

Appendix B-4

Approved Coordinating Council Minutes

September 15, 2022 - November 17, 2022*

*No meeting in December 2022

MINUTES
Presbytery Coordinating Council
September 15, 2022 at 10:00 a.m.
First Presbyterian Church, Green Cove Springs
and by Electronic Conference
Joe Albright, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on September 15, 2022, at 10:00 a.m., at First Presbyterian Church of Green Cove Springs with additional access through Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Barbara Darby, Larry Green, Walk Jones, Yvan Kelly, Suzi Lemen, Jerie Lukefahr, Patti Phillips, and Susan Takis.

Absent/Excused: Julie Higbee and Do In Kim.

Also Present: Susan Rose (Moderator Elect), Sandra Hedrick (Stated Clerk), Ed Kelly (Assistant Stated Clerk), John Ragsdale (Treasurer), Joy Laughridge (Chair of Call Commission), and Ana Lugo-Berrios (Chair of Trustees and President of Corporation).

The meeting was called to order by Joe Albright, who offered an opening prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the meetings held on August 11 and September 1, and the Spring Stated Presbytery Meeting Minutes.
- Reviewed reports of committees, administrative commissions, and the stated clerk.
- Approved forwarding the asking budget presented by the Administration Committee to the presbytery at the Fall Stated Meeting and tasked the Generosity Team, Finance Team, and Treasurer with revising the giving letter that is sent to each individual church.
- Approved engaging the services of Breanna Sooter as an independent contractor at the rate of \$20 per hour until we employ a new Communications Coordinator.
- Approved the recommendation of the Personnel Team to engage the services of Idea Recruitment to post the Communications Coordinator position and screen and interview candidates. The total fee will be \$1,750.
- Approved the recommendation of the Personnel team to recommend to the presbytery to raise Sandra Hedrick's housing allowance by \$500 a month and her hours by five a week (total 25) and approved raising Joe Rigsby's compensation by \$500 a month until the Ministry and Mission Coordinator position is filled.
- Appointed Susan Takis to serve as the Coordinating Council's representative on the Communications Coordinator Selection Team.

- Approved recommending that the presbytery authorizes the Coordinating Council to make additional revisions to the Employee Handbook as it deems are needed and to report any changes to the next presbytery meeting after such revisions are made.
- Approved recommending that the presbytery continues to authorize the Coordinating Council to make revisions to the sexual misconduct and child protection policies and to report any changes to the next presbytery meeting after such revisions are made.
- Approved recommending to the presbytery that it authorize the Coordinating Council to appoint a stated clerk selection committee and that the Coordinating Council and the Nominating Team present for election at the appropriate time an individual to serve in a new term beginning at the 2023 Winter Stated Meeting or as soon thereafter as possible.
- Approved a Stewardship of Property sales policy that will be recommended to the presbytery at the Fall Stated Meeting.
- Approved a \$10,000 grant request from Memorial Presbyterian Church that will support the church's mental health ministry and will be drawn from the Community Development Fund.
- Approved the job descriptions for Stated Clerk, Lead Presbyter, and Communications Coordinator. The Coordinating Council chair will appoint the committees.
- Approved recommending a number of Manual of Operations changes to the presbytery. These changes are reflected in the document that is a part of the Fall Stated Meeting docket and minutes.

The meeting was closed with prayer by Patti Phillips.

Submitted by:

Sandra Hedrick

Stated Clerk and Clerk of Coordinating Council

MINUTES
Presbytery Coordinating Council
September 29, 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 September 29, 2022, at noon, via Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Barbara Darby, Walk Jones, Yvan Kelly, Patti Phillips, and Susan Takis.

Absent/Excused: Larry Green, Julie Higbee, Do In Kim, Suzi Lemen, and Jerie Lukefahr.

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

The meeting was called to order by Joe Albright, and Walk Jones offered an opening prayer.

The Coordinating Council took the following actions:

- Approved increasing the housing allowance of area relationship coordinator (ARC) Joe Rigsby by \$100 per month during the time he acts as convener/team leader of the ARCs following the departure of the Ministry and Mission Coordinator, effective September 15, 2022. This is a correction to the motion previously approved and reported in the docket.
- Extended the date for small church grant requests to November 1, 2022.
- Approved interest in talking with an anonymous donor regarding a possible Youth Engagement Initiative, with details to be further discussed.

The meeting was closed with prayer by Susan Rose.

Submitted by:

Sandra Hedrick

Stated Clerk and Clerk of Coordinating Council

MINUTES
Presbytery Coordinating Council
October 13, 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 October 13, 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, Barbara Darby, Larry Green, Julie Higbee, Walk Jones, Yvan Kelly, Suzi Lemen, Jerie Lukefahr, Patti Phillips, and Susan Takis.

Absent/Excused: Do In Kim.

Also Present: Susan Rose (Moderator Elect), Sandra Hedrick (Stated Clerk), Bob Lombard (Elected Member in Class of 2025), and Adam Anderson (Pastor of South Jacksonville Presbyterian Church).

The meeting was called to order by Joe Albright who shared a devotional message and prayer.

The Coordinating Council took the following actions:

- Reviewed reports of committees, administrative commissions, and the stated clerk.
- Approved holding the Winter Stated Meeting in February 2023 in person. Churches and the Montgomery Center will be invited to make a proposal to hold the meeting.
- Welcomed special guest Adam Anderson who elaborated on the information shared in Yvan Kelly's report of his visit to the session and provided ideas and input regarding the structure of the presbytery.
- Approved a motion that Joe Albright may add members to the Generosity Team and may also populate the Stated Clerk Search Committee.
- Approved a range for effective salary for the stated clerk opening (amount to be omitted from published minutes)
- Approved a range for effective salary for the lead presbyter opening (amount to be omitted from published minutes).
- Approved accepting a grant of \$12,000 from an anonymous donor to conduct research on retaining youth in church and to establish a baseline for youth engagement in churches of our presbytery, The research will be done by Bill Hoff, retired minister, Justin Forbes, Youth Ministry, Flagler College and Rachael McNeal, youth minister Memorial Presbyterian. The research will be completed by June 2023 and Bill Hoff will be responsible to see that each church in the presbytery receives the results of the research. In addition, the Youth Team will begin to obtain youth involvement numbers from the churches of the presbytery in order to share possible grants in the future.
- Referred to personnel the clarification of the job description of area relationship coordinators.

The meeting was closed with prayer by Sandra Hedrick.

Submitted by:

Sandra Hedrick

Stated Clerk and Clerk of Coordinating Council

MINUTES
Presbytery Coordinating Council
October 27, 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 October 27, 2022, at noon, via Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Barbara Darby, Yvan Kelly, Jerie Lukefahr, Patti Phillips, and Susan Takis.

Absent/Excused: Larry Green, Julie Higbee, Do In Kim, Walk Jones, and Suzi Lemen.

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

The meeting was called to order by Joe Albright, and Yvan Kelly offered an opening prayer.

The Coordinating Council took the following actions:

- Revised the minimum salary for the lead presbyter (will be omitted from published minutes).
- Disapproved a motion to search for an interim Lead Presbyter.
- Approved holding the Winter Stated Meeting at the Montgomery Center and authorizing the moderator to ask Riverside to host a hybrid meeting in May 2023.
- Approved moving the deadline for the small church grants to November 15, 2022.

The meeting was closed with prayer by Jerie Lukefahr.

Submitted by:

Sandra Hedrick
Stated Clerk and Clerk of Coordinating Council

CORRECTED MINUTES
Presbytery Coordinating Council
November 10, 2022 at NOON
by Electronic Conference
Joe Albright, Chair

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

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

Absent/Excused: Larry Green, Julie Higbee, Patti Phillips, and Do In Kim.

Also Present: Susan Rose (Moderator Elect), Sandra Hedrick (Stated Clerk), and Jessi Higginbotham (Elected Member in Class of 2025).

The meeting was called to order by Joe Albright who opened with prayer.

The Coordinating Council took the following actions:

- Set the Coordinating Council meetings in January on the 12th at 10:00 a.m. and the 26th at noon.
- Approved paying \$500 to the Montgomery Presbyterian Conference Center as their space fee for hosting the Winter Stated Meeting.
- Approved a motion to place all of the constitutional amendments from the Office of General Assembly on the docket for the Winter Stated Meeting except for those relating to the Rules of Discipline. Most will be placed on an omnibus motion. A committee will be appointed to review the amendments and make recommendations regarding approval, disapproval, or no recommendation. This committee may also recommend to the Coordinating Council which amendments should not be placed into the omnibus motion.

The meeting was closed with prayer by Sandra Hedrick.

Submitted by:

Sandra Hedrick
Stated Clerk and Clerk of Coordinating Council

MINUTES
Presbytery Coordinating Council
November 17, 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 November 17, 2022, 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, Walk Jones, Suzi Lemen, Patti Phillips, and Susan Takis.

Absent/Excused: Vickie Bossuot, Julie Higbee, Yvan Kelly, Do In Kim, and Jerie Lukefahr.

Also Present: Sandra Hedrick (Stated Clerk), Ana Lugo-Berrios (Chair of Trustees and President of the Corporation), and Bob Lombard (Elected Member in Class of 2025).

The meeting was called to order by Joe Albright, and Suzi Lemen offered a devotional and prayer.

The Coordinating Council took the following actions:

- Reviewed reports of committees, administrative commissions, and the stated clerk.
- Approved provisional appointment of the individuals listed in the Volunteer Management Committee report, including: Rebekah Rodgers (McIntosh) - Class of 2024 Montgomery Board, Ricky Kirby (Orange Park) - Class of 2025 Call Commission, Kathy McLean (At-Large) Class of 2024 or 2023 Call Commission, Carolyn Ettlinger (Palms) - Class of 2025 Call Commission, Vickie Bossuot (Validated Ministry/Lakewood) - Youth Team Class to be Assigned, Brian Mitchell (Lakewood) - Youth Team Class to be Assigned.
- Approved offer to Gabrielle Bellamy as our new Communications Coordinator.
- Approved the recommendation of the Personnel Team to approve an increase in Sandra Hedrick's hours to 30 in light of additional work she is performing that is not directly related to her stated clerk work and to increase her pay to \$70,280 retroactively to October 1 with the additional amount in housing allowance. (This is equivalent to her current hourly rate for the additional hours and will continue until such time as the hours are reduced.)
- Approved the selection committees for General Presbyter position: Patti Phillips (RE, Branford), Beth Touchton (TE, Fort Caroline), Bryant Anderson (TE, Palms), Don Johnson (TE, Woodlawn), John Ragsdale (TE, HR, Treasurer), Jo Anne Dyson (TE, Fort King), Diane Wilson (TE, Starke First).
- Approved all of the following small church grant requests that were submitted: Alachua First (\$5,000), Calvin (\$5,000), St. Andrews (\$1,000), Silver Springs Shores (\$5,000), Starke First (\$3,550).
- Approved the following motion: that the Chair of the Coordinating Council appoint a representative working group of between 6 and 8 members - not all from the Coordinating Council

- that would review the proposed constitutional amendments and make recommendations in favor, against, or no recommendation, on each of the proposed amendments. Working with the stated clerk, the group would also (a) approve a brief rationale for their recommendations, (b) recommend to the Coordinating Council which amendments to include in an omnibus motion, and (c) coordinate educational sessions in January 2023 that will prepare the members and commissioners at the presbytery meeting to vote on the amendments. The group would be representative of the presbytery and would include all 2022 GA commissioners who would like to participate, even if the total number exceeds eight.

The meeting was closed with prayer by Barbara Darby.

Submitted by:

Sandra Hedrick

Stated Clerk and Clerk of Coordinating Council