

FALL STATED MEETING AGENDA

Presbytery of St. Augustine

October 4, 2022

Trinity Presbyterian Church

Jerie Lukefahr, Moderator

*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.*

8:30 a.m. WELCOMING TIME

Coffee Reception and Late Registration
New Commissioner Information Desk Open

9:30 a.m. OPENING AGENDA

Moderator's Greeting and Prayer
Meeting Host Greeting
Zoom Overview and Practice Vote
Quorum, Docket Approval, and Appointment of Tellers
Welcome to First Time Commissioners/Corresponding Members/Guests
Approval of Consent Agenda Items in Docket
Call Commission - Memorial Moments for Lloyd Alamsha and Dalton Burch

9:45 a.m. WORSHIP

Morning Message - Rev. Carlton Johnson, Presbyterian Mission Agency
Offering - Presbyterian Disaster Assistance

10:45 a.m. FELLOWSHIP BREAK

11:10 a.m. ACTION AGENDA

General Assembly Commissioners
Volunteer Management (Nominating/Representation)
Coordinating Council
Call Commission
Headlines from Presbytery Ministries - Presbyterian Women, Mutual Mission,
Highlands Regional Ministry Center, and Montgomery Presbyterian Conference Center
Stated Clerk Communications

Visiting Speakers/Workshop Preview

Speak-out Time*

Call for Winter Stated Meeting -

Saturday, February 4, 2023 at 9:00 a.m. (Location TBA)

12:30 p.m. LUNCH 'N' LEARN - with Carton Johnson

Insights on the Congregational Life Cycle

Reminders:

1. All new business must be in the hands of the Stated Clerk in writing (with copies for all commissioners) no later than 10:00 a.m. on the day of the meeting.
2. All speakers must come to the microphone, wait to be recognized, and address all comments to the Moderator.
3. In debate, each speaker will have no more than two minutes to speak, and no speaker will be allowed to speak more than once until all others wishing to speak have done so. The Moderator will recognize speakers alternating *pro* and *con* as much as possible.
4. When speaking, do not read out loud what is already distributed to the commissioners.

Note: This meeting also serves as a meeting of St. Augustine Presbytery, Inc. and Montgomery Presbyterian Conference Center, Inc.

**Speak-out Time is open to ministers and commissioners who would like to share about glimpses of grace or expressions of gratitude in the community of the Presbytery of St. Augustine. Speak-out Time is limited to one-minute per person.*

Presbytery of St. Augustine
Special Rules for Electronic Presbytery Meetings
2022 Version Modified for Fall Stated Hybrid Meeting

Note: The presbytery adopted these special rules for the called presbytery meeting held on July 28, 2020 and for future electronic meetings, subject to amendment.

“Participants” includes teaching elders (ministers), ruling elder commissioners, and other voting members as well as corresponding members and visitors. In our first hybrid experience, we will strive for inclusion and parity between Zoom and in person participants. We will attempt video projection of all who wish to speak via Zoom, but if for any reason that is not possible, participation will be via audio.

Zoom participants must pre-register for the meeting by the date designated in the meeting notice(s) and enter through the waiting room. The Zoom meeting space will open at least 30 minutes before the time of the meeting.

Voting members on Zoom must join the meeting on individual devices (one person, one device) that are capable of using all of the video features, including raising a hand, signifying “yes” or “no,” responding to “polls,” and typing in the “chat” function.

In person participants will wear name tags including the name of their church or ministry. When Zoom participants enter the meeting space, they will “rename” themselves to include their registration information. If your church name contains the word “First,” please include the city name as well (or just the city name). Note: TE = Teaching Elder; RE = Ruling Elder. CM - Corresponding Member, V = Visitor.

Example: Mary Smith – TE –Covenant; Fred Jones – RE – Palatka First.

Non-voting participants on Zoom, including Corresponding Members, will type a z- before their names. This is to ensure that voting participants appear first on the participant list so that their chats, votes, etc. can be easily seen. Example: z-Lisa Wells – Presbytery Staff.

Voting members on Zoom are encouraged to have their video feed on during the meeting, especially when they are speaking, but may turn the feed off if needed to maintain internet speed, privacy, etc. Zoom participants must monitor their surroundings while in the meeting to avoid any potentially embarrassing or awkward situations while on camera. Zoom participants will keep themselves muted at all times unless called on to speak. (A Zoom host may mute all participants.)

To make a motion or speak, in person participants must come to a microphone.

To make a motion or speak, participants on Zoom will use the "raise hand" button and wait until that member is called on to speak. The Moderator may also call on any participant who has voice (but without vote) per our Manual of Operations or a committee member or other resource person who may have information needed that relates to a pending motion.

Motions, points of order, requests for information and parliamentary inquiries from Zoom participants must be placed in the "chat" function so that they can be seen by the stated clerk and Zoom hosts and so that the Moderator will know the priority in which to call on the raised hands.

In person participants will queue up at a microphone. If there is an extended debate, the moderator can ask Zoom participants to queue up by typing "Pro" or "Con" in the chat window. People will be called on in the order that they queue, alternating between the "Pros" and the "Cons."

The moderator will use voting by "unanimous consent" when appropriate ("if there are any objections, raise your hand" and if there are no objections "it is so ordered").

The moderator will clearly announce other means of voting prior to their use, including yes/no buttons, Zoom's polling feature, or voice votes. The polling feature will always be used if a motion is made/approved for an anonymous "ballot." In such a case, in person participants will use a paper ballot.

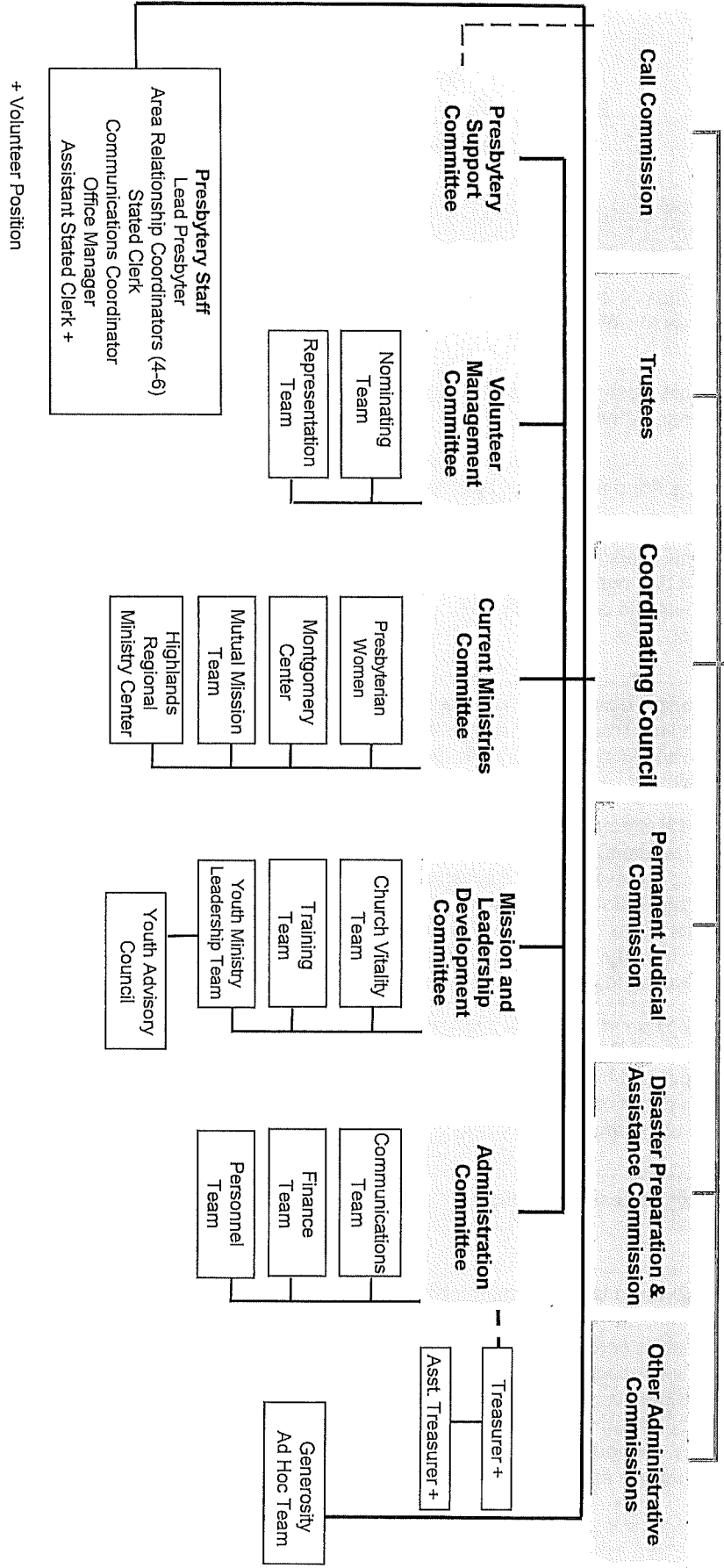
In this first hybrid meeting, the use of chat with "everyone" for informal conversation is discouraged because it will make it difficult to track motions and time sensitive requests.

While every effort will be made to provide stable access to the Zoom platforms, each participant is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

The Moderator may assign individuals to the following roles: (a) registrar(s); (b) hosts/co-hosts; (c) tellers/vote-counters; (d) technical assistance providers.

Presbytery of St. Augustine

Draft as of 9/16/2022



+ Volunteer Position

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 benefiting 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.	

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/worshipping 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

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.

Montgomery Board of Trustees
Proposed Amendment to Proposed Guidelines for Stewardship of Funds
from Dismissed Churches and the Sale of Properties of Closed Churches

The Montgomery Board of Trustees offers the following amendment to the proposed Guidelines for Stewardship of Funds from Dismissed Churches and the Sale of Properties of Closed Churches.

"Ten percent of net proceeds from the sale of Properties of Closed Churches or Funds from Dismissed Churches be **designated** for repairs and upgrades of facilities and the purchase or replacement of equipment at Montgomery Presbyterian Conference Center."

Rationale: Montgomery Presbyterian Conference Center (MPCC) has used the \$700,000 PILP loan to bring the facilities up to code and make major improvements to the buildings and grounds. However due to years of deferred maintenance, there are still projects that need funding.

Presbytery has charged the Board of Trustees to make MPCC self sustaining and through generous support of our churches, our staff, our Board, and the grace of God, we are self sustaining. We continue to do the daily repairs and maintenance but at this time, we do not have the funds to do major projects (like roofs) or the ability to set aside funds on an annual basis for such projects.

To receive these funds would enable MPCC to continue to improve the value of the property which is owned by the Presbytery.

From the Treasurer of the Presbytery

Proposed Amendment to the Montgomery Board of Trustees' Amendment to the Proposed Guidelines for Stewardship of Funds from Dismissed Churches and the Sale of Properties of Closed Churches

The Treasurer offers the following amendment to the Montgomery Board of Trustees' amendment to the Proposed Guidelines for Stewardship of Funds from Dismissed Churches and the Sale of Properties of Closed Churches:

“Fifty percent (50%) of any designated proceeds for Montgomery will first be applied to its debt to the presbytery until paid-off, thereafter one-hundred percent (100%) of designated proceeds will be disbursed to Montgomery. All disbursements to Montgomery will be made within thirty (30) days of the receipt of funds from a dismissed or closed church.”

Rationale:

There is a balance of \$89,000 of funds advanced from the presbytery for Montgomery. Before receiving further funds from the presbytery, Montgomery should repay these prior advances or have a plan in-place to repay them from these future proceeds.

John R. Ragsdale, TE
Treasurer