349,886.59	406200	-62,840.97
Operating Expenses					
Bank Charges		50	167.27	400	-232.73
camp store	394.00		394.00		
Equipment	896.19	250	2,269.30	2000	269.30
Food Service	3,303.41	2100	20,734.82	16800	3,934.82
Gala Expenses		1000	511.42	8000	-7,488.58
Gas Reimbursements			237.88		
Grant expenses		225	2,937.75	1800	1,137.75
Health Benefits		750	3,303.02	6000	-2,696.98
Housekeeping	337.30	175	1,671.72	1400	271.72
Insurance	297.41	4000	32,147.95	32000	147.95
Interest Paid (PILP)		2350	15,927.21	18800	-2,872.79
Legal & Professional Fe	50.00	425	229.00	3400	-3,171.00
Loan service		2175	15,740.64	17400	-1,659.36
Marketing		500	780.00	4000	-3,220.00
Misc	67.50	100	3,794.96	800	2,994.96
Office Supplies & softw	848.52	600	4,853.40	4800	53.40
Part Time Staff	543.75	250	1,871.25	2000	-128.75
Payroll Expenses	19,453.14	20000	147,589.81	160000	-12,410.19
PILP Transfe (wash)	1,449.25	4100	46,915.26	32800	14,115.26
Program Expense		500	2,241.51	4000	-1,758.49
Repairs & Maintenance	771.85	1750	13,702.46	14000	-297.54
Summer Camp	7,641.72	5650	49,776.79	45200	4,576.79
Telephone/Internet	912.08	400	3,936.56	3200	736.56
Utilities	5,468.19	3250	22,388.88	26000	-3,611.12
Winter Camp		175		1400	-1,400.00
TOTAL	42,434.31	50,775.00	394,122.86	406200	-12,709.02
Net	-8,042.99		-44,236.27		

Appendix G-3 Mutual Mission

Jamaica Ecumenical Mutual Mission Partners

Dental Mission

It is our hope that all of you are aware of the relationship that is shared with our Jamaican Partners in the Presbytery of St. Augustine. This relationship is known as JEMM (Jamaican Ecumenical Mutual Mission) and SAMM (St. Augustine Mutual Mission).

Our Dental Partnership began in early 1990 and has continued now with the exception of these last two years because of COVID restrictions in Jamaica.

Jim Gaff and Bob Bell traveled to Jamaica for the Dedication of the Tooth Bus on June 30, 2022. Jim Gaff participated in the “cutting of the Ribbon” as part of the ceremony.

It is our sincere hope that we will be able to have a Dental trip in the beginning of the year 2023. Our Dental teams are a diverse group that not only pull teeth, but do teeth fillings, make dentures for people and also do teeth cleanings.

We would very much like for persons in the Presbytery that are dentists or dental hygienist to come on these missions and help us to provide these services.

<https://www.staugpres.org/tooth-bus-dedication/>

Castor Bean Project

Our JEMM Partners in Jamaica have embarked on a project to impart knowledge and skills to rural, marginalized community men and women in the Agricultural sector of Jamaica.

This project will equip them to provide for their families and be productive citizens and become environmentally conscious of the effects of building the agriculture sector. This project will give them a skills base and knowledge on:

- the growing of Castor beans
- the proper use and application of fertilizer, pesticides and fungicides
- the need for environmental care and its relationship to climate issues
- providing opportunities for employment
- systemic and consistent engagement in reducing and ultimately elimination poverty

<https://www.staugpres.org/castor-project/>

What the Mutual Missions would like to have from Pastors and Church Mission Committees:

- Make the Mutual Missions program of the Presbytery a priority
- Continue to include our mission work in your personal and congregational giving

Contact the Co-Chairs:

Bob Bell (bnbell@gtcom.net) or Mark Poole (mepoole@bellsouth.net)

2023 Cuba Mission Trip February 10-17, 2023



Next year's Cuba Mission Trip is planned for February 10-17, 2023 and is designed to establish a long term relationship with the Matanzas Presbytery in Cuba and it's churches. It will be a working mission trip.

The deadline to apply for February's Cuba Mission Trip is October 1! Applications and a copy of the picture page of applicant's passport must be sent to Joseph Medearis by October 1. A \$250 deposit should be sent to the presbytery no later than October 7. If you are interested in going, but it is past the application, contact Joseph Medearis ASAP to check if space is available.

Application for 2023 Cuba Mission Trip

As deadlines for obtaining visas and other documents are critical in dealing with travel to Cuba, the October 1 deadline is firm.

Arrangements and costs are being finalized and will be shared when more details are available. A very rough estimate of costs are \$1000, plus airfare.

Please forward this information to your Sessions and Mission/Outreach teams. Any questions can be directed to Joseph Medearis at josephmedearis@gmail.com.

Peace and Blessings,
Rev. Joseph Medearis and the Mutual Mission Team



**PRESBYTERIAN WOMEN PRESBYTERY OF
ST. AUGUSTINE PRESBYTERIAN CHURCH (USA)**

Daryl Mullee, Moderator
2617 NW 19th Way
Gainesville, FL 32605
(352) 372-6166
mulleedaryl@yahoo.com

Moderator's Report September 14, 2022

The Presbyterian Women of the Presbytery have had another year of negotiating the World of COVID, just as everybody else has had to do. And, as everybody else has done, PW has adapted, and maintained an active group. The benevolences that we contribute to are still getting donations, PW Circles within the Presbytery are continuing to support local charities and causes in their communities.

I have had the privilege to be able to work with the Alachua Chapter of Days for Girls by working at the Center located at 1001 NE 16th Ave during "Sew-a-thons", as well as dispensing kits with reusable menstrual products at an event where people in the Gainesville community came to get free Physical Exams and Backpacks for students. I also transported materials for the Center from a woman in Jacksonville, by the name of Brenda Miller, who has them in a storage unit. I was able to move as much as my car would hold, but she has much more that needs to be transferred out of the storage unit. The supplies were going to be sent to Malawi, Africa, but it is currently under "Red Zone" status, meaning that items could not be sent due to war or disease.

I have been maintaining correspondence with many of the PW Circles in our Presbytery. The PWPCT (Presbyterian Women of the Presbytery Coordinating Team) met every three months, as is our custom and requirement to our BYLAWS. We held a PW Annual Gathering on January 29, 2022, with the theme "Plug in and Recharge with Presbyterian Women", held at Montgomery Presbyterian Conference Center. Eighty-eight women from throughout our Presbytery attended, and we approved our new BYLAWS and a new Budget. We also held Workshops for Moderators and Treasurers. We also had a craft and tours of the Camp.

On August 27, 2022, the PW held another Gathering at MPCC, to kick-off the new Horizons Bible Study titled: "Celebrating Sabbath Accepting God's Gifts of Rest and Delight", led by Rev. Dr. Susan Rose, from Memorial Presbyterian Church. We held Workshops relating to rest and meditation including Yoga by Helene Hammer, Walking the Labyrinth, led by Rev. Amy Camp, also from Memorial, and "Ordinary Spiritual Practices: Vacuuming can be Holy!" led by our own Ms. Jerie Lukefahr. Just over 100 women attended. We enjoyed each other's company, and had a lovely lunch prepared by the staff at MPCC, led by Chef Jared Lane. We also sang songs from our Hymnal, using the ones submitted from Taizé. To hear women's voices, singing "*Veni, Sancte, Spiritus*", over and over again was mesmerizing and Holy.

I have served Presbyterian Women of the Presbytery of Saint Augustine for 2 years, and so far an addition 9 months of a 2 year term. No one had come forth to volunteer for my position, and I have no Vice-Moderator. Until the Gathering! I received a volunteer for the office of Moderator from Ms. Nancy Carlton, who attends Lakewood Presbyterian Church, and has served on the PWPCT before, in several roles. She will fill the job brilliantly, and I thank God that she has volunteered! Also at the Gathering, Ms. Dorothy Marsh, from Riverside Presbyterian

Church, has volunteered to serve as Together in Service Coordinator, which is an At-Large position. Vicki Frameli, from Murray Hill, has served this last year as Regional Coordinator for the Central Jacksonville Region, and now will be serving as the Vice-Moderator/Planner. The rest of the Coordinating Team is comprised of: Ms. Linda Laine (Fernandina Beach) Past-Moderator and currently Regional Coordinator of the Northeast Jacksonville Region, Ms. Lois Morse is a Past-Treasurer and currently serves as our Kay Beckman Scholarship Fund coordinator, Ms. Sharyn Kraemer (St. Giles) is our current Treasurer, Ms. Wynetta Ussery (Woodlawn) is our Justice and Peace coordinator, and Ms. Suzanne Milkalsen (Palms) serves as our Spiritual Life coordinator.

I will be stepping down as Moderator once Nancy is installed, which will be on January 29, 2023, at our next Gathering.

I have felt extremely privileged and honored to serve as Presbyterian Women Moderator, especially during the COVID pandemic. With God's help, the Presbyterian Women of the Presbytery of Saint Augustine will continue thriving and meeting the demands in our broken world.

God's Grace and Peace,

Daryl Russ Mullee, Moderator
Presbyterian Women
Presbytery of St. Augustine

Appendix H

MEETING MINUTES OF COMMISSION TO INSTALL REV. MARK HULTS AS PASTOR OF FIRST PRESBYTERIAN CHURCH OF GAINESVILLE, FLORIDA September 18, 2022

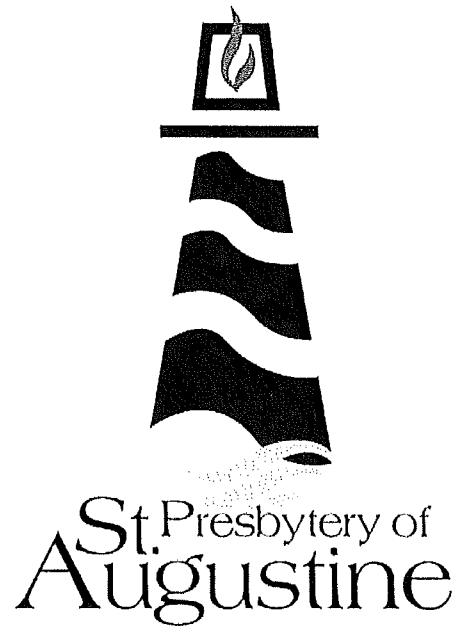
A commission elected by the Presbytery of St. Augustine met on September 18, 2022 in the office of Rev. Mark Hults at First Presbyterian Church of Gainesville, Florida, to install Rev. Mark Hults as the Pastor of First Presbyterian Church of Gainesville. The meeting was opened with prayer by Elder Jerie Lukefahr, Moderator of the Presbytery of St. Augustine.

The members of the commission (constituting a quorum) were: Elder Jerie Lukefahr (First Fernandina Beach), Elder Dr. M. Violet Asmuth (First Gainesville), Elder Mary L. Brown (Woodlawn), the Rev. Rhonda Link-Cummings (Weirsdale), and the Rev. Ron Watson (At-Large). Rev. Mark Hults invited the Rev. Don McGarity to sit with the commission.

The Rev. Rhonda Link-Cummings served as the clerk of the commission, and the Rev. Dr. Ron Watson preached the sermon. The commission proceeded to conduct the Installation. Rev. Mark Hults responded positively to the constitutional questions with affirmative answers and was charged by the Rev. Rhonda Link-Cummings. The congregation also responded positively to the constitutional questions and was charged by Elder Jerie Lukefahr. The commission welcomed Rev. Mark Hults as the newly installed Pastor of The First Presbyterian Church of Gainesville, Florida.

The Rev. Mark Hults pronounced the benediction, which served as the closing prayer of the commission.

Appendix I



Employee Handbook

This handbook is effective May 3, 2022 and supersedes all prior handbooks. Note: The content of this guide does not constitute, nor should it be construed, as a promise of employment of a legal document. Sections of this guide may be changed, deleted, suspended or discontinued at any time for any reason with or without prior notice.



Welcome

Welcome to the Presbytery of St. Augustine, Inc.

Welcome to employment with the Presbytery of St. Augustine. It is an organization with a rich history and we are excited you are now a part of it.

The mission of the Presbytery of St. Augustine is to support our faith community, so that together we may witness to the gospel of Jesus Christ. Among the 54 congregations, many teaching and ruling elders, and staff members we envision the presbytery as a vibrant body, equipping people of all generations to bear a greater witness to God's love in the world.

As members of Christ's body, the Presbytery of St. Augustine understands its ministry at this time and in this place to be guided by four goals:

- Thrive and grow in faithfulness to Jesus Christ
- Create a culture of unity, diversity and inclusion where everyone is of one heart and soul and working together for the common good to the glory of God
- Create a strong missional focus, showing God's love to all generations
- Shepherd our gifts for God's glory

Membership of the Presbytery consists of all enrolled, ordained teaching elders, together with ruling elder commissioners elected by the session of each church of the Presbytery and other ruling elders who are members by virtue of their office or role.

We are very pleased to welcome you to the Presbytery of St. Augustine team. You are joining a group of high energy, enthusiastic, talented professionals who are committed to the success of the team and have made a personal commitment to ensure that we meet the goals of the Presbytery.

You were carefully selected for your job because of your skills, abilities, experience, and training. You are very important to the success of the Presbytery. You are joining us at a very exciting time, and we look forward to your contributions and professional growth over the months and years to come.

We welcome you to our team with great expectations for success and good fortune.

This handbook has been prepared to help you become familiar with the policies and procedures that guide how we work and interact in the workplace. Please take time to read it carefully.

Thank you for choosing to be part of the Presbytery.



Welcome

HISTORY OF THE PRESBYTERY OF ST. AUGUSTINE

The Presbytery of St Augustine is a part of the Presbyterian Church (U.S.A.), which was created by the 1983 reunion of the two main branches of Presbyterians in America separated since the Civil War – the Presbyterian Church in the U.S. and the United Presbyterian Church in the U.S.A. We are one of the presbyteries which make up the Synod of South Atlantic.

Our 54 congregations are located in the counties of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, and Levy less the community of Yankeetown, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor and Union.

The Presbytery of St. Augustine meets for at least three stated meetings each year: Winter, Spring, and Fall. Ordinarily, these meetings are scheduled on the first Saturday of February and the first Tuesdays of May and October.

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About Your Handbook

This Employee Handbook is comprised of the policies and practices adopted by the Presbytery of St. Augustine, Inc. (hereinafter referred to as "the Presbytery"). We expect you to read and become familiar with the contents of this Handbook. The policies outlined herein should be considered as guidelines only, which may require changes from time to time. The Presbytery retains the right to make decisions involving employment and the conduct of its business as needed and in a manner that is beneficial to the employees and the Presbytery.

This Handbook is not intended to cover every situation that may arise or to create specific policy to be applied at every instance. These are not conditions of employment and are not intended to create, nor be construed to constitute, any type of oral or written employment contract, promise or guarantee, express or implied, between the Presbytery and any one or all of its employees. Nothing in this Handbook is intended to provide any assurance of continued employment.

This Employee Handbook discusses in summary current benefit plans for the Presbytery. The description of the benefits contained in this Handbook is given for the purposes of illustration only. In each case, the specific provisions are set forth in separate benefit plan documents, which govern employee or dependent eligibility for benefits. The specific provisions are available for review. Specific questions regarding benefits should be addressed by actual plan documents or summary plan descriptions. As conditions warrant, the Presbytery reserves the right to change benefit plans.

As a new employee with the Presbytery you will be asked to complete several forms for payroll and benefits. The New Hire Orientation program will provide more detailed information about the Presbytery's benefits, policies and practices. Your orientation to the Presbytery will also include time spent with your supervisor understanding the mission of the Presbytery as well as your individual contribution to it.

The policies stated in this Handbook are under continuous review and are revised, whenever appropriate, to keep them up-to-date and relevant. The Presbytery of St. Augustine reserves the right to revise, modify, revoke, or change any portion of this Handbook at any time, with or without notice. This Handbook supersedes any previous Handbooks or unwritten policies.

Employment At Will

All employment relationships with the Presbytery of St. Augustine are purely voluntary. Both you and the Presbytery have the right to terminate the employment relationship at any time, with or without cause, and with or without notice.

Corporate Responsibility

Code of Conduct

The successful operation and reputation of the Presbytery of St. Augustine is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the Presbytery is dependent upon trust and we are dedicated to preserving that trust. You are responsible for acting in a way that will merit the continued trust and confidence.

The Presbytery of St. Augustine complies with all applicable laws and regulations and expects its leaders and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

What the Presbytery Expects of All Employees

The Presbytery of St. Augustine expects conscientious and professional work, as well as high ethical standards from all its employees. The very nature of the Presbytery as an organization and reputation in the community requires special obligations by employees to safeguard integrity. Employees who violate the Code of Conduct may be subject to disciplinary action, up to and including termination.

Consequently, employees are expected to:

- Avoid illegal conduct in both the Presbytery and personal matters. Illegal conduct constitutes grounds for immediate termination.
- Perform work duties in good faith, in the best interests of the Presbytery and in a prudent manner. An employee should not unnecessarily or knowingly delay or neglect any Presbytery matter entrusted to them, or handle any Presbytery matter the employee knows or should know that they are not qualified or authorized to handle.
- Not execute any note, contract, or other agreement on behalf of the Presbytery except as appropriate to the duties of the employee and as authorized by the Presbytery, Coordinating Council, or the Presbytery Trustees.
- Carefully follow expense account policies and guidelines. Falsification of an expense account constitutes grounds for immediate termination.
- Comply with the Presbytery's stated policies.

Responsibility in the Community

The Presbytery of St. Augustine will conduct all relations with churches, vendors, suppliers and in the ecclesiastical community in full compliance with the letter and spirit of applicable laws and in an exemplary manner with regard to honesty, good faith, and fairness. The following rules will be observed:

- Employees shall not directly or indirectly make any statement related to Presbytery operations that is knowingly false or misleading in any material respect to any leader, member or employee of the Presbytery, to any attorney, accountant, or agent retained by the Presbytery or to any government agent or regulator.
- Employees shall strive to provide information that is clear, factual, relevant, and honest to enable members to have a better understanding of the services offered. All services will be equally available to all members of the Presbytery.
- Confidential or proprietary information, relating to the Presbytery, its members, vendors and suppliers, acquired through association with the Presbytery, shall be used by the employee solely for Presbytery purposes. Such information shall not be provided to any other person or firm, or used for personal, private, business, charitable or any other purpose.

Responsibility for Reporting Violations

It is your responsibility to promptly report to your supervisor, the Stated Clerk, or the Coordinating Council, any instances you reasonably believe to be violations of the Presbytery's Code of Conduct. Upon receipt of such a report, the Presbytery will conduct a review and determine appropriate and necessary action. Such reports shall result in unbiased treatment of all parties concerned.

Prohibited Actions & Behaviors

Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Examples of inappropriate actions that may lead to immediate termination include:

- Failing to comply with or disregarding the Presbytery policies and procedures.
- Falsifying employment or other Presbytery records.
- Violating the anti-discrimination or harassment policy.
- Reporting to work under the influence of alcohol or drugs, including prescription drugs.
- Fighting, disorderly conduct, or using obscene, abusive, or threatening language.
- Bringing weapons, knives, explosives, etc. into the workplace.
- Failing to correct unsatisfactory work performance for which the employee is primarily responsible.
- Failing to give notification to or receive authorization from the supervisor before leaving the work station, work site, or job.
- Limiting one's output or directly or indirectly encouraging another employee to cut down production.

- Carelessness, neglect, or refusal to carry out assignments or instructions from those in authority.
- Engaging in insubordination, refusing to comply with a supervisor's directive.
- Accepting payment or gifts for favoritism or services.
- Conviction of a felony, the nature of which would be considered to render an individual unreliable as an employee.
- Failing to follow safety rules and regulations.
- Providing services to a church to perform work of any kind for them without the written consent of the Coordinating Council.
- Non-disclosure of interest in, or connection with any organization which could be conceived as improper, a conflict of interest, or gives the appearance of impropriety.
- Engaging in other practices inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of the Presbytery, its employees or our members.
- Pilferage, stealing, removal or destruction of Presbytery property, property of members, fellow employees or others.
- Any solicitations/distribution in violation of Presbytery policy.
- Sleeping on the job.
- Failure to report accidents immediately including personal injury on the job.
- Discourtesy or impoliteness.
- Disclosure or use of confidential information (whether intentional or not intentional, whether for personal gain/benefit or not).
- Illegal gambling in any form while on Presbytery premises.

Attendance & Punctuality

It is important for you to be punctual and to maintain a good attendance record. The Presbytery of St. Augustine's commitment to quality service depends on having adequate staff available at all times. Attendance affects your effectiveness and is considered in performance evaluations. A poor record of punctuality and/or attendance may result in disciplinary action, including termination.

Your supervisor will establish your scheduled starting time. If you arrive at your workstation later than the scheduled starting time, you will be considered late.

If you are going to be late or are unable to come to work, please notify your supervisor as soon as possible or at least thirty (30) minutes prior to your regularly scheduled start time. Except in extreme situations, it is not acceptable to notify your supervisor by having another person call or for you to send an e-mail or leave a message with another employee. In order to facilitate planning, state the reason for your absence or lateness and expected length of absence.

If you are absent due to a personal illness, you may be required to provide a doctor's note for absences of three (3) consecutive days or more. However, your supervisor may request

a doctor's note for any absence. A doctor's note may also be required to certify your ability to return to work.

If you are absent for three (3) consecutive days without notifying the Presbytery, it will be assumed that you have voluntarily abandoned your position and you will be removed from the payroll.

Confidentiality

Safeguarding the confidential nature of information concerning the Presbytery's transactions, its members, its suppliers and its stakeholders is essential to the conduct of its business. Caution and discretion are required in the use of such information and in sharing it only with those individuals who have a legitimate need to know. The need for confidentiality extends to everyone, including your family members, friends and acquaintances.

Unauthorized use or release of confidential information during or after employment with the Presbytery is a breach of our confidentiality policy and may result in termination and/or legal action.

As part of orientation, you may be asked to sign a Confidentiality & Non-Disparagement Agreement and adhere to the terms and conditions stated within.

Conflict of Interest Policy

All Presbytery of St. Augustine employees have an obligation to conduct business within guidelines that prohibit potential, actual or a perceived conflict of interest. An actual or potential conflict of interest may occur when the employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative, as a result of the Presbytery of St. Augustine's business dealings.

The following rules must be observed:

- The employee or members of their immediate family shall not take action that involves the use of information obtained through the employee's association with the Presbytery of St. Augustine and which is not generally available to the public.
- The employee will not participate in or influence the making or approval of any Presbytery of St. Augustine business decision if the employee has, or may reasonably appear to have, a material interest in the matter involved.
- The employee will not accept work with vendors, suppliers or other organizations without prior approval of the Coordinating Council.
- Any employee, volunteer, intern, board member, officer or family member who has any interest in or relationship with any individual or organization which proposes to enter into any transactions with the Presbytery, including but not limited to the following, must give notice to the Coordinating Council:
 - The sale, purchase, lease or rental of any property or asset

- Employment, rendering of services, personal or otherwise
- The award of any grant, contract or subcontract
- The investment or deposit of any funds for the Presbytery

Definition of Immediate Family

For the purposes of this policy, immediate family applies to any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Conflicts of Interest

Employees may be asked to sign a Conflicts of Interest document as a condition of employment. The employee will be expected to adhere to the terms and conditions stated within. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if the employee has any influence on the Presbytery's business decisions, transactions or creative process, it is imperative that the employee discloses this relationship to management as soon as possible.

Management's Responsibility

Management personnel are responsible for ensuring that their employees have a thorough understanding of the Conflict of Interest Policy as it applies to their Department and the Presbytery of St. Augustine as a whole. If the employee has any questions regarding the Conflict of Interest Policy, they should see their supervisor or the Stated Clerk.

Inspections & Investigations

The Presbytery of St. Augustine expects you to fully cooperate in any inspection of property or official investigation. All assets (such as office furniture and computers) and all work areas may be inspected by the Head of Staff or representative of the Coordinating Council at any time. If prohibited materials are found, you may be subject to disciplinary action, including termination.

If the Presbytery has cause to conduct an investigation, you will be expected to cooperate fully and truthfully with Presbytery officials, local authorities, attorneys, etc. The Presbytery of St. Augustine will make every attempt to maintain the confidentiality of the information provided in the investigation process and is committed to ensuring all Presbytery inspections and investigations are conducted in a fair, impartial, thorough, thoughtful manner and in compliance with all applicable laws.

Media & Press Releases

There may be occasions when the media solicits our views on social topics as well as seeking information about who we are and what we do. All media requests for information or "official" statements must be forwarded to the appropriate individuals. No information will be released to newspapers or broadcast media except by authorization of the Coordinating Council.

Name & Trademark

The Presbytery of St. Augustine's name, logo, trademark, copyrights, or corporate letterheads may not be used for any purpose other than in the normal course of official Presbytery business, unless expressly approved by the Coordinating Council. You may not use the name "Presbytery of St. Augustine" in the Internet address of a personal Web page.

All innovations conceived or created by you in the course of your employment are the sole and exclusive property of the Presbytery. Sermons and documents created when not on Presbytery business remain the property of the author. If you have questions about this, please see your supervisor or the Chair of the Coordinating Council.

Social Media

Social media includes all means of communicating or posting information or content on the internet. This includes blogs, microblogs, wikis, message boards, chat rooms, electronic newsletters, online forums, personal web sites, social networking or affinity web sites, or other sites and services that permit users to share information with others through technological and contemporaneous methods.

Social media provides ways to engage with members, colleagues and the world at large. It can help build business and personal relationships. However, the use of social media also presents certain risks and carries with it certain responsibilities. You are personally responsible for the content of your online communication.

The Presbytery of St. Augustine encourages you to use good judgment when posting and/or communicating on social media. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

- Make it clear that the views expressed in social media are yours alone. Do not suggest or infer that you represent the views of the Presbytery of St. Augustine in any fashion.
- Do not disclose confidential or proprietary information regarding the Presbytery of St. Augustine, your co-workers or the Presbytery's vendors and suppliers. Use of copyrighted or trademarked information, trade secrets or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with your supervisor.
- Do not use Presbytery of St. Augustine logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the Presbytery of St. Augustine name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
- Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
- Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed

inappropriate even if the Presbytery of St. Augustine name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate Presbytery policy, you may be subject to discipline up to and including immediate termination under various Presbytery policies.

- Ensure that engaging in social media does not interfere with your work commitments.
- Social media and similar communications have the potential to reflect on both you and the Presbytery of St. Augustine. We hope you will show respect for our employees, members, vendors, suppliers, affiliates and competitors.

The same principles and guidelines found in the Presbytery of St. Augustine policies apply to your activities online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, suppliers, people who work on behalf of the Presbytery or the Presbytery's legitimate business interests may result in disciplinary action up to and including termination.

The Presbytery of St. Augustine prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing contained in this policy shall preclude an employee from engaging in conduct protected by section 7 of the National Labor Relations Act.

Presbytery Property & Systems

Break Room

A break room is available for your use. Although the Presbytery provides general custodial care, you are expected to clean up after using this room so it is kept clean for the next person's use.

Employee Expense Reimbursement

Employees will be reimbursed for necessary and reasonable expenses incurred in the conduct of Presbytery business only with prior approval of your supervisor. Employees are responsible for completing an expense report no later than 30 days after the expense is incurred.

Electronic Communications & Internet Access

Information systems and equipment including electronic mail, computer data, hardware and software, telephones, fax machines and any other means of communication or information storage are considered assets of the Presbytery and are protected from unauthorized access, disclosure, destruction, modification or loss. These systems and equipment may be used only for appropriate Presbytery business purposes. Although incidental and occasional personal use of the Presbytery's communication systems is permitted, you automatically waive any claims to privacy.

Access and Disclosure

The Presbytery of St. Augustine reserves the right to access and disclose the contents of your electronic and telephonic communications at any time, but intends to do so only when it has a business reason. Determining when such a business reason exists shall be within the Presbytery's sole and absolute discretion.

Password Security

The security and protection of your system passwords is your primary responsibility. Your passwords should not be shared with any individual nor should passwords be displayed anywhere. Therefore, if any material is authored under your password, you will be assumed to be the author of such material.

Software Licenses

The Presbytery of St. Augustine takes the responsibility of administering software licenses seriously and requires you to be familiar with and adhere to the following policy. Before installing any kind of personal or business software on the Presbytery network, you must have explicit permission from your supervisor. If you have any questions regarding software licensing, or you suspect or have knowledge of any illegal activity, please contact your supervisor.



Presbytery Property & Systems

Copyrighted Information

Use of the Presbytery's communication systems to copy, modify or transmit documents, software, information or other materials protected by copyright, trademark or patent, without authorization of your supervisor or the Coordinating Council of such rights in such materials, is prohibited. If you have any questions, discuss your questions with your supervisor.

Use of the Internet

Access to the Internet through the Presbytery network is a privilege and carries responsibilities reflecting responsible and ethical use. Limited personal use of the Internet is allowed but not encouraged by the Presbytery. Any personal use of the Internet is expected to be conducted on your own time and is not to interfere with your job responsibilities.

Downloading Software

No software or other computer program(s) may be installed or enabled on Presbytery - owned equipment without the express permission of your supervisor.

If you find that any damage occurred as a result of downloading software or files, or installing or enabling computer programs, the incident should be reported immediately to your supervisor.

Sharing Confidential Data

No confidential information should be passed along via email without being protected. All confidential e-mail messages should be marked with the following message: "CONFIDENTIAL COMMUNICATION."

Protecting Presbytery Information

Protecting information related to the Presbytery is your responsibility. We all share a common interest in making sure such information is not improperly or accidentally disclosed. The Presbytery of St. Augustine's confidential business may only be discussed with people employed by the Presbytery unless you receive prior authorization from your supervisor.

Electronic Games & Entertainment

Use of tablets, game software, electronic reading devices, or other forms of electronic entertainment is prohibited during work time. Employees may use these types of devices during their break periods; however these devices should not be used at your workstation.

Other Prohibited Uses

Other prohibited uses of the Presbytery's communication systems include, but are not limited to:

- Engaging in any communication or visiting Internet sites that are unlawful or in violation of the Presbytery's policy including, but not limited to, material or communications that are defamatory, offensive, obscene, or intended to annoy, harass or intimidate another person.

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- Using unauthorized passwords to gain access to another user's information or communications.
 - Using communication systems for electronic "snooping" i.e., to satisfy idle curiosity about the affairs of others, with no business reason for obtaining access to the files or communications of others.
 - Sending, forwarding, redistributing or replying to "chain letters."
 - Knowingly introducing a computer virus into the communication systems.
 - Using the communication systems to solicit or conduct business other than the business of the Presbytery.
 - Soliciting or advocating for issues, causes or organizations of any kind, when such solicitation or advocacy is deemed personal in nature and not recognized as furthering the reputation and interest of the Presbytery.
 - Personal fundraising of any kind without prior authorization from your supervisor.
 - Using the communication systems excessively and preempting any business activity that interferes with productivity.
 - Using communication systems for personal communications without informing the recipients that the views expressed are the users.

E-mail

The Presbytery of St. Augustine maintains electronic (e-mail) mail systems. These systems are provided to assist you in conducting daily business and are considered the property of the Presbytery. The recipient should promptly acknowledge emails. If you are unable to provide a complete response, advise the sender of a time to expect a response.

The email system is not intended for personal use. E-mail containing religious or political solicitations or satire, off-color humor, chain letters, or other personal solicitations is strictly prohibited. The content of all messages must be suitable for the Presbytery's business environment. E-mail must not contain offensive or disruptive messages and are covered by the Presbytery's Anti-Discrimination and Sexual Harassment Policy.

Right to Access and Review Employee Emails

The Presbytery of St. Augustine reserves the right to access and review any and all employee emails at any time and for any reason. Appropriate discretion will be used when the email involves sensitive information required to be kept confidential by the PCUSA constitution, by law, or by ethical requirements. Emails found to be in violation of Presbytery policies or Code of Conduct may be grounds for immediate termination.

Text Messaging

You should exercise care when texting other employees or members as some generally acceptable practices in the personal arena of texting, may not be appropriate in a business environment. Texting should conform to the Presbytery's standard policies for written communications and must be consistent with the Employee Code of Conduct.

Office Supplies & Equipment

Telephones, fax machines, personal computers, copiers and other office equipment are Presbytery property and are supplied for business purposes only. You are responsible for all Presbytery property, materials or written information issued to you or in your possession. Upon leaving the Presbytery, you are expected to return all such property and equipment to your supervisor. If not returned, the value of these items may be recovered by the Presbytery.

Telephones & Voicemail

The Presbytery of St. Augustine maintains an electronic voicemail system. This system is provided by and is the property of the Presbytery to assist you in conducting daily business. This system is not intended for regular personal use.

Response Time

Voicemail should be checked regularly. You should respond to messages within four (4) hours or no later than by the end of each business day. If you are unable to provide a complete response, advise the caller of a time to expect a response. If you have any questions, please contact your supervisor.

Employee Relations

The Presbytery of St. Augustine is committed to providing a work environment that fosters challenge, learning and development, teamwork and esprit de corps. Our practice is to recognize you as an individual while ensuring fair and consistent treatment for all. All employees are encouraged to work together to achieve our common goals.

In order to maintain a culture where these goals can be achieved, we strongly encourage and support an open two-way communication process for all employees where questions or problems can be discussed and resolved with mutual respect. We believe that such an environment remains the best method of resolving any problems that may arise while maintaining healthy and productive working relationships.

Problem Resolution Process

The Presbytery of St. Augustine is committed to providing the best possible working conditions for its employees. If you feel you have an issue that needs to be addressed, you should contact your supervisor first. Often speaking with your supervisor can immediately solve a problem by informing them of a situation of which they may not be aware. Occasionally you may feel uncomfortable about discussing a sensitive situation with your supervisor. If this is the case, you should seek out the Stated Clerk or a member of the Coordinating Council. Any subsequent decision made by or supported by the Coordinating Council is final and binding.

Anti-Discrimination & Sexual Harassment Policy

The Presbytery of St. Augustine is an equal opportunity employer and does not discriminate based upon an individual's race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, actual or perceived human immunodeficiency virus (HIV) or AIDS infection, sickle cell trait, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

Any act of discrimination by employees will not be tolerated. Any employee, who engages in any act of discrimination, including sexual harassment, will be subject to immediate disciplinary action, including, in the sole discretion of the Presbytery, immediate termination.

Definition of Sexual Harassment

For purposes of this policy, the Presbytery adopts the Equal Employment Opportunity Commission's (EEOC) definition of sexual harassment as any unwelcome joke or comment, sexual advance, request for sexual favors, unwanted touching or other verbal, physical or visual conduct of a sexual nature when:

- Submission to the conduct is an explicit or implicit term or condition of employment;

- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Prohibited Conduct

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual harassment refers to unwelcome conduct, which is offensive to the individual, has the purpose or effect of interfering with an individual's work performance, creates a hostile or offensive work environment, or interferes with the effectiveness of the business.

Examples of prohibited behavior include but are not limited to:

- Repeated offensive sexual flirtations, advances, or propositions.
- Sexual innuendo, sexually suggestive comments, sexually oriented "kidding" or "teasing."
- Practical jokes or jokes about gender specific traits.
- Continued or repeated verbal abuse of a sexual nature.
- Explicit or degrading verbal comments about another individual or their appearance, including jokes or suggestive comments.
- Display of sexually suggestive pictures or objects, including posters, cartoons, calendars, computer screensavers, e-mails, etc.
- Offensive or abusive physical contact, including touching, hugging, kissing, blocking a path, grabbing, patting, pinching, fondling or brushing up against another individual's body.
- Foul or obscene language.
- Threats, demands, suggestions or insinuations that an employee's submission or refusal to submit to sexual advances will have an effect on the employee's conditions of employment.
- Retaliation or threats of retaliation against an employee for making allegations of sexual harassment.

Reporting and Investigatory Procedures

Any employee who feels that he or she has been illegally discriminated against or sexually harassed is encouraged to report the incident or behavior. All complaints will be investigated as confidentially as possible. Presbytery of St. Augustine has established the following procedures for reporting and investigating claims of illegal discrimination, including sexual harassment.

1. Report the concern to your immediate supervisor. In the event you are not comfortable reporting the concern to your supervisor, report the concern to the Chair of the Personnel Team, the Chair of the Coordinating Council, or the Stated Clerk.

Employee Relations

The Presbytery of St. Augustine recognizes that the issue of whether sexual harassment has occurred requires a factual determination based upon all of the evidence available. Since sexual and other harassment frequently involves interactions between persons that are not witnessed by others, reports of harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting harassment under this policy.

Third-Party Discrimination or Sexual Harassment

You should also report instances of discriminatory or sexually harassing behavior of members, suppliers, vendors or any other person with whom you must deal or have dealt with as part of your employment with the Presbytery.

Prohibition Against Retaliation

It is unlawful to retaliate against any employee who files a complaint or who cooperates in an investigation. The Presbytery of St. Augustine prohibits any form of retaliation against any employee who in good faith files a complaint or assists with an investigation. Upon receipt of a report of retaliatory behavior, the Presbytery will promptly investigate the matter and will take appropriate action upon conclusion of the investigation.

Intentional False Reports

False accusations of sexual harassment (or false accusations regarding any other type of unlawful discrimination) can have a serious detrimental effect on the work, professional and personal life of an innocent man or woman. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for the truth may be subject to disciplinary action including termination.

Confidentiality

Complaints of harassment will be kept as confidential as possible. Information will be released only on a "need to know" basis. You will not be subjected to retaliation by the Presbytery because you have reported what you believe to be an incident of harassment.

Supervisor's Responsibility

Any supervisor who is made aware of any form of harassment or potential incidents is responsible for immediately reporting the situation to the Stated Clerk or the Assistant Stated Clerk. If the supervisor is not comfortable reporting to the Stated Clerk or the Assistant Stated Clerk, they should report the information to the Chair of the Coordinating Council. Each supervisor has a responsibility to maintain a working atmosphere free of all forms of harassment and intimidation and for communicating and enforcing this policy.

Background Checks

The Presbytery of St. Augustine expects you to conduct your personal affairs in a responsible manner due to the importance of maintaining the trust of our members. As a condition of employment, a criminal records background check will be reviewed on all new hires.



Employee Relations

You should avoid circumstances that may lead to arrests and/or convictions of any type of crime. Crimes involving dishonest acts or acts of physical violence, including domestic abuse, will be grounds for immediate termination. At the option of the Coordinating Council, background checks may be conducted at any time during employment.

Equal Employment Opportunity Policy

The Presbytery of St. Augustine is an equal opportunity employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, actual or perceived human immunodeficiency virus (HIV) or AIDS infection, sickle cell trait, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

As an employee, you are expected to observe both the spirit and the letter of this policy. You must not participate in or condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation, benefits, disciplinary action, termination and all other privileges, terms and conditions of employment.

Your supervisor is responsible for establishing an environment where diversity is valued and which is free from all discrimination and harassment, including that which may be sexual, verbal, physical or visual in nature.

Employee Relationships Policy

The Presbytery of St. Augustine respects your right to conduct your personal life as you wish. There is no prohibition against co-worker consensual, romantic relationships as long as the individuals involved do not have a supervisor and subordinate relationship.

Both employees involved in the relationship are expected to exhibit professional behavior in the workplace at all times. The existence of a personal relationship should not in any way interfere with either employee's ability to perform their job.

Employment Eligibility Policy

The Presbytery of St. Augustine will not discriminate against any individual because of citizenship status, as long as you can meet the documentation requirements of the Department of Homeland Security. In compliance with the Immigration Reform and Control Act (IRCA), you will be required to document your identity and employment authorization, including your U.S. citizenship. You are responsible for initiating any documentation renewal processes and any administrative costs associated with those processes.



Employee Relations

Outside Employment

As an employee of the Presbytery, you may seek outside employment. You should not engage in outside employment that interferes with the time and attention that must be devoted to your duties at the Presbytery or adversely affects the quality of work you perform. Employees should disclose all outside employment to their supervisor.

Leaving The Presbytery of St. Augustine

If you decide to terminate your employment with the Presbytery, you should submit a written resignation to your supervisor. It is customary to provide two weeks advance notice of your decision to resign in order to allow the Presbytery sufficient opportunity to cover scheduling and identify a replacement. You will be expected to return any Presbytery property, keys, manuals or other documents on your last day worked.

Final Pay

Unless otherwise stated, your employment ends on the last day that you actually work. Final wages will be paid to you on the payday following your last workday. You will be paid for any accrued but unused vacation days upon termination of your employment up to a maximum of five (5) days.

Notification of Address Change

In order to ensure your W-2 form or other related documents are received in a timely manner, you are expected to advise the Presbytery if you have a change in address subsequent to leaving the Presbytery for at least one (1) year.

Eligibility for Rehire

If you voluntarily terminate your employment, you may be considered for rehire. Rehire is based on whether a position is available and whether you meet the selection criteria established by the Presbytery.

Post-Employment Inquiries

Any inquiries or contacts made regarding your employment after you have left the Presbytery will be referred to the Office Manager. The policy of the Presbytery is to verify dates of employment and title of position only for non-clergy. For Teaching Elders, all verifications should be referred to the Head of Staff or the Stated Clerk.

Unemployment Insurance

Upon separation of employment, you will not be entitled to unemployment insurance. The Presbytery of St. Augustine is exempt from unemployment insurance.

Work Environment

Appearance Standards

Your appearance is an important ingredient in developing and maintaining a professional and business-like atmosphere. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

You are expected to dress appropriately for the job you perform. You are expected to refrain from the wearing of any clothing that would reflect poorly on the Presbytery's image with our members or the public at large. If you have any questions regarding the propriety of any clothing, talk with your supervisor or the Personnel Team.

The Presbytery of St. Augustine reserves the right to send any person who violates any part of the professional appearance policy home to change clothes. If you are sent home to change, you will not be paid for the time away from the Presbytery. Continued violations of the professional attire standards may result in disciplinary action.

Collections & Solicitations

The Presbytery of St. Augustine prohibits unrestricted solicitations on its premises, whether made by employees or by individuals or groups not associated with the Presbytery.

Fundraisers

The Presbytery of St. Augustine recognizes that you may have interests in charitable or community events and organizations. If you have questions about this policy, please talk with your supervisor.

Outside Solicitors

Individuals who are not Presbytery employees may not distribute any literature or conduct any type of solicitation on Presbytery premises. If an individual is discovered soliciting Presbytery employees or members on the premises, you should report this to your supervisor immediately. You or your supervisor should ask the solicitor to leave the premises and/or contact the police if the solicitor refuses to leave.

HIPAA Privacy and Security Mandates

The Health Insurance Portability and Accountability Act (HIPAA) of 1997 contains specific provisions to protect the privacy of individual protected health information. It is intended to ensure that protected health information is not improperly disclosed.

The Presbytery of St. Augustine will ensure that any medical records, medical information or other individually identifiable health related information will be treated in the strictest confidence, with access restricted to authorized personnel only. This includes any information, whether communicated orally, electronically or in paper form.

Housekeeping & Professionalism

Clean and orderly surroundings impact the perception of the Presbytery. Also, maintaining a neat and organized work area affects your productivity. For this reason, the Presbytery takes steps to provide as pleasant, clean and safe a work environment as possible. Your work areas should be maintained in a neat and organized manner. Personal items and photographs may be displayed at the workstation as long as they do not interfere with your ability to complete your job duties. Display of offensive or inappropriate material is not allowed.

Office Closing Policy

At times, inclement weather or emergency conditions may necessitate a delayed opening or early closing. A decision to change normal operating hours will be made as early as possible by your supervisor or the Coordinating Council.

You may receive pay for the time lost during the delay or closing provided that you report to work during the remainder of the day. If you are unable to report to work when the office is open as the result of severe weather or other natural disaster, you may charge your missed, regular work time to your accrued vacation balance or you may take the time off without pay.

Parking

Free parking facilities are available to employees. You are required to park in the designated employee location. The Presbytery of St. Augustine is not responsible for loss, damage or theft of your vehicle.

Personal Property

The Presbytery of St. Augustine is not responsible for loss or damage to personal property, including property left in your vehicle. Valuable personal items should not be left in areas where theft or damage might occur.

Recording Devices in the Workplace

Employees should not use any form of recording or photography device in the workplace without the consent of their supervisor and the individual involved. Recording devices include but are not limited to cameras, camcorders, video devices, cellular telephones, cassette recorders and digital voice or image recorders. If you have any questions about this policy, contact your supervisor.

Visitors in the Workplace

To provide for your safety and security, only authorized visitors are allowed in the workplace. You are responsible for the conduct and safety of your visitors. If you observe an unauthorized individual on Presbytery premises, immediately notify your supervisor.

Workplace Searches

To protect the property and to ensure the safety of all employees, members and the Presbytery, the Presbytery reserves the right to conduct personal searches consistent with state law and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Presbytery's property. In addition, the Presbytery reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. Any individual who refuses to cooperate with a workplace search may be denied access to the premises.

Safety & Health**Drug Free Workplace Policy**

The Presbytery of St. Augustine promotes a safe and healthful work environment free from drugs and drug use in compliance with the Drug-Free Workplace Act of 1988. The Presbytery policy prohibits the use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia on or off the job. If you violate the Presbytery's substance abuse policy, you will be subject to termination whether or not the violation occurs on Presbytery premises.

If you are involved in a workplace accident and there is reasonable suspicion that you are under the influence of drugs or alcohol on the job, the Presbytery may require you to submit to a drug and alcohol test. If you suspect you have a drug or alcohol problem, you are encouraged to seek diagnosis and treatment as prescribed by a qualified professional. However, if your conduct has led to disciplinary action, such action cannot be avoided by a request for assistance.

Confidentiality

Any and all investigation, screening, diagnosis, and/or treatment, including any and all documents concerning these policies will be kept confidential and will not be included in your personnel file.

Emergencies & First Aid

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your immediate supervisor is unavailable, notify another emergency contact. Call emergency services as required.

When events warrant an evacuation of the building, you should follow the instructions of your immediate supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location to await further instructions or information.

Hazardous Materials Communication

The Presbytery of St. Augustine may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. You must follow all labeling requirements.

Please consult with your supervisor prior to purchasing chemicals for the Presbytery or bringing them on to our premises. For additional information about hazardous materials, check with your supervisor.



Safety & Health

Healthy Workplace Policy

The Presbytery of St. Augustine is committed to a healthy workplace. When necessary, a Disease Policy and Response Plan will be implemented.

Infectious Disease Policy

The Presbytery of St. Augustine maintains an Infectious Disease Policy & Response Plan for COVID-19 and other infectious diseases and/or illnesses. The policy takes into account the risks of our industry and jobs, individual employee risk factors, and includes controls necessary to address those risks.

The Infectious Disease Policy & Response Plan reflects current guidance on infection prevention and hygiene practices from the Occupational Safety and Health Administration (OSHA) and the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC).

Employees are expected to be familiar with and follow the Infectious Disease Policy & Response Plan and will be asked to review and acknowledge the policy upon hire and annually. Some of the key components of the Infectious Disease Policy & Response Plan include:

- Steps to take if an employee has symptoms of or has tested positive for COVID-19 (or other infectious diseases);
- Steps to take if an employee has been exposed to someone who has tested positive for COVID-19 or has symptoms of COVID-19 (or other infectious diseases);
- Workplace controls that have been put in place by the Presbytery of St. Augustine to reduce the risk and exposure to hazards; and
- Employee responsibilities and expectations related to infectious diseases. Additional information on employee responsibilities is outlined in the Healthy Workplace Policy.

It is important for employees with contagious illnesses, such as cold, flu, COVID-19, strep throat or other easily transmitted illnesses to consider the health and well-being of their co-workers and follow the guidelines outlined in the Infectious Disease Policy & Response Plan.

Employees at the Presbytery of St. Augustine should not come to work if you have any symptoms of an illness that may be contagious. Employees should utilize any available sick or vacation time or take the time as unpaid. Employees may also refer to the Presbytery of St. Augustine's Alternate Work Schedules & Arrangements policy for potential work options.

All health information will be maintained in a confidential medical record. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is

subject to disciplinary action, including termination of employment.

Employees should refer to the Infectious Disease Policy & Response Plan for additional information.

Life Threatening Illnesses

Employees with life-threatening illnesses often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Presbytery supports these endeavors as long as the individual is able to meet acceptable performance standards. As in the case of other disabilities, the Presbytery will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Safety at Work Policy

Safety is your personal responsibility. You are expected to adhere to all safety guidelines as prescribed by Occupational Safety and Health Administration (OSHA) and to perform all work-related tasks in a safe manner. Also, you are expected to immediately report any unsafe practices or conditions to your supervisor.

You are expected to perform your job by following established safety methods and practices. Please observe the following precautions:

- Use, adjust and repair machines and equipment only if trained and qualified.
- Get help when lifting or pushing heavy objects.
- Understand the job fully and follow instructions. Contact your supervisor if you are uncertain about safety procedures.
- Know the locations, contents and use of first aid and firefighting equipment.
- Familiarize yourself with the proper building exit procedures for emergency situations.
- Do not use space heaters since they are major fire hazards due to the high volume of flammable material (paper) that we have around work areas.

Reporting Accidents/ Injuries

Accidents and injuries can occur even when safety standards are met. Should you be injured on the job, immediately report the injury to your supervisor no matter how small the injury may seem.

On-the-job injuries are covered under Workers' Compensation. Your supervisor will assist you with obtaining medical treatment if needed. If the injury is serious, call 911 first. Failure to report the injury in a timely manner may disqualify you from Workers' Compensation benefits.

Smoke Free Workplace Policy

The Presbytery of St. Augustine observes a no smoking policy in all offices and facilities. This applies to all tobacco and smoking products, including smokeless tobacco products, electronic cigarettes and similar devices.

Smoking is allowed in designated areas only and is not permitted in common areas, hallways, corridors, aisles, entryways or other public areas. This policy applies to all employees, members and visitors.

Weapons Policy

In accordance with the State of Florida's Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008, you are allowed to keep firearms in your locked motor vehicle, if you are licensed to carry a concealed weapon.

However, bringing a firearm or other weapon into the workplace, which also includes any church or church related facility, is not permitted and is cause for immediate termination.

Workplace Violence Policy

Violence by an employee or anyone else against another employee, supervisor or member will not be tolerated. This includes harassment of any employee or member while in any Presbytery building, facilities, work location, vehicle or while conducting Presbytery business. Display of any violent, aggressive, or threatening behavior (verbal or physical) that may result in physical or emotional injury is strictly prohibited and may be grounds for immediate termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Dangerous/Emergency Situations

If you encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. You should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering your safety or the safety of others, such notice should be given. Otherwise, cooperate and follow the instructions given.

If you receive or overhear any threatening communications from another employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor, contact an emergency agency (such as 911) immediately.

Driving Policy

The Presbytery will reimburse employees using their own vehicles for Presbytery business for mileage and other authorized expenses using the appropriate form.



Safety & Health

Please see the Office Manager for the current expense policy. All expenses should be submitted monthly.

Employees who drive for Presbyterian purposes should have the minimum required liability and collision insurance. The Presbyterian reserves the right to verify vehicle insurance coverage and to request that the Presbyterian be listed as an additional insured.

Employees who drive for Presbyterian purposes must also hold a valid driver's license, wear seat and shoulder belts, obey all traffic laws, and be safe and courteous to other drivers during any job-related driving. Texting while driving is expressly forbidden. Drivers must be at least 18 years old to operate a motor vehicle for Presbyterian purposes. Hazardous materials are not permitted in vehicles used for Presbyterian purposes.

The Presbyterian reserves the right to check driving records and phone records to prevent unsafe drivers. The Presbyterian will not pay any traffic or parking fines or other fees or costs associated with job-related driving. Except as required by law, the Presbyterian will not reimburse for any vehicle damage, insurance deductible or liability incurred or for which the employee is liable as the result of any vehicle use, including job-related driving. If an employee is required to use a vehicle for job-related purposes, he/she must notify their supervisor (i) immediately if driving privileges are revoked or suspended for any reason or if cited for DUI or reckless driving; (ii) immediately if involved in an accident; and (iii) within three days of receipt of a ticket for any moving traffic violation received while engaged in job-related driving.

Payroll

Standard Work Hours & Requirements for Payroll

Your supervisor establishes the schedule for your regular workday and workweek. While there may be minor variations from time to time due to family commitments and the nature of the work, you are typically expected to keep the same hours every day unless a permanent change in your work hours is approved. Your supervisor must approve any change in your work hours.

The standard workweek at the Presbytery is 35-40 hours and consists of seven consecutive 24-hour periods. The workweek begins at 12:00am EST on Monday and ends at 11:59pm EST on Sunday, unless otherwise posted.

Employees will be paid on the 15th and the last day of the month. If either of these days falls on a weekend or holiday, employees will be paid the Friday preceding the weekend or holiday. Each pay cycle will include earnings for all work performed through the end of the previous pay period.

Salaried employees (both exempt and non-exempt) are paid current through the pay period ending date. Hourly paid employees are paid for actual time worked as stated on approved timesheets.

Hours worked include all times that you are required to be on the Presbytery's premises, visiting a member or otherwise conducting Presbytery business. Normal commuting time to and from work is not considered hours worked. However, time spent traveling from one work location to another work location is considered hours worked.

Exempt employees (who are, by definition, exempt from the overtime provisions of the FLSA) are expected to work the hours required to achieve their individual and/or team goals established by the Presbytery.

Please ensure that all information required for proper payroll processing is accurate and up-to-date. If you should find an error with your paycheck or direct deposit, please report this to your supervisor immediately.

Alternate Work Schedules & Arrangements

The Presbytery of St. Augustine is committed to providing alternate work schedules and arrangements. The intent of these arrangements is to help employees face the demands of juggling work, family and personal obligations. These arrangements also help limit the spread of germs in the workplace and support an environment of social-distancing.

Employees will be considered for alternate work schedules based on the job duties and required interface with co-workers and/or church organizations. In order for an alternate

work schedule to be approved, employees must have a satisfactory attendance record, meet all performance expectations in the current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

The following alternate work schedule options are available for consideration at the Presbytery of St. Augustine:

- Remote Work – an employee works from a home office or other assigned location on a regular basis and enters into a formal arrangement to do so.
- Partial Remote Work – an employee works some days of the workweek in a remote capacity and some days of the workweek in the office, and enters into a formal arrangement to do so.
- Occasional Remote Work – an employee works in a remote capacity on an occasional or irregular basis. This arrangement does not require a formal agreement.
- Flextime - an employee works eight (8) hours per workday, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening. Presbytery of St. Augustine allows flextime during the hours of 6:00am ET and 6:00 pm ET.
- Compressed workweeks - an employee works 10 hours per workday, reducing the workweek to four (4) days a week.
- Compressed workweeks - an employee works nine (9) hour workdays Monday through Thursday and four (4) hours each Friday.
- Job-sharing – two (2) or more part-time employees are assigned to the same job and work at the same workstation at separate times.

Employees must obtain approval from their supervisor for an alternate work schedule. Each supervisor will determine which work schedule options are feasible for the department. Once an alternate schedule is approved, it will be reviewed after the first three (3) months to assess the impact and effectiveness of the arrangement. The arrangement will be reviewed annually thereafter. An employee wishing to change or cancel an alternate work arrangement must obtain written approval from management.

The Presbytery of St. Augustine may cancel an alternate work arrangement at any time when it is determined that continuation would not be productive, efficient, or otherwise in the best interest of the Presbytery.

Employment Classifications

The Presbytery of St. Augustine complies with the Wage and Hour provisions of the Fair Labor Standards Act (FLSA) in classifying employees as exempt or non-exempt from the provisions of the Act.

Exempt

Exempt employees are those employees whose job duties, responsibilities and pay exempt them from the overtime pay provisions of the Fair Labor Standards Act. These positions are exempt from the requirements for minimum wage and overtime pay. Exempt employees are not required to complete a timesheet; however, exempt employees are required to report any absences to their supervisor.

Non-exempt

Non-exempt employees are those employees whose positions are not considered exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt employees must maintain daily timesheets of hours worked and must be paid overtime in accordance with the Fair Labor Standards Act. All hours worked must be recorded. Your timesheet must include the arrival time, departure time and meal breaks of 30 minutes or more. This record must reflect the actual time worked, not a schedule. Any employee who falsifies a time card will be subject to disciplinary action, including termination.

For payroll and benefit purposes, the following classifications and definitions are applied:

Regular, Full-time

Regular full-time employees are typically scheduled for 35-40 hours per week. Employees who are scheduled to work an average of 35 hours or more in a week are typically eligible for the Presbytery's benefits programs subject to the terms and conditions of those programs.

Regular, Part-time

Regular part-time employees are typically scheduled to work 20-35 hours per week. Employees who are scheduled to work an average of at least 30 hours in a work week may be eligible for some Presbytery benefits programs subject to the terms and conditions of those programs.

Part-time

Part-time employees who are typically scheduled to work less than 20 hours per week. The employees are not eligible for any benefits except where agreed in writing.

Temporary Full-time or Part-time

Temporary employees regardless of hours worked are not eligible for any benefits.

Breaks & Meal Periods

Your supervisor will advise you as to when, and for how long meal periods and rest breaks may be taken. The Presbytery of St. Augustine encourages you to take advantage of meal breaks whenever possible. Since meal periods of 30 minutes or more are not part of an employee's normal working hours, this time is unpaid for non-exempt employees and no work should be performed during your meal period. Rest breaks of less than 20 minutes are counted as time worked and will be paid.



Payroll

Break Time for Nursing Mothers

The Presbytery of St. Augustine recognizes the needs of nursing mothers. If you are a nursing mother, you will be provided with reasonable break time, as needed, for expressing milk in a designated location other than the bathroom. This location is shielded from view and free from intrusion by co-workers or the public. Please contact your supervisor or the Personnel Team for the designated location and information on the use of break time, vacation and your compensation.

Direct Deposit

Employees are strongly encouraged to sign up for direct deposit of their paycheck in any institution that is a member of the Automated Clearing House Association. Direct deposit is not effective immediately and may take up to 6 weeks to begin.

Employees will receive deposit notifications or access to paycheck notifications every payday detailing the amount of their gross and net income, taxable wages, etc.

Exempt Employee Deductions

Exempt employees are paid a salary each pay period that is intended to be full compensation for all hours worked during the covered workweek(s). If your job is exempt, the following conditions may cause deductions to be made to your salary:

- Full day absences for personal reasons
- Full day absences for sickness and disability
- Full day disciplinary suspensions for serious infractions of written policies
- To offset amounts received for payment for jury and witness fees or military pay
- The first or last week of employment in the event you work less than a full week

If you believe your salary has been improperly reduced in violation of this policy, you should address the matter promptly with your supervisor. You will not suffer any adverse employment consequences as a result of reporting a suspected violation of this policy. If it is confirmed that an improper deduction has been made, you will be promptly reimbursed for the amount improperly deducted.

Overtime

There may be times when you will need to work overtime to help the Presbytery achieve its goals. Overtime is paid to non-exempt employees at a rate of one and one-half your regular hourly rate of pay for time worked in excess of 40 hours during the standard workweek. Your supervisor will advise you whether your position is considered exempt or non-exempt.



Payroll

Overtime must be pre-approved by your supervisor. Whenever possible, your supervisor will work with you to allow offsetting time off during the same work week where you worked extra hours.

Pay Advances

The Presbytery of St. Augustine does not provide advances to your regularly scheduled pay.

Pay Corrections

The Presbytery of St. Augustine takes all reasonable steps to ensure you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday. In the unlikely event there is an error in your pay, you should notify your supervisor immediately. If it is confirmed that you were paid incorrectly, your pay will be corrected promptly, typically within 24 hours. All year to date totals for W-2 earnings will be adjusted to reflect the correct earnings information on the next pay period.

Pay Deductions

Federal law mandates that the Presbytery make certain deductions from your pay. Also, the Presbytery offers programs and benefits beyond those required by law. If you are eligible for these programs, you may voluntarily authorize deductions (in writing) from your pay to cover the costs of participation in these programs.

Federal Income Tax

Federal law requires that the Presbytery withhold federal income tax from the pay of most employees. You are required to complete an Employee Withholding Allowance Certificate (W-4). You will be provided a wage and tax statement (W-2) no later than January 31st of each year.

Social Security Tax

When required by law, the Presbytery of St. Augustine must also deduct Social Security taxes on your earnings up to a specified limit, which is called the "Social Security wage base". The Presbytery of St. Augustine matches the amount of Social Security taxes paid by each employee. These amounts are determined by legislative act and are subject to changes by Congress.

Mandatory Deductions

Mandatory deductions may be required under federal and/or state laws, typically to help pay off a debt or obligation. These deductions are typically court ordered, such as deductions for mandated child support or other types of wage "garnishments."

Personnel Files & Records

Personnel Files contain forms and documents signed by you when you were hired and throughout the course of your employment. They also contain records of your job performance. Your personnel file and its contents are the property of the Presbytery and are maintained to comply with federal and state laws.

Access to information in your personnel file is restricted. Only supervisors and others who have a legitimate reason to review information in a file are allowed to do so. If you wish to review your file, you should contact your supervisor. With reasonable advance notice, you may review your file in the presence of a supervisor. Under no circumstances will the file be removed from the Presbytery's premises.

It is important that personnel files be accurate and up-to-date. It is particularly important that information concerning name changes, your correct address, telephone number, emergency contact number and payroll deductions is correct.

Time Records

The Presbytery of St. Augustine is required by the Fair Labor Standards Act to maintain a daily record of all hours worked by non-exempt employees. Falsification of time records, including signing in/out for another employee, will be considered grounds for immediate termination.



Your Total Compensation Package

Your Total Compensation Package

Overview

The Presbytery of St. Augustine offers a competitive total compensation package designed to ensure that you are paid fairly and rewarded equitably in relation to your contribution to the Presbytery of St. Augustine's objectives. This package was also designed to ensure your retirement savings, insurance plans and time off benefits are competitive and reflect the benefit plans of similar size employers in our area.

A short description of each of these items is included. This overview does not provide all details related to each plan offered. Full details regarding each plan are contained in the official plan documents and contracts. If a provision described in this handbook differs from the provision of the applicable plan document, the plan document prevails.

The Presbytery of St. Augustine reserves the right to change any portion of its total compensation package at any time.

Retirement Plans

All full time clergy employees are eligible for the Board of Pensions defined benefit retirement plan according to the terms of the plan.

The terms and conditions of the Retirement Saving Plan of the Presbyterian Church are described in more detail in the plan's Summary Plan Description and are subject to change. Please refer to the Board of Pensions website for additional information.

403(b) Savings Plan

All full time non clergy employees are eligible for a 403(b) plan through the Board of Pensions. This plan allows you to redirect a percentage of your eligible compensation on a pre-tax basis and defer taxes on accumulated savings, rollover balances and earnings until the money is withdrawn, typically at retirement.

Eligibility

As a new employee, you are eligible to begin making pre-tax contributions to your 403(b) savings account upon hire. You are eligible for the Presbytery matching contributions on the month after you have completed ninety days of eligible service. Eligible service is defined as 1,000 hours of work in a consecutive twelve (12) month period. You must be at least 21 years of age in order to be eligible to participate in the 403(b) plan.

Presbytery Contributions

After you meet the eligibility period, the Presbytery of St. Augustine matches 100% of your contributions up to 3% of your base pay. There is no Presbytery match on your contributions above 3% of base pay.



Your Total Compensation Package

Changing or Stopping Contribution Amounts

You may elect to change the amount you wish to contribute during plan enrollment periods (at the beginning of each quarter). You may also elect to suspend your contribution to your 403(b) plan at any time.

Vesting

Vesting means you have ownership of the value of your account. Vested amounts cannot be forfeited, even if you leave the Presbytery of St. Augustine. Your 403(b) contributions and your rollover contributions and earnings are always 100% vested. The Presbytery matching contributions made to your 403(b) savings accounts are vested immediately.

Investment Responsibility

You determine how to invest your 403(b) account balance. The Presbytery of St. Augustine recognizes that your financial situation is different in terms of goals, desire for potential returns and tolerance for risk. The plan allows you to select from a number of diverse investment options that offer varying degrees of risk and potential return.

Plan fiduciaries are not responsible for any losses that are the direct and necessary result of your investment decisions. The 403(b) plan is designed to comply with section 404(c) of the Employee Retirement Income Security Act of 1974 (ERISA).

Group Health Insurance Plans

Insurance Eligibility

Regular full-time employees are eligible for coverage on the first of the month following 60 days of employment. Regular part-time employees are also eligible for coverage if they work a minimum of 30 hours per week. Part-time and temporary employees are not eligible to participate in the Presbytery of St. Augustine's health insurance plans. Details about eligibility are included in the summary plan description.

New Hires

You will receive an enrollment package detailing your insurance options during your New Employee Orientation. You are eligible to enroll in the insurance programs on the first of the month following 60 days of employment with the Presbytery of St. Augustine. Your insurance coverage will become effective the first of that month.

Applications for insurance should be completed during your 90-day introductory period. Failure to properly complete and submit your enrollment application(s) may jeopardize your coverage eligibility or delay your enrollment period.

Current Employees

Current employees may enroll for or change coverage during the annual open enrollment period or within the first thirty (30) days following a qualified family status change. Insurance plans and costs are negotiated annually with vendors and may result in



Your Total Compensation Package

changes to the benefit plans and/or costs. You will be notified of any changes and provided with an opportunity to make adjustments to your insurance coverage as needed during the open enrollment period, which typically occurs in the fall of each year.

Qualified Family Status Changes

If you experience a qualified family status change, you may make changes to your insurance coverage within the first 30 days of the event and coverage will be retroactive to the date of the event.

Refer to the Board of Pensions website for more information on what is a qualified family status change.

It is your responsibility to notify and submit the proper paperwork to the Office Manager within thirty (30) days of a qualifying event.

Please refer to each benefits plan document for precise definitions and eligibility of dependents with regard to age, student status, adult children with disabilities, coverage termination, etc. Dependent eligibility does vary by insurance plan type/carrier. The benefit plan document/contract is the final authority with regard to enrollment and eligibility.

Section 125 Plan Status

The Presbytery of St. Augustine provides a pre-tax benefit plan known as a Section 125 plan or "cafeteria" plan. A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance and dental insurance on a "before tax", rather than an "after tax" basis. Your premium contributions are deducted from your gross pay before income tax and Social Security is calculated.

In accordance with applicable tax requirements, you cannot make any changes to your medical insurance and dental insurance coverage until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Medical Insurance

The Presbytery of St. Augustine is proud to offer medical coverage provided through the PCUSA. You are provided with choices of plans in order to best fit your healthcare needs. The premium cost for each plan is determined based on the plan you select, the level of coverage you select and your employment status. The Presbytery of St. Augustine pays a portion of your premium and then your contribution is deducted directly from your paycheck on a semi-monthly, pre-tax basis.

For detailed information on plan benefits and eligibility, refer to the summary plan description provided during your New Employee Orientation.



Your Total Compensation Package

Dental Insurance

The Presbytery of St. Augustine also offers a dental insurance plan for eligible employees and their dependents. You may choose from single coverage or coverage for your spouse, children or family.

The premium cost for the dental plan is determined based on the level of coverage you select. The premium is paid by the employee and is deducted directly from your paycheck on a pre-tax basis.

For detailed information on plan benefits and eligibility, refer to the summary plan description provided in orientation.

Other Benefits

Other benefits may be available for purchase by the employee. Please see the Office Manager for more information.

Continuation of Coverage

The Board of Pensions offers an opportunity to continue health insurance coverage when a "qualifying event" results in the loss of health insurance coverage. If you or your dependent elects continued coverage, you pay the full cost of coverage plus an administration fee.

You must enroll for medical continuation coverage within 60 days of the event that caused your coverage to end. If you do not enroll when you are first eligible, you will not be able to enroll later. Additional information and costs are available on the Board of Pensions website.



Your Employment at the Presbytery

Your Employment at the Presbytery

Career Advancement Opportunities

The Presbytery of St. Augustine encourages your growth and development. You are encouraged to communicate your career objectives and specific job interests to your supervisor. Whenever possible and when it appears to be in the best interest of the Presbytery, job openings are filled by qualified candidates from within.

Coaching & Performance Counseling

For the Presbytery to grow and prosper, appropriate behavior and performance of job responsibilities are critical. Behavior or performance that does not contribute to reaching our goals is unacceptable.

The Presbytery of St. Augustine believes in a positive supportive approach to solving problems. When unacceptable behavior or performance occurs, it is addressed in a manner designed to improve it. Disciplinary action may be formal or informal, depending on the seriousness of the behavior or performance.

You and your supervisor will have the opportunity to discuss the behavior or performance in question, what you can do to correct the problem, the consequences of not correcting the problem and a time frame for improvement.

Introductory Period

The Presbytery of St. Augustine makes every effort to match your skills, education and experience with the requirements of the job. However, only performance on the job itself is evidence that the proper placement has been made. Therefore, the first 90 days of employment are considered an orientation or introductory period during which you and the Presbytery have an opportunity to get to know each other. This introductory period applies to both newly hired and rehired employees.

Your individual performance will be appraised during this time to assess the potential for continued employment. During the orientation period, you may be observed and evaluated more closely and more frequently as you are learning about a new job and a new organization. During the 90-day introductory period you will receive performance feedback. Continued employment is purely voluntary and may be terminated by either you or the Presbytery at any time for any reason.

Job Descriptions

The Presbytery makes every effort to create and maintain accurate job descriptions for all positions. Each description gives a general overview of the job's function and provides a list of essential duties & responsibilities, qualifications, physical & mental requirements.



Your Employment at the Presbytery

Your job description is intended to aid in orienting you to your position, identifying the requirements of each position, establishing hiring criteria, setting standards for performance evaluations and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions are reviewed and revised as needed in order to ensure they are an accurate reflection of your responsibilities. However, job descriptions do not necessarily cover every task or duty that might be assigned. Additional responsibilities may be assigned as necessary. Contact your supervisor if you have any questions or concerns about your job description.

Performance Management & Evaluation Process

Performance evaluations are designed to measure your performance in the skill areas required to successfully perform your job duties and responsibilities. You and your supervisor will discuss your strengths and areas for improvement. The objective is to provide a mechanism for both formal and informal feedback about your performance relative to our expectations.

Your performance will be evaluated once a year on or near the anniversary of your date of employment, with coaching assessments conducted as appropriate. A written performance review will be prepared and you will have the opportunity to read it and write any comments. Your signature on the review indicates that you and your supervisor have fully discussed your review.

Training & Development Opportunities

The Presbytery of St. Augustine encourages you to develop skills and effectiveness on the job. Continuing education and development is of benefit to both you and the Presbytery. Occasionally there are seminars and/or training programs available that are designed to help you improve your job performance. If you have any interest in or questions about these potential training opportunities, contact your supervisor.

Wage Rates & Pay Increases

Each employee is paid a base wage rate that is based on market data and internal equity. The requirements and activities as outlined in your job descriptions determine your wage rate. Pay increases may occur on an annual basis. Receiving an annual review does not indicate that you will automatically receive a merit increase. Merit increase guidelines are established to reflect changes in job economic conditions. Annual increases may be awarded based on your job performance as documented during the performance evaluation process.



Time Off Benefits

Time Off Benefits

This section provides an overview of the time off benefit plans offered by the Presbytery. The Presbytery of St. Augustine reserves the right to change or discontinue its benefits package at any time.

Bereavement Leave

As a full time employee, you may receive up to three (3) days of paid leave for a death in your immediate family. Immediate family is defined as your spouse, spousal equivalent, parents, child(ren), sibling(s); or your spouse's or spousal equivalent's parents, child(ren), or sibling(s); or the grandparents or grandchildren of either you or your spouse or spousal equivalent. You may receive up to one (1) day paid leave for members of your extended family, e.g. aunts, uncles, first cousins, etc. If you are a part time employee, you are eligible for bereavement leave on a pro-rated basis. Please contact your supervisor immediately to get approval for your bereavement leave.

Holidays

As a full time employee, you are eligible for the following paid holidays. If you are a part time employee, you are paid for regularly scheduled hours on Presbytery observed holidays, provided the holiday falls on your regularly scheduled workday. The following is a list of typically observed holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day and Christmas Eve or the day after Christmas
- One floating holiday – chosen by employee

If an authorized holiday falls on Saturday it will typically be observed on the preceding Friday. If the authorized holiday falls on Sunday it will typically be observed on the following Monday. If you are uncertain as to whether a day is considered a holiday, contact your supervisor.

At times, business necessity may require you to work on a holiday. If you are a non-exempt employee and you have to work on a Presbytery holiday, you will be paid for the holiday



Time Off Benefits

plus any hours you worked on the holiday. You will be paid overtime only when the total hours worked during the workweek exceed 40 hours.

The Presbytery of St. Augustine is committed to providing a work environment free of religious discrimination or harassment. If your religion prohibits working on a certain scheduled workday, your supervisor will make a reasonable effort to accommodate that time off. It is your responsibility to notify your supervisor as soon as possible of the need for this accommodation. You may use your floating holiday, accrued vacation time or you may take the time off without pay.

Sick and Vacation Time

The Presbytery of St. Augustine provides sick and vacation time so you can balance professional and personal responsibilities.

Full-time employees begin to accrue sick and vacation time upon your date of employment, however, you are not eligible to take any accrued sick or vacation time until you have completed the 90-day Introductory Period.

Part time employees are eligible for sick and vacation time based on the average number of hours worked over the previous six (6) month period and pro-rated to the table below.

The table below reflects the sick and vacation benefits you are eligible to receive based on your length of service:

Employment Type:	Length of Service	Days Accrued/Year	Hours Accrued/Month
Vacation			
Full time	Up to 1 year	10 days	6.66 hours
	Additional years	1 day per year	+.66 hours
	Maximum additional	10 days	
Sick			
Full time		10 days	6.66 hours

If you are absent on the first workday of a new calendar year, the vacation and sick leave benefit under the prior year's schedule will remain in force until you return to work. Accrued sick leave does not carry over to the following year.

Upon leaving the Presbytery, you are eligible to receive pay for unused accrued vacation up to a maximum of five (5) days. However, no payment for accumulated vacation will be made if the employee fails to give proper notice of their resignation. Accumulated vacation may not be used in lieu of proper notice. No payment for accumulated sick leave will be made upon leaving the Presbytery.



Time Off Benefits

Scheduling Sick and Vacation Time

Sick and vacation time may be taken in increments of (4) hours. When possible, requests for vacation should be submitted in writing to your supervisor at least fifteen (15) days in advance. Every attempt will be made to grant vacation in accordance with the scheduling requests. Generally speaking, seniority will be used to determine priority when scheduling vacation.

Supervisors monitor unscheduled absences in accordance with the Presbytery's attendance policy. Disciplinary action will be taken if the sick and vacation policy is abused. Also, your supervisor may request a doctor's note for any illness-related absence. A doctor's note may be required to certify the employee's ability to return to work.

Jury/Civic Duty

If you are summoned for jury duty or to serve as a witness, you may be eligible to be paid for up to one (1) week at your regular rate of pay in order to perform this civic duty. Notify your supervisor as soon as you receive your jury summons or notice and provide a copy of the summons or subpoena. If you are excused from jury duty during your regular working hours, you are expected to return to work immediately.

Medical Leave of Absence

You may be eligible for a medical leave of absence depending on the medical need, as identified by your health care provider. You are required to provide adequate documentation of the necessity of the leave and documentation of your ability to return from leave.

Pay while on Leave

Leaves of absence are unpaid unless the leave is for maternity. Maternity leave is provided for up to six weeks with full compensation.

Fitness for Work Certification

If the medical leave is due to your personal health condition (not a family member), you must present a "fitness for duty" certificate, completed by your healthcare provider, prior to returning to work. This certification is more than a simple statement releasing you to return to work. Your healthcare provider must assess your ability to perform the essential functions of your job. That assessment includes your physician's review of your job description.

Job Restoration following Medical Leave

The Presbytery of St. Augustine will make every effort to restore you to the original job, or to a similar job with similar pay, benefits and other terms and conditions of employment. If the Presbytery is unable to hold your position or place you in a similar job, you may be terminated at the expiration of the leave of absence.

Failure to Return to Work

If you do not return to work subsequent to the expiration of the leave of absence, you will be terminated for job abandonment. This includes the following circumstances:

- You do not return to work immediately after the approved leave is completed and additional unpaid leave has not been approved;
- You advise your supervisor either verbally or in writing that you are not returning to work or voluntarily resign while on leave;
- You refuse an equivalent position offered by the Presbytery upon return to work; or
- You seek or accept outside employment while on approved leave of absence.

Other Parental Leave

Parental leave of two weeks paid leave will be provided to employees upon the birth or adoption of children in their immediate family. Two weeks paid leave will also be provided when an employee becomes a foster parent. Parental leave will not be granted if using the maternity leave benefit.

Military Leave of Absence

If you are a member of the military, the Presbytery provides you with a leave of absence from your civilian position for active military service in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable regulations.

If you are drafted, enlist in the Armed Forces of the United States, or are called to active duty from the Reserves for extended periods, you are guaranteed leave without pay for a period of up to five (5) cumulative years.

Notice of Intent to take Military Leave

Upon receipt of your military orders activating you for military service in the United States Armed Forces, you must notify your supervisor of your need for a leave of absence.

Depending on the timing of receipt of your military orders, you should provide the Presbytery at least thirty (30) days advance notice prior to the date your Military Leave is to begin. If circumstances preclude thirty (30) days advance notice, you must give as much notice as is possible and practical.

Pay while on Leave

Leaves of absence are unpaid.

Job Restoration following Military Leave

As a military service member, you will return to your job with accrued seniority and other employment protections. You will be restored to your original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, your use of Military Leave will not result in the loss of any employment benefits that you



Time Off Benefits

would have earned or be entitled to before taking Military Leave, nor will the absence(s) be counted under the attendance policy. You must notify your supervisor of your intent to return to employment as soon as practical and based on requirements of the law.

Civil Air Patrol Leave

If you are a member of the Civil Air Patrol, the Presbytery of St. Augustine will provide you with up to fifteen (15) days of unpaid leave annually to perform a civil air patrol mission or training. "Civil air patrol leave" means leave requested by an employee who is a member of the Florida wing of the Civil Air Patrol.

To be eligible, you must have been employed by Presbytery of St. Augustine for at least 90 days. You will be expected to provide advance notice and certification from the proper civil air patrol authority to verify your eligibility for the requested leave.

Employees may use available vacation or may take all or part of the leave as unpaid.

Voting

The Presbytery of St. Augustine supports and encourages you to participate in the election voting process. Most polling facilities are open extended hours to accommodate working hours. Employees are asked to vote before or after work time. Any employee requiring time to vote during working hours should notify the supervisor in advance, so that schedules can be adjusted if necessary.



Handbook Acknowledgement

Handbook Acknowledgement

I hereby acknowledge that I have received my copy of the Presbytery of St. Augustine Employee Handbook. I understand that it is my responsibility to become familiar with the Presbytery's policies and to follow them. If a policy is unclear to me, I understand that it is my responsibility to seek clarification from my supervisor.

I also understand that the Employee Handbook is provided to all employees as the method by which the Presbytery communicates its policies. It is not intended to address all possible applications of, or exceptions to, the Presbytery's policies. Neither this Handbook nor any other Presbytery of St. Augustine document confers any contractual right; either expressed or implied, to remain in the Presbytery's employ. Presbytery of St. Augustine is an employment-at-will Presbytery, which means that the Presbytery can terminate my employment with or without cause. Likewise, I may resign from my employment for any reason at any time.

(Signature)

(Date)

(Please print name)

Appendix J

Presbytery of St. Augustine Retirement Resolution Conrad Sharps

On this 4th day of October, 2022, at its Fall Stated Meeting, the Presbytery of St. Augustine celebrates the honorable retirement of Conrad Sharps as of September 1, 2022. As Conrad wrote in his pastoral letter to Amelia Plantation Chapel concerning God's call to begin this new adventure, "For everything there is a season and a time for every matter under heaven."

Conrad Sharps believes that participating in the ministry of the church of Jesus Christ has been a privilege to which he was humbly and persistently called. Six days following their marriage, Lauren Ford Sharps and Conrad walked a short block from the manse, to the Faison Presbyterian Church of Faison, North Carolina, where he preached his first sermon. In this small but loving and fellowship-driven rural church he believes he learned what it means to be a pastor.

Conrad served the First Presbyterian Church of Fernandina Beach on Amelia Island, Florida, for over 17 years beginning in 1988. During this time, the congregation grew significantly and became distinct in the community for its warmth, its hospitality, its mission and a true sense of the ever-present Spirit of God. Conrad served the Presbytery of St. Augustine in many capacities: leading workshops on stewardship, serving on the Committee on Ministry, the Executive Presbyter Search Committee, as Moderator, and as a commissioner to the General Assembly. In 2000 he was honored by the Academy of Parish Clergy as the Pastor of the Year.

In 2005 the Independent Presbyterian Church in Birmingham, Alabama, called Conrad to be Senior Pastor. It is there that he became a loyal University of Alabama football fan! For ten years, he led the congregation through strategic planning and development. During this time the congregation grew in giving, attendance, and membership.

One area of great joy for Conrad during his tenure at IPC was the comprehensive review and missional renewal of their 85-year-running Children's Fresh Air Farm ministry, held at their campground property located on the outskirts of Birmingham. The mission of the the Children's Fresh Air Farm is "to promote hope and opportunity through partnerships with children, families, and the community by offering quality programming rooted in the love of Christ." In addition to Bible study and worship, the programming includes six weeks of reading, writing, and mathematics in the mornings, and art, music, drama,

science and swimming in the afternoons. This model program has since been an inspiration for other organizations and schools in Alabama.

In his next call, Conrad led the historic Shadyside Presbyterian Church in Pittsburgh through a comprehensive strategic prioritization process to expand their efforts of evangelism as a destination church. While serving in the Pittsburgh Presbytery, Conrad was a member of the Board of the University of Pittsburgh Medical Center, serving on the Ethics and Compliance Committee. In 2018 he received the Distinguished Alum Award from Louisville Presbyterian Theological Seminary in Louisville, Kentucky

Conrad returned to this area in 2018 as the Senior Pastor of the Plantation Chapel, an interdenominational community church, where he has enjoyed a return to a more pastoral role as head of staff.

In this new season of retirement, Conrad and Lauren look forward to a future of travel and family, as well as whatever opportunities arise to share the vision of God's Kingdom and the good news of the Christian Gospel.

Appendix K

Hurricane Season Resources

The following resources and attached documents are provided by the Florida Presbyterian Disaster Assistance Network, which you can find at: www.flapdan.org.

Simple Church Disaster Plan Template:
<https://www.flapdan.org/sample-disaster-plans>

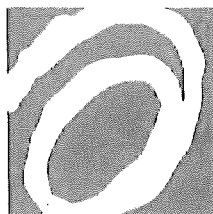
Family Disaster Kit:
<https://www.floridadisaster.org/planprepare/>

<https://www.ready.gov/>

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/survival-kit-supplies.html>

Know Your Zone (flooding and evacuation):
<https://www.floridadisaster.org/knowyourzone/>

Special Needs Registry:
<https://snr.flhealthresponse.com/>



FLORIDA PRESBYTERIAN DISASTER ASSISTANCE NETWORK

In Partnership with Presbyterian Disaster Assistance



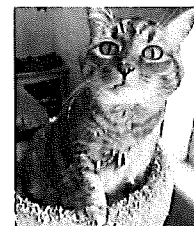
May 2022

Hurricane Season is around the corner: Preparedness tips for churches and families...

The 2022 Hurricane Season is predicted to be above average once again and it's time to begin our preparations. Here are a few tips...

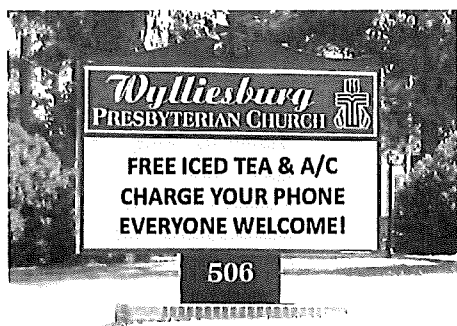
Determine your risk: Is your neighborhood prone to flooding? Storm surge? Know Your Flood Zone! Tornado/wind damage? With soaring construction prices, do you have enough insurance coverage?

Hurricane supplies: Restock your family hurricane kit and include the supplies you have needed during the pandemic. Hand sanitizer, wipes, masks... the COVID variants are still with us. Supply chain issues continue to be a problem with many products so stock up with some extra supplies if you can. And don't forget your pets! (Have you tried finding canned cat food lately? Store shelves have been near empty for months. Just ask my cats!)



Special Needs Registry: If you or someone you know has needs such as oxygen, medical equipment or other special requirements, **help them to register now** with their county's Special Needs Registry. This gives officials important information to use in planning for vulnerable populations as well as allows first responders to provide special assistance during a disaster.

Listen to your local authorities: Every county will have different plans and protocols best suited to their populations, communities and geography. Your local officials have updated hurricane plans, evacuation routes and shelter information, including which shelters are pet friendly. Listen to your local weather, emergency management and city/county officials. Heed their advice.



Churches: Check and update your disaster plan. Make sure contact numbers for staff and others are current. Know your presbytery's disaster protocol. Review your insurance policies. With materials costs skyrocketing, do you have enough church coverage? Assist the vulnerable people in your congregation and surrounding community by helping them gather hurricane supplies or putting up storm shutters and checking on them after a storm.

Churches are a vital part of a community's response and recovery! Can you offer your building or grounds as a secondary post-storm shelter space, a point of

distribution for supplies or a respite center for response workers? If so, please contact your local emergency management office and American Red Cross to let them know. They will work with you to determine if using your facility would be a possibility.

Florida Presbyterian Disaster Assistance Network, Inc.

Phone: 941-483-0675 Email: fla.pdan@pcusa.org

Mailing Address: 3146 NW 13th Street, Gainesville, FL 32609

www.flapdan.org

If your facility is damaged in a disaster, FEMA may be able to help!

Understanding FEMA's Public Assistance program can be challenging for applicants, especially in the immediate aftermath of a disaster. But if you do a little preparation ahead of time (taking photos/videos, gathering documents) it makes the process easier in the event of a federally declared disaster.



FEMA, together with the Department of Homeland Security Center of Faith-Based and Neighborhood Partnerships, created a [video](#) to help inform faith leaders about funds that may help them rebuild if their houses of worship are damaged by a disaster. The video features several faith leaders in Puerto Rico and in the continental United States who tell the story of how their faith center was destroyed—and how they learned about FEMA funding, applied for assistance and how the funds helped them rebuild.

The video is intended to help faith leaders determine if they qualify for assistance and learn the steps to apply for Public Assistance. Houses of worship are considered private nonprofit organizations, and when there is a major disaster declaration, they may be eligible to request funding assistance to rebuild.

Visit [FEMA's YouTube page](#) to watch the video.



FLAPDAN stays in close contact with the Florida presbyteries, Synod, Presbyterian Disaster Assistance, FEMA, state and local emergency management, and many other faith-based and community disaster response organizations to assure continued communication of the latest updates, notifications and best practices. Coordinated response is a key element in all disasters from the federal level right down to each local community. Please contact FLAPDAN with questions or if you need help creating or updating your disaster plan.

We are here for you. Thank you for your continued support of FLAPDAN!

Stay safe,

Kathy Broyard, Executive Director / Emergency Management Specialist

FEMA COVID Funeral Assistance

Funeral expenses for an individual whose death in the U.S. may have been caused by, or was likely the result of, COVID-19 may be reimbursable. FEMA has provided over \$2.3 billion to people to assist with COVID-19 related funeral costs for deaths occurring on or after Jan. 20, 2020. This assistance helped pay for the funerals of more than 369,000 people who died from COVID. More information can be found here:

<https://www.fema.gov/disaster/coronavirus/economic/funeral-assistance>

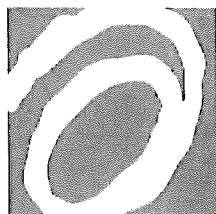
Video:

<https://www.youtube.com/watch?v=7->



FLAPDAN's mission is to support Florida communities through disaster preparedness, response and recovery working in partnership with community, government and faith-based organizations.

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FLORIDA PRESBYTERIAN DISASTER ASSISTANCE NETWORK

In Partnership with Presbyterian Disaster Assistance

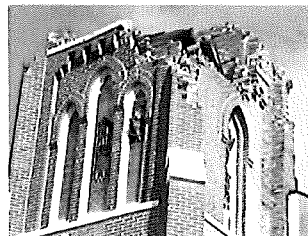


August 2022

FEMA Assistance for Houses of Worship: What You Need to Know...

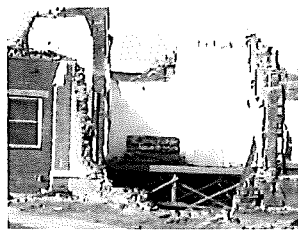


With climate change producing more extreme weather events, disasters and damage to churches are inevitable. FEMA now has a program to assist houses of worship in the recovery and repair of their facilities.



What is Public Assistance? FEMA's Public Assistance program provides assistance to State, Tribal and local governments, and certain types of Private Nonprofit (PNP) organizations and Houses of Worship (HOW) so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.

How Does Public Assistance Work? Public Assistance is a reimbursement program that provides federal funding to help communities respond to and recover from disasters.



Tornado Damage – Harrisburg, IL

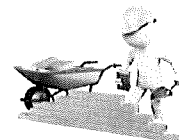
Reimbursements - FEMA reimburses

eligible applicants for the cost of:

- Disaster-related debris removal
- Emergency protective measures
- Permanent repair work

Cost share -

- Federal Share = 75%
- Non-Federal Share = 25%



The Non-Federal Share
can be offset with
donations & volunteers!

Steps to take NOW and AFTER a disaster:

- Take pictures and start a Maintenance Log NOW
- Register for your Unique Entity Identifier (UEI) – formerly DUNS
- Register with FloridaPA.org now for account access
- Make sure Insurance is current
- Take pictures of all damages immediately after disaster
- Document all time of payroll/overtime
- Document all volunteers, their hours, and all donations
- Keep receipts and a log of on-hand inventory utilized
- File claim with Insurance – need response letter
- Once disaster is declared by President and Governor, log back into FloridaPA.org & apply
- Apply to SBA assistance if non-critical facility

More Information:

FloridaDisaster.org

Watch the FEMA
video

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Doing these steps now will make the process much easier should you need FEMA assistance.
Flooding in Eastern Kentucky: 'What I have seen has broken my heart'
 from Presbyterian Mission Agency. Watch the video from Presbyterian Disaster Assistance.



Severe flooding impacted Kentucky, Missouri & Virginia in late July. PDA has processed grants and deployed National Response Team members to affected areas. In Eastern Kentucky, we anticipate this being a long term response, with information on volunteer hosting to come. Here's how you can help right now:

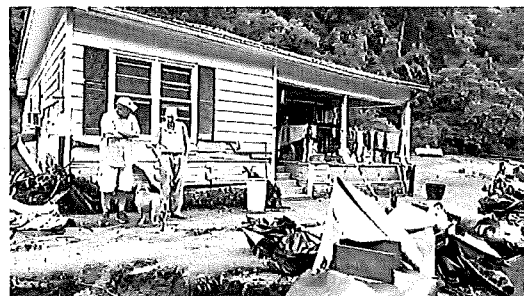


- **Donate to DR000191**
- **Make Gifts of the Heart Kits**
- **Pray:** *In times of upheaval, trauma, and grief, prayer centers our hearts on how God is at work in the midst of*



PDA

disaster. Pray for those affected by flooding, organizations such as PDA who are working to mobilize aid in the area, those in the surrounding areas who have extended compassion, for those grieving the loss of loved ones in the flooding, that God's love might be shown and God's comfort known.



PDA



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Thank you for your continued support of FLAPDAN!

Stay safe,

Kathy Broyard
 Executive Director / Emergency Management Specialist

Get Your Downloadable
CHURCH DISASTER PLAN
Template Here

FLAPDAN's mission is to support Florida communities through disaster preparedness, response and recovery working in partnership with community, government and faith-based organizations.

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**Administrative Commission for the Lake Shore Church
John R. Ragsdale, Chair**

**Report for Presbytery
October 4, 2022**

Organizational and First Meetings

The commission was elected by the presbytery on May 3. We held our organizational meeting and training with the stated clerk on May 16 and held our first business meeting on June 6 at the Lake Shore Church. We toured the campus, saw the interiors of all the buildings, and assessed the deferred maintenance, which is considerable.

We also heard histories from the two commissioners who are elders at Lake Shore and from former member Ed Kelly. We reviewed the church's current financial position, which is secure for the near-term, discussed possibilities for moving forward, and made plans for a congregational listening session.

Congregational Listening Session

We conducted a congregational listening session on June 26th at the Lake Shore Church. We gave each of the 17 members present an opportunity to introduce themselves and tell us how long they had been a member. Over 80% of those present have been there for 20 years or longer. This is a loyal and long-tenured congregation. We then invited any who wanted to share what Lake Shore means to them, and it became clear that the church occupies a central and impactful place in their lives.

We then presented some options for the future:

1. Continue in place, gathering and worshiping as long as resources permit. The presbytery can help with revitalization resources and identifying community needs.
2. Sell the southern portion of the property, retaining the fellowship hall or the fellowship hall and the sanctuary building. Use the sale proceeds for deferred maintenance and continuing operating expenses.
3. Sell all of the property and continue worshiping in another location. Invest the sale proceeds to provide income for continuing operating expenses.
4. Sell the property. Reopen discussions with the St. Andrew's Church about:
 - a. Using a part of their space to continue worshiping as a separate fellowship, or
 - b. Combining resources with St. Andrew's in some fashion.
5. Dissolution.

We then received congregational feedback and questions. There were several questions about how a sale of property would be handled. While no one wants to see the church close, there is realism about that possibility and how worship and fellowship might continue in new ways.

The commission met to discuss the results of the listening session on July 11th. The members of the congregation are not distressed but are accepting the reality about what the future may hold, the options before them, the need to process those options, and are welcoming the input of the AC. At this point, all options remain on the table.

Property

The church property consists of 1.8 acres in three contiguous parcels at the southwest corner of Blanding Boulevard and Sunderland Road in Jacksonville with a combined assessed value of \$707,000. There are four buildings: a sanctuary and music-rehearsal space, a fellowship hall and office space, and two classroom buildings.

The Commission met by Zoom on August 17. Commissioner John Higbe and Assistant Stated Clerk Ed Kelly will meet with commercial realtor Jack Garnett, who has represented the presbytery successfully on numerous property sales. They will investigate the sales potential and values of the various parcels of the church property. Ed has obtained the property appraiser's parcel numbers and zoning designations. They also are authorized to obtain a survey.

The commission will meet again when this information is obtained.

Appendix L-2

Report from the Administrative Commission of Middleburg Presbyterian Church October 2022

The commission is continuing its work of closing the Middleburg Church.

In the last four months we have:

- Sent monthly reports to the Coordinating Council
- Organized and cleaned out the personal property of the church
- Interviewed two estate sale companies and signed a contract with one, for their services
- Held a successful estate sale
- Received an estimate for the replacement of two, of the four, air conditioners supplying the church
- Received an estimate to repair the shed/pumphouse
- Sent the estimates to the Trustees
- Provided three potential leads to the commercial realtor the Trustees contracted with to sell the property - the commercial realtor installed a "For Sale" sign on the property

Submitted by,
Cathy Sanders
Secretary of AC

Appendix L-3

Administrative Commission
Reddick Presbyterian Church
Ana Lugo-Berrios, Chair

The Administrative Commission for the Reddick Presbyterian Church had completed most of its work prior to the last presbytery meeting. At this time we can report that the church property, including the sanctuary building and fellowship hall, has been listed for sale with Garnett Commercial Real Estate, Inc.

I thank all of our members for their service on this administrative commission and will seek dissolution of the commission once the property is sold.