

## 2025 Minutes

**February 27, 2025 – Stated Meeting**

Epworth By the Sea, St. Simons Island, GA

**September 4, 2025 – Special Meeting**

Zoom Video Conference

**October 20, 2025 – Stated Meeting**

Zoom Video Conference



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# Minutes of the Synod of South Atlantic Assembly

2 pm, Thursday, February 27, 2025

*The meeting serves both as a meeting of the ecclesiastical governing body of the Presbyterian Church (U.S.A.) and a meeting of the Synod of South Atlantic, Inc., a non-profit corporation of the State of Florida.*



**2 pm Call to Order** Jacquelyn Rembert, Moderator

**Acknowledgement of Land & People** was provided by Rev. Jamil el-Shair

**Opening Prayer** by Moderator, Jacquelyn Rembert

**Appointment of Parliamentarian:** Moderator Rembert announced that she has appointed the Rev. William Wildhack to serve as parliamentarian for this assembly.

**Declaration of Quorum:** The quorum for a meeting of the Synod shall be six (6) Ruling Elders and six (6) Ministers of the Word and Sacrament, representing six (6) Presbyteries of the Synod of South Atlantic. With 27 of 34 elected commissioners from 13 presbyteries in attendance, we do have a quorum.

## Welcome to New Commissioners

Moderator Rembert asked new synod commissioners to stand and be welcomed by the Assembly. Moderator Rembert explained the two types of commissioners provided for in the new design and asked each to stand to be recognized

## Present:

ROLE	Committee	First Name	Last NAME	PRESBYTERY	CLASS	Term	ORD	R/E	G
At-Large Com.	Coordinating	David	Yandle	Charleston-Atlantic	2025	1	RE	W	M
At-Large Com.	Coordinating	Holly	Dillon	Tampa Bay	2025	1	TE	W	F
Moderator	Coordinating	JACKIE	REMBERT	New Harmony	2026	2	RE	B	F
Vice Moderator	Coordinating	JAMIL	EL-SHAIR	Savannah	2024	1	TE	B	M
Co-chair Cultivate	Cultivate	Pat	Jones	Charleston-Atlantic	2025	1	TE	B	F
Commissioner	Cultivate	DAWN	NEFF	Central Florida	2025	1	RE	W	F
Commissioner	Cultivate	Sommer	Bower	Flint River	2025	1	TE	W	F
Commissioner	Cultivate	JEANNE	SIMPSON	Greater Atlanta	2025	3	TE	W	F
Commissioner	Cultivate	Ella	Busby	New Harmony	2025	U	TE	B	F
Commissioner	Cultivate	TRAVIS	ADAMS	Northeast Georgia	2026	3	TE	W	M
Commissioner	Cultivate	Jeff	Davis	Tampa Bay	2026	1	TE	W	M

Commissioner	Cultivate	Barbara	Hassall	Tropical Florida	2027	1	RE	W	F
Commissioner	Cultivate	Geoffrey	McLean	Tropical Florida	2026	1	TE	W	M
<b>Co-chair Embody</b>	<b>Embody</b>	Andy	James	Greater Atlanta	2025	1	TE	W	M
<b>Co-chair Embody</b>	<b>Embody</b>	HANSLER	BEALYER	St. Augustine	2025	3	RE	B	M
Commissioner	Embody	BRIAN	HENDERSON	Charleston-Atlantic	2025	3	TE	B	M
Commissioner	Embody	Joanne	Kublik	Florida	2025	2	RE	W	F
Commissioner	Embody	LISA	MARTIN	Florida	2026	2	TE	W	F
Commissioner	Embody	Paula Lynn	Jarrett-Coleman	Greater Atlanta	2026	1	RE	B	F
Commissioner	Embody	Carson	Montgomery	Providence	2026	1	TE	W	F
Commissioner	Embody	MARGARET	BROOKS	Savannah	2025	3	RE	W	F
Commissioner	Embody	Olive	Mahabir	St. Augustine	2026	1	TE	H/L	F
<b>Co-chair Inspire</b>	<b>Inspire</b>	CHRISTINA	GREENAWALT	Central Florida	2025	3	TE	W	F
<b>Co-chair Inspire</b>	<b>Inspire</b>	TIMOTHY	CURETON	Providence	2025	3	RE	B	M
Commissioner	Inspire	SONYA	DAWSON	Foothills	2026	2	RE	As	F
Commissioner	Inspire	BETH	HOSKINS	Foothills	2025	3	TE	W	F
Commissioner	Inspire	Kenya	Colbert	Northeast Georgia	2025	U	RE	B	F

**Excused Absences:**

ROLE	Committee	First Name	Last NAME	PRESBYTERY	CLASS	Term	ORD	R/E	G
Co-chair Cultivate	Cultivate	Billie	Sutter	Cherokee	2026	1	RE	W	F
Commissioner	Cultivate	BOBBY	BYRD	Charleston-Atlantic	2025	3	RE	W	M
Commissioner	Inspire	Lois	McGill	Peace River	2025	1	RE	W	F
Commissioner	Inspire	Karen	Wismer	Peace River	2025	1	TE		F
Commissioner	Inspire	CROSKEYS	ROYALL	Trinity	2026	2	TE	W	M
Commissioner		JANICE BARGE	CLARKE	Tampa Bay	2025	3	RE	B	F
Commissioner		Ray	Bell	Trinity	2025	3	RE	W	M

**Seating of Corresponding Members**

It was moved by Commissioner, Lisa Martin, seconded and approved by the Assembly that the following be seated as Corresponding Members:

- Rev. Tony Larson, Co moderator 226<sup>th</sup> General Assembly, New Harmony Presbytery
- Valerie Young, Synod Executive & Stated Clerk
- Andy Hill, Synod Treasurer

- Rev. Olivia Haney, Interim Co-Executive  
Presbyter, Central Florida Presbytery
- Rev. Hoover Haney, Interim Co-Executive  
Presbyter, Central Florida Presbytery
- Rev. Rebecca Albright, General Presbyter,  
Charleston Atlantic Presbytery
- Rev. Andy Casto-Waters, General Presbyter,  
Cherokee Presbytery
- Therese Howell, Stated Clerk, Cherokee  
Presbytery
- Rev. Mark Broadhead, Stated Clerk & Acting  
General Presbyter, Florida Presbytery
- Rev. Deborah Foster, Presbytery  
Leader/Stated Clerk, Foothills Presbytery
- Britany DiGiammarino, Small Church Coord.,  
Flint River Presbytery
- Rev. Aisha Brooks-Johnson, Executive  
Presbyter, Presbytery of Greater Atlanta
- Rev. Joy Fisher, Congregational Consultant,  
Presbytery of Greater Atlanta
- Rev. Gavin Meek, Executive  
Presbyter/Stated Clerk, Presbytery of New  
Harmony
- Rev. Jacob Douylliez, Asst. Stated Clerk,  
Northeast Georgia Presbytery
- Rev. Ed Rees, Acting General  
Presbyter/Stated Clerk, Northeast Georgia  
Presbytery
- Rev. Deannie Strength, Stated Clerk &  
Director of Administration, Savannah  
Presbytery
- Rev. Rick Douylliez, Director of Pastoral and  
Ecclesial Care, Savannah Presbytery
- Rev. David Rollins, Lead Presbyter,  
Presbytery of St. Augustine
- Rev. Danny Murphy, General Presbyter &  
Stated Clerk, Trinity Presbytery
- Rev. Daris Bultena, General Presbyter &  
Stated Clerk, Presbytery of Tropical Florida
- Eric Robinson, Mission Consultant,  
Providence Presbytery
- Rev. Hilary Shuford, Bridge General  
Presbyter, Providence Presbytery

### **Adoption of the Docket**

It was moved by Commissioner, Travis Adams and seconded that the docket be adopted as presented.

**APPROVED.**

### **Installation of the Moderator (*Attachment A*)**

*Valerie Young, Synod Executive & Stated Clerk  
Rev. Tony Larson, Co-moderator, 226<sup>th</sup> General Assembly*

### **Treasurer's Report (*Attachment B*)**

New synod Treasurer Andy Hill reported on the state of the synod's finances and the work of moving toward a cash-based budget. Treasurer Hill explained the updated balance sheet and income/expense statements provided in the meeting addendum.

### **Synod Executive & Stated Clerk Report (*Attachment C*)**

*Valerie Young, SE/SC*

*Referring to the attached report, Young presented the following action items:*

- I. In accordance with W-5.0206, "*Celebrations of the Lord's Supper are to be approved by the council overseeing the event or in whose bounds it takes place*", the following have been requested for approval:
  - a. *Journey Event, March 1, Epworth By the Sea*

- b. *Retreat for Women in Mid Council Ministry, August 17, Jacksonville, FL requested by Rev. Joyce Lieberman*

Item I. was moved by Rev. Pat Jones, seconded and **APPROVED**.

II. Cherokee Presbytery requests that the following corrections (underlined) to their geographic boundaries be approved by the Synod of South Atlantic and submit for action by the 227<sup>th</sup> General Assembly (2026).

- a. Cherokee Presbytery (the “Presbytery”), a council of the Presbyterian Church (U.S.A.), composed of the counties of Bartow, Catoosa, Chattooga, Cherokee, Cobb<sup>[1]</sup>, Dade, Dawson, Fannin, Floyd, Forsyth, Gilmer, Gordon, Paulding, Pickens, Polk, Walker, and Whitfield, and incorporated under the laws of the state of Georgia, as a non-profit 501(c)(3) organization, recognizes that the Constitution of the Presbyterian Church (U.S.A.) and the laws of the state of Georgia, as they pertain to the organization of religious institutions, are obligatory upon it and its members.

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[1] With the exception of Austell Presbyterian Church, a congregation whose membership is with Greater Atlanta Presbytery, but whose physical location is within the bounds of Cherokee Presbytery.

Item II. was moved by Rev. Pat Jones, seconded and **APPROVED**.

*Young provided the following verbal report:*

I want to make sure that you all have had an opportunity to meet Melissa Clapp. Melissa is greeting people at the registration desk today, but, because she only works 15 hours a week, she won't be here for the entire event. I hope you will take some time today to thank her for all of the work she has done to make this event happen.

One update to the report, regarding the remedial complaint mentioned. The Synod PJC held a hearing on Monday, in Leach v. Presbytery of Tropical Florida. The SPJC dismissed the case and, in accordance with D-5.1003, the full decision will be entered into the minutes of the synod.

You'll also see some updates on Presbytery Leadership in the written report. Seven of 16 presbyteries have had a change in leadership in the last two years. If your presbytery finds itself in need of establishing a search committee for Executive and/or Stated Clerk, please have your moderator or council chair contact me so that I can assist in setting them up for a successful search.

A final “Thank you” to all the members of the Visioning Team for the work that went into discerning together a new journey for the Synod. **Today**, we begin implementing that vision!

A large part of my work since our November 2024 meeting has been to assist leadership in the new design and wrap our heads around the changes. The vision and design created a framework to build upon, it didn't provide fully developed processes. That's up to you. . . .

And that means there are going to be questions – lots of them!

If you are a new synod commissioner or, even if you've been around for a while, you might feel a little lost. And that's OKAY, in fact it's normal under the circumstances– we are all working from the same place right now. There is not a soul in this room who has all of the answers for every one of the questions we will have.

No one has experience in this new design so, if you have a question, ASK IT. Your co-chairs have had an opportunity to think about some of these issues, but they're not experts. We need you – your presence, your ideas, and your experience as together we build a synod that offers everyone space to join in the journey.

It's going to take time to see the full impact, but it's beginning to grow. People are already expressing their excitement and gratitude for what we, the synod, are working toward. There is interest in developing networks, applying for new grants, and taking part in the Embody Leader Formation Cohort.

When I have the honor of bringing greetings at a presbytery meeting, I get to remind people that this is their synod. This is your synod. . . my job as leader is to provide guidance, help you to see the bigger picture, and assist with implementation of your plan. Sometimes I'm out in front, sometimes I have to get behind and push. . .but ultimately, I hope to be walking along side of you encouraging our ministry together.

The agenda for this meeting and for the Journey event are intentionally arranged to cultivate authentic community, spark the imagination, and provide space for people from all over the region to experience the movement of the Spirit together.

So, mix it up! Move around! Get to know new people and learn about their ministry. We will all be better for it!

**Building Community in Committee -**

**Introduction of Coordinating Committee**

*Rev. Jamil el-Shair, Vice Moderator*

Vice-Moderator el-Shair introduced the members of the Coordinating Committee to the Assembly and explained the committee's purpose as being that of coordinating the work among the three *Embody, Cultivate, Inspire* and re-iterated that, while also acting as Personnel, they have no commission authorities.

*Commissioners were then dismissed to meet by committee until the Order of the Day at 4:30.*

**Embody** ..... **(Attachment D)** ..... *Jones 1*

**Cultivate** ..... **(Attachment E)** ..... *Jones 2*

**Inspire** ..... **(Attachment F)** ..... *Jones 3*

**4:30 pm**            **Order of the Day: Co-Moderator Q & A**

**5:00 pm**            **Reports of Committees**

**Embody:** Co-chairs Andy James & Hansler Bealyer described the potential partnership with Columbia Theological Seminary and the upcoming Embody Leader Formation Cohort that begins in April. It was also reported that the committee approved committee assignments based on commissioner's preference and discernment.

**Cultivate:** Co-chair Pat Jones and (sitting in for Billie Sutter) Holly Dillon described their generative conversations around ministry partners and that having some of those partners present in their meeting brought new information and inspiration for future networks. Next Cultivate meeting is scheduled for March 24<sup>th</sup>.

**Inspire:** Co-chairs Christina Greenawalt & Timothy Cureton updated the Assembly on new grants and scholarships, including reminders of deadlines for application. Next Inspire meeting is scheduled for March 27<sup>th</sup> at 6 pm.

**Coordinating Committee**

On behalf of the Coordinating Committee, Vice-Moderator el-Shair moved, it was seconded and approved by the Assembly that future synod meetings dates be held electronically on the following dates:

- **Monday, October 20, 2025 · 6 pm-8 pm Eastern time**
- **Saturday, March 14, 2026 · 11 am – 1 pm Eastern time**
- **Monday, October 19, 2026 · 6 pm – 8 pm Eastern time**

***Leave for dinner & adjourn with worship and the start of the Journey Event at 7 pm***

***Prayer for our meal was provided by Moderator, Jacquelyn Rembert.***

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Valerie Young,  
Synod Executive &  
Stated Clerk

## Synod Meeting Minutes Approval

The *Synod of South Atlantic* adopted the following procedure at its 30<sup>th</sup> Stated Meeting (September 2016) for approving Synod Meeting minutes:

***Commissioners, members, and persons who are entitled to have a voice at any meeting of the Synod (Stated Meeting, Called Meeting, Executive Administrative Commission Meeting, Committee Meeting, etc.) will have fourteen (14) days to respond to the minutes prepared by the Stated Clerk from the date the minutes are sent. The minutes will be sent out as an email attachment unless the person has no email, then they will be sent via US mail. After fourteen days have expired, the minutes will stand approved with any corrections brought to the attention of the Synod Stated Clerk.***

### Authority

***Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition***, permits the above procedure as an option in ***Section 48, Minutes and Reports of Officers; Reading and Approval of the Minutes***. It reads in part:

*When the next regular business session will not be held within a quarterly time interval, and the session does not last longer than one day, or in an organization in which there will be a change or replacement of a portion of the membership, the executive board or a committee appointed for the purpose should be authorized to approve the minutes . . . [Pgs 474-475].*

*A draft of the minutes of the preceding meeting can be sent to all members in advance, usually with the notice. In such a case, it is presumed that the members have used this opportunity to review them, and they are not read [at the next meeting] unless this is requested. Correction of them and approval, however, is handled in the usual way. It must be understood in such a case that the formal copy placed in the minute book contains all corrections that were made and that none of the many copies circulated to members and marked by them is authoritative [Pg 474].*

### Attestation

I attest that the meeting minutes and all documents attached herein for the February 27, 2025 Stated meeting were sent out on March 5, 2025 to all commissioners, members, and persons entitled to have a voice at the meeting, with fourteen (14) days to review and respond. Therefore, these meeting minutes were considered approved on March 19, 2025, with any corrections or editions brought to the attention of the Stated Clerk.



Synod Executive/Stated Clerk  
*Synod of South Atlantic*



# Installation of the Moderator, Jacquelyn Rembert

Lead by Rev. Brian Henderson & Rev. Tony Larson

Brian: As many of you as were baptized into Christ  
have clothed yourselves with Christ.

All: **There is no longer Jew or Greek,  
there is no longer slave or free,  
there is no longer male and female;  
for all are one in Christ Jesus.**

Brian: Lead a life worthy of the calling  
to which you have been called,  
making every effort to maintain the unity of the Spirit  
in the bond of peace.

There is one body and one Spirit,  
just as we were called to the one hope of our calling,

All: **one Lord, one faith, one baptism,  
one God and Father of all,  
who is above all and through all and in all.**

Brian: We are called by God  
to be the church of Jesus Christ,  
a sign in the world today  
of what God intends for all humankind.

All: **The great ends of the Church are  
the proclamation of the gospel for the salvation of humankind;  
the shelter, nurture, and spiritual fellowship of the children of  
God;  
the maintenance of divine worship;  
the preservation of the truth;  
the promotion of social righteousness;  
and the exhibition of the Kingdom of Heaven to the world.**

Tony: The call of Christ is to willing, dedicated discipleship.  
Our discipleship is a manifestation

of the new life we enter through baptism.  
Discipleship is both a gift and a commitment,  
an offering and a responsibility.

Jackie, you have been called by God  
and elected through the voice of the synod  
to serve as our moderator for 2025.

The grace bestowed on you in baptism  
is sufficient for your calling  
because it is God's grace.

By God's grace we are saved,  
and enabled to grow in the faith  
and to commit our lives in ways that serve Christ.

God has called you to particular service.  
Jackie, show your purpose by answering these questions.

Who is your Lord and Savior?

Jackie: Jesus Christ is my Lord and Savior.

Brian: Will you be Christ's faithful disciple,  
obeying his word and showing his love?

Jackie: I will, with God's help.

Tony: Do you welcome the responsibility of this service  
because you are determined to follow the Lord Jesus,  
to love neighbors, and to work for the reconciling of the world?

Jackie: I do.

Brian: Will you serve the people  
with energy, intelligence, imagination, and love,  
relying on God's mercy  
and rejoicing in the power of the Holy Spirit?

Jackie: I will, with God's help.

Tony: Do we, the members of the Synod of South Atlantic,  
confirm the call of God to our sister Jackie  
as moderator of the Synod  
in the service of Jesus Christ?

All: **We do.**

Brian: Will we support and encourage her in this ministry?

All: **We will.**

Tony: Let us pray.

Faithful God, in baptism you claimed us;  
and by your Holy Spirit you are working in our lives,  
empowering us to live a life worthy of our calling.  
We thank you for leading Jackie to this time and place.  
Establish her in your truth,  
and guide her by your Holy Spirit,  
that in your service she may grow  
in faith, hope, and love,  
and be a faithful disciple of Jesus Christ,  
to whom, with you and the Holy Spirit,  
be honor and glory, now and forever.

Almighty God,  
you called us into the church,  
and from among us chose leaders to direct us in your way.  
We thank you for Jackie, our moderator.  
Enlarge her gifts  
and help her to obey you,  
so that we may enjoy good work under her guidance,  
loyally serving Jesus Christ our Lord.

All: **Almighty God,  
in Jesus Christ you called disciples  
and, by the Holy Spirit,  
made them one church to serve you.  
Let your Spirit rule your church,  
so that we may be joined  
in love and service to Jesus Christ,  
who, having gone before us,  
is coming to meet us  
in the promise of your kingdom. Amen.**

Brian: Jackie, you are installed to service  
as Moderator of the Synod of South Atlantic.

May the God of peace  
make you holy in every way,  
and keep your whole being,  
spirit, soul, and body,  
free from every fault  
at the coming of our Lord Jesus Christ.

Whatever you do, in word or deed,  
do everything in the name of the Lord Jesus,  
giving thanks to God through him.

Amen. Thanks be to God!

*adapted from the Book of Common Worship (2018)*

### Budget: Year to Date for the period of 01/01/2024 to 12/31/2024

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Account Number	Account Name	Actual	YTD Budget	Annual Budget
<b>Income</b>				
4000	Transfer from Reserves for CY use	62,819.00	62,819.00	62,819.00
4020	UNRESTRICTED	0.00	0.00	0.00
4030.401	Per Capita	166,502.24	191,868.00	191,868.00
4035.401	Prior Year Per Capita	17,995.29	20,000.00	20,000.00
4040.402	Mission Giving	65,055.42	78,000.00	78,000.00
4045.402	Prior Year Mission Giving	2,512.60	0.00	0.00
4060	Other Income	2,276.00	0.00	0.00
4100	Worship Offering	0.00	0.00	0.00
	<b>Total 4020 - UNRESTRICTED</b>	<b>254,341.55</b>	<b>289,868.00</b>	<b>289,868.00</b>
4510	Bank Interest	5,790.93	4,500.00	4,500.00
4620	Miscellaneous Income	518.15	0.00	0.00
	<b>Total Income</b>	<b>323,469.63</b>	<b>357,187.00</b>	<b>357,187.00</b>
<b>Expense</b>				
6100	RACIAL ETHNIC MINISTRIES	0.00	0.00	0.00
6110	Korean American Ministry	15,000.00	15,000.00	15,000.00
6120	African American Ministry	10,356.21	15,000.00	15,000.00
6130	HispanicAmerican Ministry	10,500.00	15,000.00	15,000.00
	<b>Total 6100 - RACIAL ETHNIC MINISTRIES</b>	<b>35,856.21</b>	<b>45,000.00</b>	<b>45,000.00</b>
6200	NETWORKING MINISTRIES	0.00	0.00	0.00
6210	Smaller Cong (ASC)	5,000.00	5,000.00	5,000.00
6220	Grants	0.00	15,000.00	15,000.00
6230	Special Projects	5,656.04	20,324.51	20,324.51

	<b>Total 6200 - NETWORKING MINISTRIES</b>	10,656.04	40,324.51	40,324.51
6300	OTHER MINISTRIES	0.00	0.00	0.00
6310	Pby Leader Formation	2,000.00	6,000.00	6,000.00
6320	Synod Pby Leaders Forum	6,449.30	8,000.00	8,000.00
6340	Special Gatherings	4,888.21	5,000.00	5,000.00
	<b>Total 6300 - OTHER MINISTRIES</b>	13,337.51	19,000.00	19,000.00
	ECCLESIASTIC OPERATIONS			
5411	Stated Meeting	-450.00	2,500.00	2,500.00
5412	Committee Expenses	13,132.70	10,000.00	10,000.00
5414	Moderator's Training	35.97	1,500.00	1,500.00
5451	Permanent Judicial Commission	0.00	0.00	0.00
5451.100	Trial Expense	0.00	0.00	0.00
5451.102	PJC Training	0.00	5,000.00	5,000.00
	<b>Total 5451 - Permanent Judicial Commission</b>	0.00	5,000.00	5,000.00
5525	Phones	2,419.26	2,500.00	2,500.00
5535	Office Supplies/Postage	6,082.44	6,000.00	6,000.00
5580	Staff Travel	1,405.12	250.00	250.00
5590	Software	1,814.40	2,200.00	2,200.00
5710	Admin	17,944.00	20,000.00	20,000.00
5720	Accounting	13,474.22	13,000.00	13,000.00
5730	Total Tech	193.49	300.00	300.00
5740	Communications	5,002.71	6,000.00	6,000.00
5610	Insurance	10,896.00	7,000.00	7,000.00
5611	Audit	7,500.00	8,000.00	8,000.00
5110	SE/SC	0.00	0.00	0.00
5120	SE/SC Salary	108,749.88	107,000.00	107,000.00
5121	SE/SC Housing	0.00	0.00	0.00
5122	SE/SC BOP	22,178.52	22,950.00	22,950.00
5123	SE/SC Payroll Tax	8,227.56	9,216.00	9,216.00
5124	SE/SC Retirement Benefit	6,900.00	6,900.00	6,900.00
5125	FSA Fees	46.80	46.80	46.80
	<b>Total 5110 - SE/SC</b>	146,102.76	146,112.80	146,112.80

5200	SE/SC EXPENSE REIMBURSEMENT	0.00	0.00	0.00
5201	SE/SC Continuing ED	2,479.43	2,500.00	2,500.00
5202	SE/SC Travel	21,259.69	18,000.00	18,000.00
5203	SE/SC Professional Expense	1,552.49	2,000.00	2,000.00
<b>Total 5200 - SE/SC EXPENSE REIMBURSEMENT</b>		<b>25,291.61</b>	<b>22,500.00</b>	<b>22,500.00</b>
6410	Miscellaneous Expense	637.98	0.00	0.00
<b>Total Expense</b>		<b>311,332.42</b>	<b>357,187.31</b>	<b>357,187.31</b>
<b>Net Income (Loss)</b>		<b>12,137.21</b>	<b>-0.31</b>	<b>-0.31</b>



**Synod of South Atlantic**  
**Balance Sheet**  
 as of 12/31/2024

Account Number	Account Name	Amount
<b>Assets</b>		
1110	EB-Operating Account	\$277,103.84
1210	PF - Transit Account	\$527.89
1311.116	VG General (\$1M)	\$1,760,112.79
1341.114	VG Gainesville (\$1.8M)	\$2,442,351.86
1361.104	VG Hawkins (\$400k)	\$504,196.20
1371.103	VG Hemphill (\$200k)	\$273,541.67
1930	Prepaid Expenses	\$1,680.24
<b>Total Assets</b>		\$5,259,514.49
<b>Liabilities</b>		
2250	OTHER DEDUCTIONS	\$0.00
2290	FSA	\$-3,200.00
<b>Total for 2250 - OTHER DEDUCTIONS</b>		\$-3,200.00
2411	TIAA Visa	\$1,530.24
2420	Deferred Revenue	\$5,462.10
<b>Total Liabilities</b>		\$3,792.34
<b>Equity</b>		
3110.116	Unrestricted Fund Balance - Fund Balance	\$1,927,198.63
3210.107	TIAA Peacemaking - Fund Balance	\$775.44
3230.109	TIAA Westcott, NMPF, Others - Fund Balance	\$2,139.23
3260.112	TIAA Urie Schol (2.5k) - Fund Balance	\$3,207.51
3270.113	TIAA Synod Exec Sch (25k) - Fund Balance	\$24,480.82
3280.114	VG Gville Campus (1.8M) - Fund Balance	\$2,442,351.86
3310.101	PF Ogden Scholarship - Fund Balance	\$3,048.11
3320.102	PF Uderitz Memorial Sch - Fund Balance	\$14,404.42
3321.102	PF Uderitz - FL Church - Fund Balance	\$3,036.26
3330.103	VG Hemphill / Grants - Fund Balance	\$273,682.67
3340.104	VG Hawkins Long Term - Fund Balance	\$506,196.20
3350.105	PF Simpson Fund - Fund Balance	\$7,657.50
3360.106	TRUIST Spencer Memorial - Fund Balance	\$47,541.00
3361.106	Pass Thru Funding - Fund Balance	\$2.50
<b>Total Equity</b>		\$5,255,722.15
<b>Total Liabilities + Total Equity</b>		\$5,259,514.49

Fund Name	Location	Objectives	Balance as of 12-31-2024	Distribution Policy
<b>Peacemaking</b>		Available for Synod-based representatives to participate in peacemaking activities.	<b>\$775.44</b>	Used to fund “Cultivating Community Grant” <sup>1</sup>
<b>Westcott, Nat’l Mission Partnership, Other</b>		Established by George Lamar Westcott. Uses for this money shall include, but are not limited to, scholarships for conference attendees and other special projects related to Synod’s mission.	<b>\$2,139.23</b>	<sup>2</sup> Funds can be administered at the discretion of the Synod Executive.
<b>Urie Scholarship</b>		Established by Robert M. Urie on November 21, 1995 with no record for use of this fund other than some type of scholarship. The Synod determined use for the education of ruling elders.	<b>\$3,207.51</b>	Used to fund Uderitz Memorial Scholarship. <sup>3</sup>
<b>Synod Executive Scholarship</b>		Given in honor of “Reg” Parsons upon his retirement as Synod Executive, this fund is to support continuing education (workshops, seminars) for pastors, Christian educators and church staff. Priority is for those who have no continuing education funds available.	<b>\$24,480.82</b>	The original motion from the 2012 stated meeting indicates that this is temporarily restricted, with only interest used to provide scholarships. Funds administered at the discretion of the Synod Executive. <sup>4</sup>
<b>Gainesville Campus</b>		Supports campus ministry at First Presbyterian Church, Gainesville, Florida; primarily for students at University of Florida and Santa Fe College. The ministry is evaluated every year by the Presbytery of St. Augustine. Synod evaluates every five (5) years, with next scheduled review in 2027.	<b>\$2,442,351.86</b>	EAC action 01.31.22: Distribution to be calculated as the greater of \$81,000 or 4% of the fund balance [account market value as reported on the Synod monthly balance sheets] averaged over the past 36 months.

<sup>1</sup> Synod Assembly, Nov 2024.

<sup>2</sup> Finance and Audit Committee Minutes 3.17.2005

<sup>3</sup> Synod Assembly, Nov 2024

<sup>4</sup> Synod Assembly, Nov 2024

Fund Name	Location	Objectives	Balance as of 12-31-2024	Distribution Policy
<b>Ogden Scholarship</b>	Presbyterian Foundation 9/30/1984	Established by John and Phyllis Ogden <i>“for the furtherance of the Synod’s educational program with priority to be given, if possible to Florida Presbyterian College, St. Petersburg, Florida as long as the College is part of the program of the Synod.”</i> The balance is endowment income received annually.	<b>\$3,048.11</b>	<sup>5</sup> Entire balance is available for distribution.
<b>Uderitz Memorial Scholarship</b>	Presbyterian Foundation/New Covenant Trust, Trustee Agent	Established by Edward Uderitz for the purpose of scholarship for deserving students or adults to further Christian and higher education. Synod is Trustee of this fund; Income from trust account is paid out quarterly.	<b>\$14,404.42</b>	<sup>6</sup> Entire balance is available for distribution. Annual distribution from Presbyterian Foundation.
<b>Uderitz Memorial For FL Churches Grant</b>	Presbyterian Foundation/New Covenant Trust, Trustee Agent	Established by Edward Uderitz to be used to develop physical structure and equipment in churches in Florida. Synod is Trustee of this fund; Income from trust account is paid out quarterly.	<b>\$3,036.26</b>	<sup>7</sup> Entire balance is available for distribution. Annual distribution from Presbyterian Foundation.
<b>Hemphill Grants</b>	Vanco	Established by Mary E. Hemphill through the Synod of South Carolina to provide loans (maximum \$20,000) at favorable interest rates for church construction/renovation or purchasing new properties. In 2014, the Synod amended this to provide grants to small churches with a membership of 100 or less in <b>South Carolina</b> , for church building improvement/relief.	<b>\$273,682.67</b>	<sup>8</sup> Distribution formula recommended (See below). <sup>9</sup> Synod Inspire Committee distributes.

<sup>5</sup> United Presbyterian Foundation Agreement, 11.11.1971

<sup>6</sup> Irrevocable Declaration of Trust, 8.15.1960

<sup>7</sup> Irrevocable Declaration of Trust, 8.15.1960

<sup>8</sup> Documents date back to 11.1998 but was likely established earlier. Originally as a loan program, converted to a grant program by action of the 2014 Stated Meeting of the Synod of South Atlantic.

<sup>9</sup> Synod Assembly, Nov 2024

Fund Name	Location	Objectives	Balance as of 12-31-2024	Distribution Policy
<b>Hawkins Scholarship (Long Term)</b>		Established by Howard and Isabella Hawkins to provide for a theological student scholarship fund with a corpus of \$400,000 invested.	<b>\$506,196.20</b>	Distribution in accordance with policy (See below).
<b>Simpson Fund</b>	Presbyterian Foundation 4/26/1990	Established by Thomas Simpson to be used <i>“as its Board shall determine”</i> . The balance is annual endowment income.	<b>\$7,657.50</b>	Used to fund “Cultivating Community Grant” <sup>10</sup>
<b>Spencer Memorial</b>	Truist Wealth	Established by Hazel Spencer, in the name of her son Robert Olan Spencer, providing \$500 scholarships to assist worthy students. The balance is an annual distribution of 5% of the fund from <i>Truist Wealth</i> beginning January 2022.	<b>\$47,541.00</b>	<sup>11</sup> Entire balance is available for distribution. <sup>12</sup> Inspire Committee distributes to Hawkins scholarship applicants, two (2) \$500 awards per presbytery or \$1,000 to one (1).
<b>General Fund</b>		Unrestricted funds available for use as the Synod sees fit. In recent years, the only use of these investment funds has been to supplement the Synod’s operating budget.	<b>\$1,760,112.79</b>	<sup>13</sup> Distribution formula recommended (See below). <sup>14</sup> Funds used to fund the 2025 budget in full to move toward cash-based budget.

**Distribution Formula for Hemphill, Hawkins and the General Fund Recommendation:**

To calculate the distribution formula, the average account market value as reported on Synod’s monthly balance sheets for the previous 36 months shall be multiplied by 4%. In the event there is not 36 months of account market value history, the average account market values for as many months as possible should be used.

*This distribution formula applies to Hemphill, Hawkins and the General Fund.*

<sup>10</sup> Synod Assembly, Nov 2024.

<sup>11</sup> Spencer Last Will and Testament, 6.27.1963

<sup>12</sup> Synod Assembly, Nov 2024.

<sup>13</sup> Overview of Synod Funds Workpaper, 3.9.2021

<sup>14</sup> Synod Assembly, Nov 2024.

Note for clarification: Only the amount for approved grants shall be moved to a cash account for distribution. Any monies earmarked for distribution not used for the designated purpose will remain in the investment account.

## Synod Executive & Stated Clerk Report February 27, 2025

- In accordance with the synod's Manual of Operations, the minutes of the November 16, 2024 meeting were sent out to all who were present. Having received no corrections, the minutes stand as approved.
- The 2024 Minutes book of the Synod of South Atlantic is available [online here](#).
- As of the deadline for packet, the Synod Permanent Judicial Commission has one remedial complaint pending a hearing.
- The new Church Discipline Training, facilitated by the Rev. Greg Goodwiller, PRP, continues to be available on the synod website for use by any presbytery or synod PJC member. <https://www.synodofsouthatlantic.org/pjc> for both synod and presbytery PJC members.
- The synod's insurance policy has been reviewed and renewed for 2025. The appropriate documentation will be included in the 2025 minutes book.
- The Synod Executive Administrative Commission held its final meeting on December 9, 2024. In accordance with G-3.0109, the actions of the commission included approving the purchase of a printer and authorization to begin search process for a part-time administrative assistant.

Thank you to all the members of the Visioning Team for the work that went into discerning together a new journey for the Synod.

Many have given their time and energy to put the Journey Event together for you. Please help me to thank the members of the Planning Team: Rev. Andy James, Presbytery of Greater Atlanta; Rev. Becky Albright, Charleston Atlantic Presbytery; Rev. Rick Douylliez, Savannah Presbytery; and Rev. David Rollins, Presbytery of St. Augustine.

### Presbytery Leadership Updates:

- Northeast Georgia Presbytery has called Rev. Ed Rees to serve as Transitional Executive Presbyter
- The Rev. Mark Broadhead has been serving as Acting Executive Presbyter and Stated Clerk while the presbytery continues listening sessions about their next iteration of leadership.
- Rev. Hilary Shuford continues to serve as Bridge Executive Presbytery in Providence Presbytery as their search for new leadership continues.
- Rev. Dr. Danny Murphy now serves as Stated Clerk and General Presbyter in Trinity Presbytery
- Rev. Andy Casto-Waters has been called to serve as the General Presbyter of Cherokee Presbytery
- Rev. Rick Douylliez has announced he will be retiring this summer from service as Director of Pastoral and Ecclesial Care for Savannah Presbytery.

Action Items:

- I. In accordance with W-5.0206, “Celebrations of the Lord’s Supper are to be approved by the council overseeing the event or in whose bounds it takes place”, the following have been requested for approval:
  - a. Journey Event, March 1, Epworth By the Sea
  - b. Retreat for Women in Mid Council Ministry, August 17, Jacksonville, FL requested by Rev. Joyce Lieberman
  
- II. Cherokee Presbytery requests that the following corrections (underlined) to their geographic boundaries be approved by the Synod of South Atlantic and submit for action by the 227<sup>th</sup> General Assembly (2026).
  - a. Cherokee Presbytery (the “Presbytery”), a council of the Presbyterian Church (U.S.A.), composed of the counties of Bartow, Catoosa, Chattooga, Cherokee, Cobb<sup>[1]</sup>, Dade, Dawson, Fannin, Floyd, Forsyth, Gilmer, Gordon, Paulding, Pickens, Polk, Walker, and Whitfield, and incorporated under the laws of the state of Georgia, as a non-profit 501(c)(3) organization, recognizes that the Constitution of the Presbyterian Church (U.S.A.) and the laws of the state of Georgia, as they pertain to the organization of religious institutions, are obligatory upon it and its members.

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[1] With the exception of Austell Presbyterian Church, a congregation whose membership is with Greater Atlanta Presbytery, but whose physical location is within the bounds of Cherokee Presbytery.

Submitted with Gratitude,

Valerie Young  
Synod Executive  
& Stated Clerk

## Synod Exec/Stated Clerk Work since Nov 2024

### Search Committee Resourcing (varying degrees)

- Providence
- Northeast Georgia

### Presbytery Leaders

- Monthly Zoom meeting

### Presbytery Stated Clerks

- Monthly Zoom meeting

### Presbytery Visits (Leader/Meetings/Other)

- St. Augustine Presbytery (M)
- Flint River Presbytery (M)
- Savannah Presbytery (M/O)
- Charleston Atlantic Presbytery (M)
- Tampa Bay Presbytery

### Synod Committee Leaders

- Met with Committee Co-Chairs
  - Embody
  - Cultivate
  - Inspire
- Facilitated Online Retreat for Coordinating Committee

### Conferences/Other

- Mid Council Finance Network

### Administrative/Other

- Weekly staff meetings w/ Admin
- Treasurer & Admin onboarding
- Preparations for Synod Meeting & Journey Event

### National Church

- Serve on GA Funding Model Development Team

### Preaching

- St. Giles Presbyterian Church (PSA)

### Workshops

- Presbytery of St. Augustine
- Savannah Presbytery
- Tampa Bay Presbytery

### Upcoming Meetings:

- Florida EP/GP Gathering
- FLAPDAN Retreat
- Synod Executive Forum
- Women in Mid Council Ministry Retreat
- Embody Leader Formation Cohort

### Synod Events:

**1<sup>st</sup> Wednesday SACK Lunch (South Atlantic Community Knowledge)**

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Visit [www.synodofsouthatlantic.org](http://www.synodofsouthatlantic.org)

## Embody Committee Agenda

February 27, 2025

Opening Prayer

Introductions and Getting to Know One Another

Exploration of Values

**Grace:** We embody Jesus Christ's teachings by making grace the foundation of the Synod's work and interactions with others.

*"For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God" - Ephesians 2:8-9*

**Love:** We reflect Christ's love in our lives and work by listening deeply to one another and acting to build up the whole family of God.

*"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs" - 1 Corinthians 13:4-7*

**Authenticity:** We welcome the full selves of all who gather at our table, respecting one another and seeking to be open with each other, so that our relationships and interactions are sincere and true to the Christian faith.

*"Love must be sincere. Hate what is evil; cling to what is good" - Romans 12:9*

Action Items

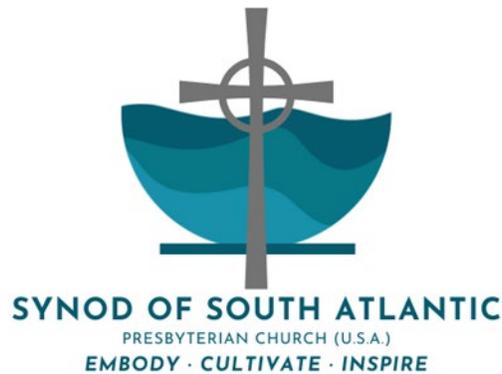
- Approve assignment of synod commissioners to committees

Updates

- Embody Leaders Program
- Policy Subcommittee

Regular Meeting Time Scheduling

Closing Prayer



## Cultivate Agenda

1. Welcome and Opening Prayer
2. Meeting Purpose: To get to know each other and figure out our work together.
3. Introductions
4. Exploration of a Synod Guiding Value: **Romans 12:9: “*Love must be sincere. Hate what is evil; cling to what is good.*”**  
**Authenticity: We welcome the whole selves of all who gather at our table, respecting one another and seeking to be open with each other so that our relationships and interactions are sincere and true to the Christian faith.**
5. Review of our covenant/ministry partners
6. Strategies- Where do we begin? Outreach and renewal.
7. Questions and Answers
8. Adjournment and Prayer

**The Cultivate Committee shall:**

**a. Cultivate the formation and growth of Synod Networks, which are open, collaborative groups centered on a shared interest, purpose, mission, or ministry that build relationships and connections across the Synod, in accordance with the definitions outlined in this Manual.**

**b. On behalf of Synod, administer a process to give appropriate standing and provide seed money to Synod Networks.**

**c. Identify resources in presbyteries and around the Synod to assist in cultivating Synod Networks.**

**d. Provide space for having authentic, open, honest, candid, and courageous conversations.**

**e. Receive and evaluate Synod Ministry Partner proposals and submit them to the Synod for approval.**

**f. Ensure Synod Ministry Partners agree to and affirm the Synod Ministry Partner Covenant.**

**g. Connect Synod Ministry Partners and Synod Networks to other ministries of the Synod.**

**Inspire Committee Meeting  
Thursday, January 30, 2025  
12:30 pm EST Via Zoom**

In Attendance: Kenya Colbert (Northeast Georgia); Tim Cureton, co-chair (Providence); Sonya Dawson (Foothills); Christina Greenawalt, co-chair (Central Florida); Beth Hoskins (Foothill); Lois McGill (Peace River); Croskeys Royall (Trinity); Karen Wismer (Peace River); Andy Hill (Synod Treasurer); Valerie Young (Synod Exec/Stated Clerk).

The Inspire Committee of the Synod of South Atlantic, PC(U.S.A.), met on Thursday, January 30, 2025 via Zoom. Tim Cureton, co-chair of the committee opened the meeting in prayer at 12:31pm.

The members of the committee introduced themselves sharing what inspired them to join the Inspire Committee.

The committee worked to set a set of norms and values to guide them as they seek to meet together. This list of norms will grow as we continue to meet and as the committee thinks of things that they value in a meeting structure these norms and values include:

- It is alright to say “no” or “I don’t know” - there are times when someone might ask us to do something and we do not have the time or ability to do that and NO is a perfectly acceptable answer. We value the gifts each of us brings to the table.
- Work takes precedence - we acknowledge that many of us have “real” jobs and those responsibilities take precedence over meetings. As a committee we will work to schedule meetings that are 30 minutes long over lunch, in the evenings or to be ok with people coming and going as their schedule allows.
- We will be flexible on what days we meet. We will use something such as a doodle poll to see which time and day works best for committee members.
- We will strive as a committee to be transparent in regards to the finances of the synod and transparent and authentic to ourselves. If we do not understand as a committee member there are those in the synod who will not understand either.
- We will respect one another: to listen to opinions, to speak the truth in love and hear the truth in love

The committee elected Lois McGill to serve as the committee’s clerk with Croskeys Royall as the substitute. In order to accurately capture the meetings, the committee agreed to have the meetings recorded on Zoom in the future. Neither Lois or Croskeys will be at the in-person meeting of the Synod, Christina Greenawalt agreed to take minutes at that meeting of the Inspire Committee.

Christina Greenawalt gave a brief overview of the work of the Inspire Committee and the principles of the journey. She also reminded committee members to be familiar with the grants and the documents stored on the Synod website as we go about our business.

- The Inspirers on the Inspire Committee seek to discern the unfolding will of God. They use the resources God provides to develop and support impactful ministry within the Synod. It shall consist of at least six (6) synod commissioners from presbyteries and up to three (3) advisory members.
  - Encourage, support, and develop good fiscal grantsmanship and scholarship practices.
  - Align the budget and stewardship efforts with the Synod's journey statement and values.
  - Promote awareness of opportunities and resources to support the work of inspiring and leading others in faith, hope, love, service, and witness.
  - On behalf of the Synod, administer a process for awarding grants and scholarships.
- In February the committee will have a tentative calendar of the work and deadlines that need to occur, to help map out where we are going and the meeting schedule of the Inspire Committee

Christina asked the committee members to come to the February in person meeting prepared to talk about how often the committee will meet, how we can be building authentic community in this virtual space, to be familiar with the financials that Andy sent out, to have reviewed them and to have sent any questions to concerns to Andy and the co-chairs, and to think about- how can the work of this committee inspire ministries in our synod, presbyteries and churches?

Christina closes the meeting in prayer at 1:21 pm.

## Reading the Synod's Balance Sheet

### ACCOUNT NAME

**Abbreviations:** The two to four letter abbreviations at the beginning of an account name indicate where those funds are held and/or where they originate.

EB	EverBank
PF*	Presbyterian Foundation
VG	Vanguard investment accounts holding these designated funds
TIAA	The predecessor to EverBank
TRUIST*	Truist

\* The financial institution administering the endowment for which synod is the beneficiary. The balance is the amount received and held by the synod for use per the donor designation. (Exception is Uderitz funds. Synod is Trustee)

**Parenthesis:** Amounts included in account name, i.e. (\$400k), indicates the corpus or original investment amount.

**Donor designations:** See the "Synod Funds Overview 2025" report for specific donor designations and distribution policies.

*The ONLY Equity fund without restrictions is 3110.116 Unrestricted Fund Balance.*



**Synod of South Atlantic**  
**Balance Sheet**  
 as of 12/31/2024

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1361.104	VG Hawkins (\$400k)	\$504,196.20
1371.103	VG Hemphill (\$200k)	\$273,541.67
1920	Accounts Receivable	\$0.00
1930	Prepaid Expenses	\$13,891.24
<b>Total Assets</b>		<b>\$5,271,725.49</b>
<b>Liabilities</b>		
2210	TAXES PAYABLE	\$0.00
2220	Federal Taxes Payable	\$0.00
2230	Social Security Payable	\$0.00
2240	Medicare Taxes Payable	\$0.00
2245	FICA Payable	\$0.00
<b>Total for 2210 - TAXES PAYABLE</b>		<b>\$0.00</b>
2250	OTHER DEDUCTIONS	\$0.00
2280	Retirement	\$0.00
2285	Benefits/Ins & Ret	\$0.00
2290	FSA	\$-3,200.00
<b>Total for 2250 - OTHER DEDUCTIONS</b>		<b>\$-3,200.00</b>
2310	Events	\$0.00
2410	Insurance Liability	\$0.00
2411	TIAA Visa	\$1,530.24
2420	Deferred Revenue	\$5,912.10
2412	Payables	\$0.00
<b>Total Liabilities</b>		<b>\$4,242.34</b>
<b>Equity</b>		
3110.116	Unrestricted Fund Balance - Fund Balance	\$1,938,959.63
3210.107	TIAA Peacemaking - Fund Balance	\$775.44
3230.109	TIAA Westcott, NMPF, Others - Fund Balance	\$2,139.23
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3321.102	PF Uderitz - FL Church - Fund Balance	\$3,036.26
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3340.104	VG Hawkins Long Term - Fund Balance	\$506,196.20
3350.105	PF Simpson Fund - Fund Balance	\$7,657.50

Account Number	Account Name	Amount
3360.106	TRUIST Spencer Memorial - Fund Balance	\$47,541.00
3361.106	Pass Thru Funding - Fund Balance	\$2.50
3362.106	For Use Odd Years - Fund Balance	\$0.00
3363.106	For Use Even Years - Fund Balance	\$0.00
Total Equity		<hr/> \$5,267,483.15
<b>Total Liabilities + Total Equity</b>		<hr/> <hr/> \$5,271,725.49

Updated



**Synod of South Atlantic**  
Income/Expense YTD  
for the period of 01/01/2024 to 12/31/2024

Account Number	Account Name	Actual	YTD Budget	Annual Budget
<b>Income</b>				
4000	Transfer from Reserves for CY use	\$62,819.00	\$62,819.00	\$62,819.00
4020	UNRESTRICTED	\$0.00	\$0.00	\$0.00
4030.401	Per Capita	\$166,502.24	\$191,868.00	\$191,868.00
4035.401	Prior Year Per Capita	\$17,995.29	\$20,000.00	\$20,000.00
4040.402	Mission Giving	\$65,055.42	\$78,000.00	\$78,000.00
4045.402	Prior Year Mission Giving	\$2,512.60	\$0.00	\$0.00
4060	Other Income	\$2,276.00	\$0.00	\$0.00
4100	Worship Offering	\$0.00	\$0.00	\$0.00
<b>Total for 4020 - UNRESTRICTED</b>		<b>\$254,341.55</b>	<b>\$289,868.00</b>	<b>\$289,868.00</b>
4510	Bank Interest	\$5,790.93	\$4,500.00	\$4,500.00
4620	Miscellaneous Income	\$518.15	\$0.00	\$0.00
<b>Total Income</b>		<b>\$323,469.63</b>	<b>\$357,187.00</b>	<b>\$357,187.00</b>
<b>Expense</b>				
6100	CULTIVATING MINISTRIES	\$0.00	\$0.00	\$0.00
6110	Korean American Ministry	\$15,000.00	\$15,000.00	\$15,000.00
6120	African American Ministry	\$10,356.21	\$15,000.00	\$15,000.00
6130	Hispanic American Ministry	\$10,500.00	\$15,000.00	\$15,000.00
<b>Total for 6100 - CULTIVATING MINISTRIES</b>		<b>\$35,856.21</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>
6200	INSPIRING MINISTRIES	\$0.00	\$0.00	\$0.00
6210	Smaller Cong (ASC)	\$5,000.00	\$5,000.00	\$5,000.00
6220	Grants	\$0.00	\$15,000.00	\$15,000.00
6230	Special Projects	\$656.04	\$20,324.51	\$20,324.51
<b>Total for 6200 - INSPIRING MINISTRIES</b>		<b>\$5,656.04</b>	<b>\$40,324.51</b>	<b>\$40,324.51</b>
6300	OTHER MINISTRIES	\$0.00	\$0.00	\$0.00
6310	Pby Leader Formation	\$2,000.00	\$6,000.00	\$6,000.00
6320	Synod Pby Leaders Forum	\$6,449.30	\$8,000.00	\$8,000.00
6340	Special Gatherings	\$4,888.21	\$5,000.00	\$5,000.00
<b>Total for 6300 - OTHER MINISTRIES</b>		<b>\$13,337.51</b>	<b>\$19,000.00</b>	<b>\$19,000.00</b>
5411	Stated Meeting	\$0.00	\$2,500.00	\$2,500.00
5412	Committee Expenses	\$13,132.70	\$10,000.00	\$10,000.00
5414	Moderator's Training	\$35.97	\$1,500.00	\$1,500.00
5451	Permanent Judicial Commission	\$0.00	\$0.00	\$0.00

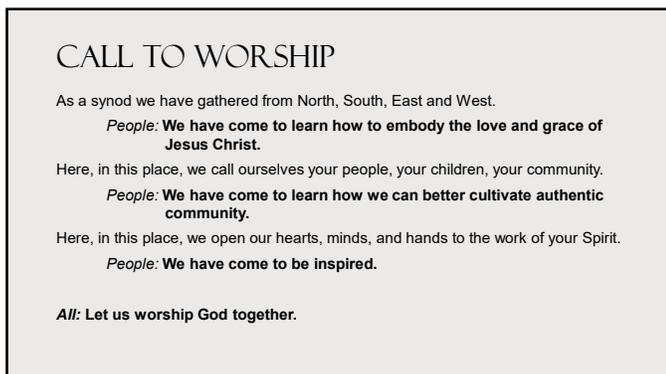
Account Number	Account Name	Actual	YTD Budget	Annual Budget
5451.100	Trial Expense	\$0.00	\$0.00	\$0.00
5451.102	PJC Training	\$0.00	\$5,000.00	\$5,000.00
Total for 5451 - Permanent Judicial Commission		\$0.00	\$5,000.00	\$5,000.00
5525	Phones	\$2,419.26	\$2,500.00	\$2,500.00
5535	Office Supplies/Postage	\$6,082.44	\$6,000.00	\$6,000.00
5575	Website	\$0.00	\$0.00	\$0.00
5580	Staff Travel	\$1,405.12	\$250.00	\$250.00
5590	Software	\$1,814.40	\$2,200.00	\$2,200.00
5710	Admin	\$17,944.00	\$20,000.00	\$20,000.00
5720	Accounting	\$13,474.22	\$13,000.00	\$13,000.00
5730	Total Tech	\$193.49	\$300.00	\$300.00
5740	Communications	\$5,002.71	\$6,000.00	\$6,000.00
5610	Insurance	\$3,702.00	\$7,000.00	\$7,000.00
5611	Audit	\$7,500.00	\$8,000.00	\$8,000.00
5110	SE/SC	\$0.00	\$0.00	\$0.00
5120	SE/SC Salary	\$108,749.88	\$107,000.00	\$107,000.00
5121	SE/SC Housing	\$0.00	\$0.00	\$0.00
5122	SE/SC BOP	\$22,178.52	\$22,950.00	\$22,950.00
5123	SE/SC Payroll Tax	\$8,227.56	\$9,216.00	\$9,216.00
5124	SE/SC Retirement Benefit	\$6,900.00	\$6,900.00	\$6,900.00
5125	FSA Fees	\$46.80	\$46.80	\$46.80
Total for 5110 - SE/SC		\$146,102.76	\$146,112.80	\$146,112.80
5200	SE/SC EXPENSE REIMBURSEMENT	\$0.00	\$0.00	\$0.00
5201	SE/SC Continuing ED	\$2,479.43	\$2,500.00	\$2,500.00
5202	SE/SC Travel	\$21,259.69	\$18,000.00	\$18,000.00
5203	SE/SC Professional Expense	\$1,552.49	\$2,000.00	\$2,000.00
Total for 5200 - SE/SC EXPENSE REIMBURSEMENT		\$25,291.61	\$22,500.00	\$22,500.00
6410	Miscellaneous Expense	\$620.98	\$0.00	\$0.00
Total Expense		\$299,571.42	\$357,187.31	\$357,187.31
<b>Total</b>		\$23,898.21	\$-0.31	\$-0.31



1



2



3



4

Here in This Place Glory to God #401



1. Here in this place the new light is stream-ing;  
 now is the dark-ness van-ish-ed a-way;  
 see in this space our fears and our dream-ings  
 brought here to you in the light of this day.

TEXT: Marty Haegem, 1979; © 1992 GIA Publications, Inc.  
 MUSIC: GATH-ER US IN 10 8 21 22 23; Marty Haegem, 1979; © 1992 GIA Publications, Inc.

5

Here in This Place Glory to God #401



Gath-er us in, the lost and for-sak-en;  
 gath-er us in, the blind and the lame;  
 call to us now, and we shall a-wak-en;  
 we shall a-rise at the sound of our name.

6

Here in This Place Glory to God #401



2. We are the young, our lives are a mys-tery.  
 We are the old who yearn for your face.  
 We have been sung through-out all of his-tory,  
 called to be light to the whole hu-man race.

7

Here in This Place Glory to God #401



Gath-er us in, the rich and the haugh-ty;  
 gath-er us in, the proud and the strong;  
 give us a heart, so meek and so low-ly;  
 give us the cour-age to en-ter the song.

8

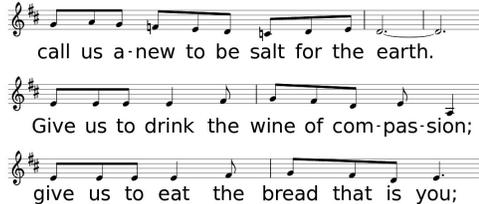
Here in This Place Glory to God #401



3. Here we will take the wine and the wa-ter;  
 here we will take the bread of new birth.  
 Here you shall call  
 your sons and your daugh - ters,

9

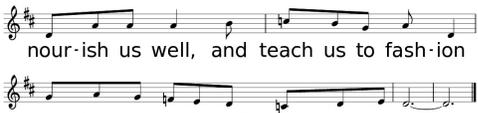
Here in This Place Glory to God #401



call us a-new to be salt for the earth.  
 Give us to drink the wine of com-pas-sion;  
 give us to eat the bread that is you;

10

Here in This Place Glory to God #401



nour-ish us well, and teach us to fash-ion  
 lives that are ho-ly and hearts that are true.

11

Here in This Place Glory to God #401



4. Not in the dark of build-ings con-fin-ing,  
 not in some heav - en, light years a-way:  
 here in this place the new light is shin-ing;  
 now is the king-dom, and now is the day.

12

Here in This Place Glory to God #401



Gath·er us in and hold us for·ev·er;  
 gath·er us in and make us your own;  
 gath·er us in, all peo·ples to·geth·er,  
 fire of love in our flesh and our bone.

13



CALL TO  
CONFESSION

14

CONFESSION

**Loving God, there are times when we do not even notice our flaws. We don't notice how our daily interactions might affect those around us. We don't notice when we hurt others, when we ignore others, or when we dismiss others. Whether we do it on purpose or not, we are imperfect and our interactions are imperfect. Open our eyes, help us to see the world through others' eyes, help us to do better, as often as we meet our neighbors.**

15



ASSURANCE OF  
FORGIVENESS

16

## GLORY TO GOD #423

# CREATE IN ME A CLEAN HEART, O GOD (PSALM 51)

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MUSIC (SARADAY, Inequalist): John Carter, 1997; © 1997 Hope Publishing Company, Carol Stream, IL 60188.  
All rights reserved. Used by Permission.

17

Create in Me a Clean Heart, O God

Glory to God #423

1. Cre-ate in me a clean heart, O God;  
cre - ate in me a clean heart, O God;  
cre - ate in me a clean heart, O God,  
and re - new a right spir - it with - in me.

TEXT: Peter John Carter, 1997; © 1997 Hope Publishing Company, Carol Stream, IL 60188. All rights reserved. Used by Permission.  
MUSIC (SARADAY, Inequalist): John Carter, 1997; © 1997 Hope Publishing Company, Carol Stream, IL 60188. All rights reserved. Used by Permission.

18

Create in Me a Clean Heart, O God

Glory to God #423

2. Cast me not a-way from your pres-ence;  
cast me not a-way from your pres-ence;  
cast me not a-way from your pres - ence  
and take not your Ho-ly Spir-it from me.

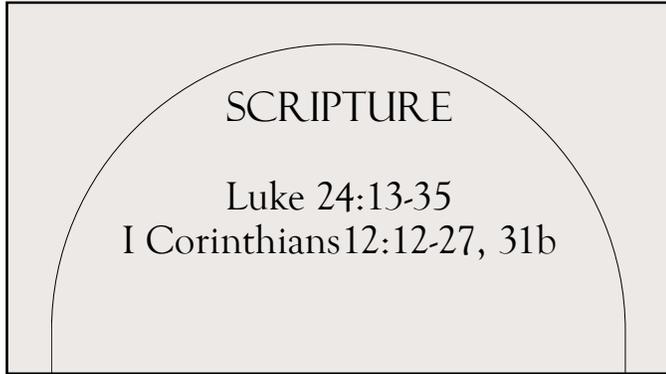
19

Create in Me a Clean Heart, O God

Glory to God #423

3. Re-store to me the joy of your sal-va-tion;  
re-store to me the joy of your sal-va-tion;  
re-store to me the joy of your sal-va - tion,  
and up-hold me with your free Spir-it.

20

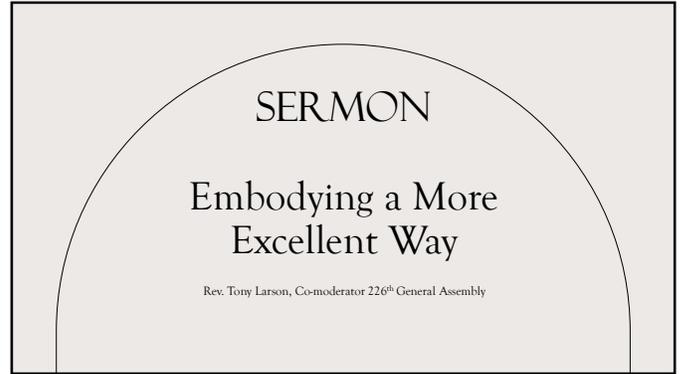


SCRIPTURE

Luke 24:13-35  
I Corinthians 12:12-27, 31b

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21



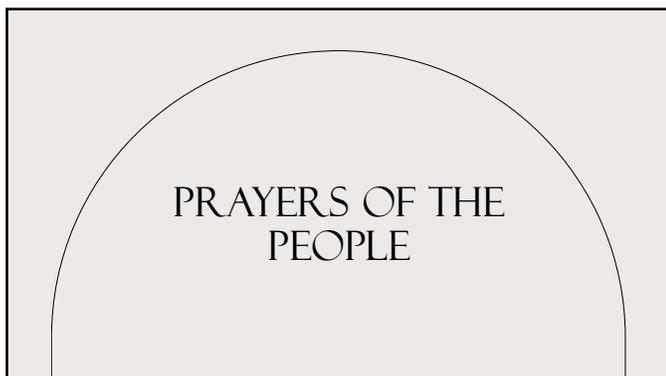
SERMON

Embodying a More  
Excellent Way

Rev. Tony Larson, Co-moderator 226<sup>th</sup> General Assembly

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22



PRAYERS OF THE  
PEOPLE

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23



GLORY TO GOD #100

MY SOUL CRIES OUT  
WITH A JOYFUL SHOUT  
*(CANTICLE OF THE  
TURNING)*

TEXT: Rory Cooney, 1990. © 1990 GIA Publications, Inc.  
MUSIC: STAR OF THE COUNTY DOWN. Traditional Irish melody, arr. Rory Cooney, 1990. arr. © 1990 GIA Publications, Inc.

This slide features a light gray background with a white semi-circular arc at the top. The text is centered within the arc. A horizontal line is drawn across the slide, separating the main title from the small print at the bottom.

24

My Soul Cries Out with a Joyful Shout Glory to God #100



1. My soul cries out  
with a joy - ful shout  
that the God of my heart is great,

TEXT: Peter Cooney, 1990; © 1990 GIA Publications, Inc.  
MUSIC: STAFF OF THE COUNTY DOWN, Liverpool; published by Peter Cooney, 1990; arr. © 1990 GIA Publications, Inc.

25

My Soul Cries Out with a Joyful Shout Glory to God #100



and my spir - it sings  
of the won - drous things  
that you bring to the ones who wait.

26

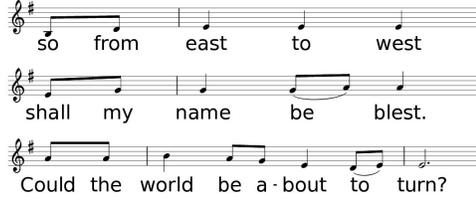
My Soul Cries Out with a Joyful Shout Glory to God #100



You fixed your sight  
on your ser - vant's plight,  
and my weak - ness you did not spurn,

27

My Soul Cries Out with a Joyful Shout Glory to God #100



so from east to west  
shall my name be blest.  
Could the world be a - bout to turn?

28

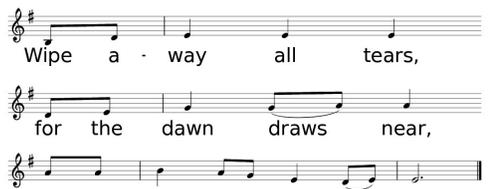
My Soul Cries Out with a Joyful Shout Glory to God #100



My heart shall sing  
of the day you bring.  
Let the fires of your jus - tice burn.

29

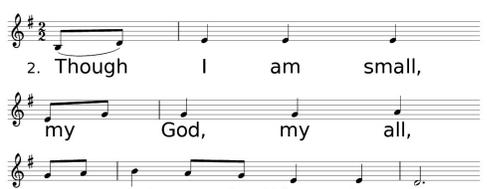
My Soul Cries Out with a Joyful Shout Glory to God #100



Wipe a - way all tears,  
for the dawn draws near,  
and the world is a - bout to turn.

30

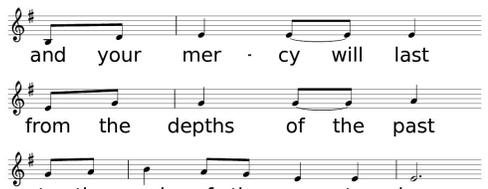
My Soul Cries Out with a Joyful Shout Glory to God #100



2. Though I am small,  
my God, my all,  
you work great things in me,

31

My Soul Cries Out with a Joyful Shout Glory to God #100



and your mer - cy will last  
from the depths of the past  
to the end of the age to be.

32

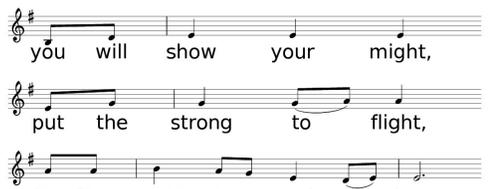
My Soul Cries Out with a Joyful Shout Glory to God #100



Your ver - - y name  
 puts the proud to shame,  
 and to those who would for you yearn,

33

My Soul Cries Out with a Joyful Shout Glory to God #100



you will show your might,  
 put the strong to flight,  
 for the world is a - bout to turn.

34

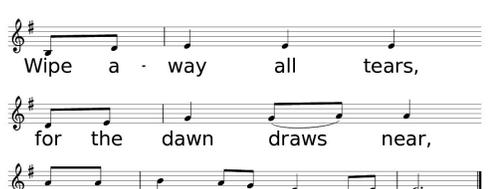
My Soul Cries Out with a Joyful Shout Glory to God #100



My heart shall sing  
 of the day you bring.  
 Let the fires of your jus - tice burn.

35

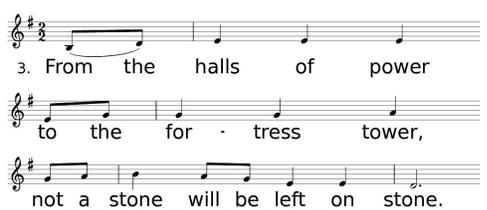
My Soul Cries Out with a Joyful Shout Glory to God #100



Wipe a - way all tears,  
 for the dawn draws near,  
 and the world is a - bout to turn.

36

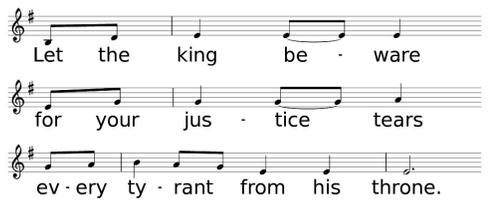
My Soul Cries Out with a Joyful Shout Glory to God #100



3. From the halls of power  
to the for - tress tower,  
not a stone will be left on stone.

37

My Soul Cries Out with a Joyful Shout Glory to God #100



Let the king be - ware  
for your jus - tice tears  
ev - ery ty - rant from his throne.

38

My Soul Cries Out with a Joyful Shout Glory to God #100



The hun - - gry poor  
shall weep no more,  
for the food they can nev - er earn;

39

My Soul Cries Out with a Joyful Shout Glory to God #100



there are ta - bles spread;  
ev - ery mouth be fed,  
for the world is a - bout to turn.

40

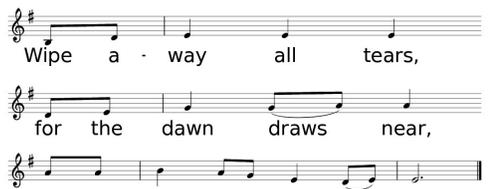
My Soul Cries Out with a Joyful Shout Glory to God #100



My heart shall sing  
of the day you bring.  
Let the fires of your jus - tice burn.

41

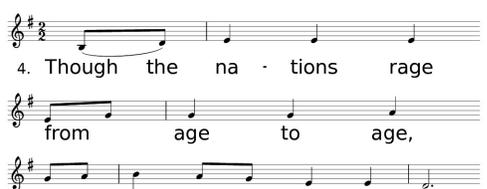
My Soul Cries Out with a Joyful Shout Glory to God #100



Wipe a - way all tears,  
for the dawn draws near,  
and the world is a - bout to turn.

42

My Soul Cries Out with a Joyful Shout Glory to God #100



4. Though the na - tions rage  
from age to age,  
we re - mem - ber who holds us fast:

43

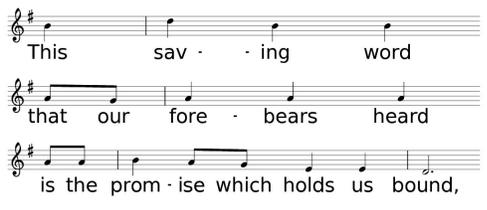
My Soul Cries Out with a Joyful Shout Glory to God #100



God's mer - cy must  
de - liv - er us  
from the con - quer - or's crush - ing grasp.

44

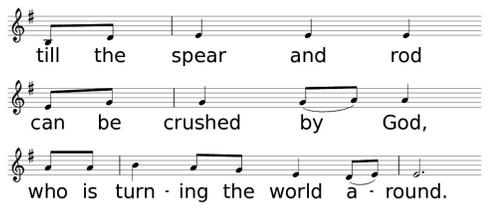
My Soul Cries Out with a Joyful Shout Glory to God #100



This sav - - ing word  
 that our fore - bears heard  
 is the prom - ise which holds us bound,

45

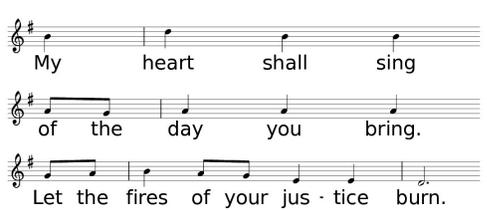
My Soul Cries Out with a Joyful Shout Glory to God #100



till the spear and rod  
 can be crushed by God,  
 who is turn - ing the world a - round.

46

My Soul Cries Out with a Joyful Shout Glory to God #100



My heart shall sing  
 of the day you bring.  
 Let the fires of your jus - tice burn.

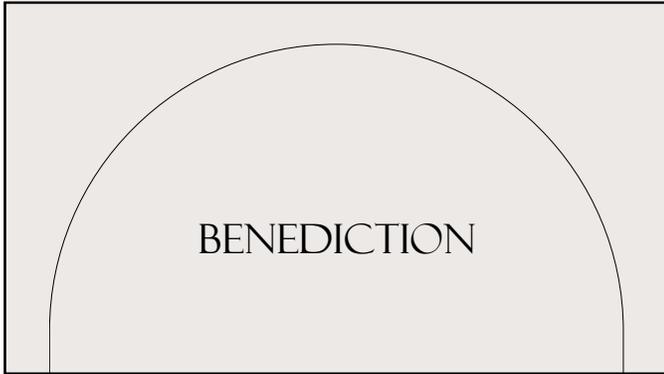
47

My Soul Cries Out with a Joyful Shout Glory to God #100



Wipe a - way all tears,  
 for the dawn draws near,  
 and the world is a - bout to turn.

48



49



MUSICIAN: William McConnell

WORSHIP MATERIALS WRITTEN BY:  
Rev. Jessi Higginbotham, Liturgical Lessons

50

**February 27-March 1, 2025**  
**Epworth By the Sea, St. Simons Island, GA**  
**Jones Center**



**Thursday, February 27 – EMBODY**

2 pm Synod Assembly (**Separate Docket**)

5:30 pm Dinner & *Guest Room Check-In*

7 pm Worship

*Preacher: Rev. Tony Larson,  
 Co-moderator 226<sup>th</sup> General Assembly*

8 pm Covenant Partners Fair & Reception

**Friday, February 28 – CULTIVATE**

7 am – 9 am Breakfast in Dining Hall

9 am Morning Prayer

*Rev. Pat Jones*

9:30 **Cultivating Authentic Community**

*Rev. Tony Larson*

10 am Break

10:20 **Presbyterian Disaster Assistance  
 Setting Out Together**

*Rev. Edwin Gonzales  
 Synod Visioning Task Force*

11 am **SACK Lunch Conversations** (*lunch provided in room*)

*Valerie Young,  
 Synod Executive & Stated Clerk*

**Round 1**

- Racial Justice/Social Witness Jones 1
- Disaster Assistance Jones 2
- International Partnerships Jones 3
- Youth Ministry Jones 4
- Open Space(s) Auditorium

**Round 2**

- LGBTQ Communities Jones 1
- Commissioned Ruling Elders Jones 2
- Peacemaking Jones 3
- Neighborhood Ministries (basic needs) Jones 4
- Open Space(s) Auditorium

**Round 3**

- Racial Justice/Social Witness Jones 1

- Commissioned Ruling Elders Jones 2
- Disaster Assistance Jones 3
- Neighborhood Ministries (basic needs) Jones 4
- Open Space(s) Auditorium

1 pm Break

1:30 Board of Pensions Clark Simmons

1:40 **Aligning Ourselves**

- Context & Historical Promises ..... *David Staniunas, Presbyterian Historical Society*
- What we've learned from re-alignment ..... *Rev. Mary Westfall, Coastlands Presbytery*
- Aligning Our Shared Resources ..... *Rev. Daris Bultena, Tropical Florida Presbytery*

**The Shape of Our Future Together, A Panel** facilitated by *Rev. Tony Larson* with  
*Rev. Jihyun Oh*, Executive Director and Stated Clerk of the General Assembly  
*Rev. Mary Westfall*, Relational Co-Leader, Presbytery of the Coastlands  
*Rev. Holly Dillon*, General Presbyter, Presbytery of Tampa Bay  
*Rev. Danny Murphy*, General Presbyter & Stated Clerk, Trinity Presbytery  
*Rev. Andy Casto-Waters*, General Presbyter, Cherokee Presbytery

Extended Break

5:30 pm Dinner in the Dining Hall

7 pm **States Meet**

- Florida Jones 1
- Georgia Jones 2
- South Carolina Jones 3

**Saturday, March 1 – INSPIRE**

7 am – 9 am Breakfast in the Dining Hall

9 am Morning Prayer

9:30 am **“Where do we go from here?”** *Rev. Jihyun Oh, Executive Director & Stated Clerk of the General Assembly*

10:15 am Closing Worship & Celebration of the Lord’s Supper Preacher: *Rev. Jihyun Oh*

*Lunch available in the Dining Hall*

The Synod of South Atlantic, PC(U.S.A.) embodies the grace and love of Jesus Christ, cultivates authentic community within and across presbyteries, and inspires impactful ministry, developing leaders so that the Church becomes united in faith, hope love, witness, and service.

# About Our Speakers



**Rev. Tony Larson**

Anthony "Tony" Larson is the Co-Moderator of 226th General Assembly of the Presbyterian Church (U.S.A.). He was born in Minneapolis and raised in North Carolina. The son of a Presbyterian minister, Anthony was confirmed at Rocky River Presbyterian Church near Harrisburg, North Carolina. He graduated from the University of North Carolina (UNC) at Chapel Hill with a Bachelor of Arts in Public Policy Analysis and Religious Studies. While serving as director of youth ministries in Williamsburg, Virginia, he began to discern a call to ministry.

Anthony received his Master of Divinity from Union Presbyterian Seminary in Richmond, Virginia. He has served in a number of capacities, including co-leader of the Synod Youth Council for the Synod of the Mid-Atlantic and pastor of Springs Community Presbyterian Church in East Hampton, New York. Anthony is currently serving as pastor of Trinity Presbyterian Church in Surfside, South Carolina, and is enrolled in Doctor of Ministry studies at Union Presbyterian Seminary in Charlotte, North Carolina.

Anthony has been married for 16 years to wife Heather, father by adoption to her son, Stephen Larson, and recently became grandfather to Nora James Larson. He describes himself as a "semi-professional nerd" and backs that up as a Level 50 Pokémon Go Trainer, captain of the RogueRev Trivia Team and is officially sorted into House Ravenclaw. He loves to cook, listen to jazz, and spoil his cat and dog.



**Rev. Dr. Daris Bultena**

The Rev. Dr. Daris Bultena serves as the General Presbyter and Stated Clerk for the Presbytery of Tropical Florida. While serving the Presbytery of Tropical Florida, Daris has helped the Presbytery to identify the meaning of being Vibrant Together. Through conversations, meetings, voting, discernment, and prayer the Presbytery has adopted a three-year plan for ministry that commits congregations and leaders to building relationships, seeking out spiritual depth, and being missional.

Rev. Bultena is a Minister of Word and Sacrament and served congregations in Maryland and Pennsylvania prior to moving to South Florida in 2017. He is a graduate of Union Theological Seminary and Princeton Theological Seminary. He has a bachelor's degree from the University of South Dakota. Daris was born and raised in South Dakota, and he was ordained to ministry by the Presbytery of South Dakota.



**Rev. Dr. Mary Westfall**

Mary Westfall began her work as Relational Co-leader of Coastlands Presbytery in June 2023. In Mary’s current position she serves as “pastor to the pastors,” a resource to congregations and is charged with helping the presbytery deepen its engagement on social justice, racial justice and equity issues in the church, region and world.

Growing up in Colorado, a pastor's daughter, Mary attended Sterling College in Kansas, then soon after attended San Francisco Theological Seminary. Starting her ministry with West-Park Presbyterian Church in New York City, she experienced the power of community and the challenge of the gospel as she provided pastoral care to those with AIDS/HIV, mental health issues and economic challenges. After several dynamic years she was called to serve as a Chaplain and Executive Director of the United Campus Ministry at the University of New Hampshire, where she served for 10 years, during which time she also pursued a PhD in Environmental Ethics. Mary then pastored and served as Head of Staff of a lively United Church of Christ Congregation for 17 years. Beginning in 2019, she served as the Transitional Executive Presbyter for North Central California, where her work focused on merging two presbyteries, providing leadership in adaptive and innovative change during the pandemic and working on vision and restructure of the new presbytery.

Mary is delighted to return to the east both for meaningful work and also to enjoy greater proximity to family and many friends. Along with husband Dale Rasmussen, the couple have four children, two in NH and two in the DC area. Mary finds renewal and refreshment in nature, through music, conviviality with friends and colleagues, and travel. She brings a life-time of experience in the church, a commitment to the gospel, a deep love for people, a passion for justice and advocacy, and a quirky sense of humor.



**David Staniunas**

David Staniunas has been Records Archivist at the Presbyterian Historical Society since 2011. He has master’s degrees from Indiana University Bloomington and Kent State University. He grew up in Roanoke, VA, and lives in Fishtown, Philadelphia, PA.



**Rev. Jihyun Oh**

The Rev. Jihyun Oh is the Executive Director and Stated Clerk of the General Assembly, Presbyterian Church (U.S.A.). She was elected and installed at the 226th General Assembly in July 2024. Oh is the first Korean American to serve in the denomination’s highest office, only the second woman, and the first woman of color elected to lead the PC(USA) in its more than 300-year history in the United States.

Oh earned undergraduate degrees in Biology and German Studies from the Massachusetts Institute of Technology, a Master of Science in Finance from Florida International University, and a Master of Divinity degree from Columbia Theological Seminary.

For five years, she served as director of Mid Council Ministries in the Office of the General Assembly and previously was OGA manager of call process support. Ordained as a teaching elder by the Presbytery of Tropical Florida on behalf of the Presbytery of Chicago, Oh has served in several pastoral roles as well as hospital chaplain.

“I love this church, the part of the body of Christ that is the Presbyterian Church (U.S.A.),” Oh told the Assembly. “I love this church for who we have been, warts and all, and for who we are now and who we will become as we faithfully discern God’s call for us.”

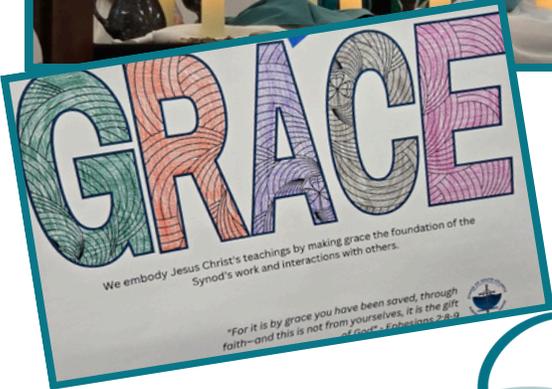
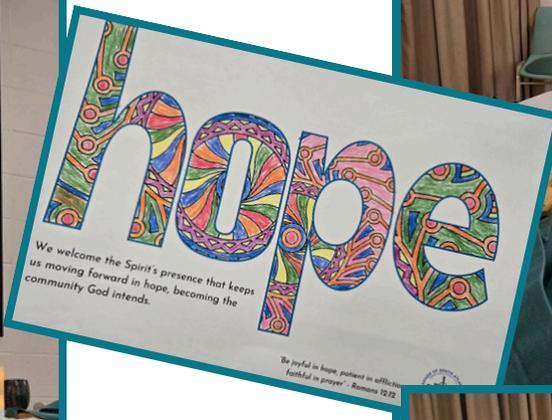


**William McConnell**

William McConnell joined Presbyterian Communities of South Carolina as Director of Foundation Services and Church Relations in December 2022. He oversees the daily operations of the PCSC Foundation, encourages philanthropic participation through various forms of charitable giving, and works with the Presbyterian churches and presbyteries in South Carolina to promote our mutual commitments and collaboration supporting the well-being of older adults.

Prior to joining PCSC, Bill served the Presbyterian Mission Agency in Louisville, KY where he was Interim National Director of Special Offerings & Appeals and as Mission Engagement Advisor for four Synods. From 2011-2016, he was Executive Director of the Presbyterian Association of Musicians. He was involved with the development of Glory to God: The Presbyterian Hymnal, and served on the Directory for Worship revision committee and on the Editorial Steering Committee for the 2018 Book of Common Worship.

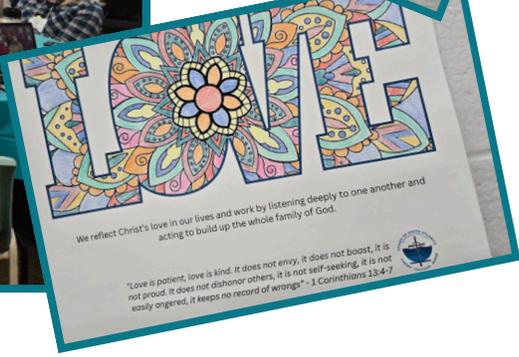
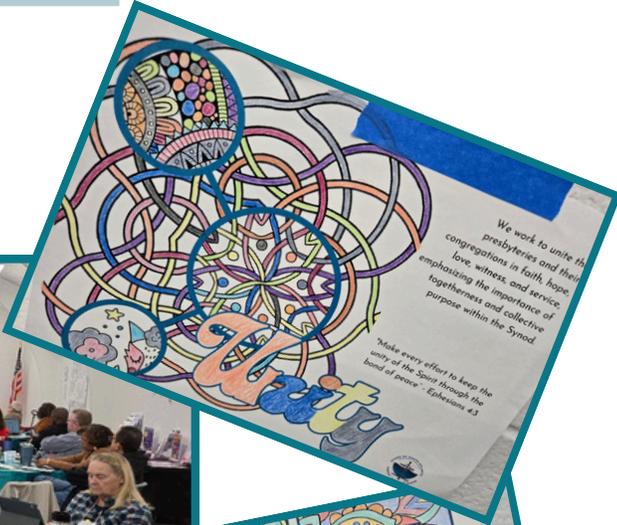
Bill holds degrees in music from East Carolina University and the University of Cincinnati College-Conservatory of Music. A life-long Presbyterian, he is a Ruling Elder and a member of Shandon Presbyterian Church in Columbia, SC.



# Journey

## SETTING OUT TOGETHER

Luke 24:13-35



August 7, 2025

Commissioners & Corresponding Members to the Synod of South Atlantic,

Thank you! We are exceedingly grateful for your ministry and all that you do in response to Christ's call to the Church!

The Coordinating Committee, in accordance with our Manual of Operations, has called a

**Special Meeting of the Synod of South Atlantic to be held via Zoom**

**on Thursday, September 4th at 6pm (Eastern).** (expect 1-2 hrs.)

This Special Meeting of the synod is called for the following purposes:

1. To hear and vote on a recommendation on per capita from the Inspire Committee
2. To consider and vote on the following policies from the Embody Committee:
  - Honorarium;
  - Accountable Reimbursement;
  - Conflict of Interest;
  - Document Retention;
  - Harassment; and
  - Synod Automobile Policies.

**[Register today by clicking this link!](#) THANK YOU for registering before August 20th.**

If you are unable to attend, please visit the registration page and request an excused absence.

*Thank you for attending! Whether a commissioner or corresponding member, your participation is vital to our ministry!*

*\*Packets will be sent to registered participants and be made available on the website no later than Aug. 21.*

*\*All voting members must log into the meeting through the link and cannot join solely by phone.*

If you have any questions or need additional information, please contact [valerie@synodsa.org](mailto:valerie@synodsa.org)

Valerie Young  
Synod Executive  
& Stated Clerk



**SYNOD OF SOUTH ATLANTIC**  
PRESBYTERIAN CHURCH (U.S.A.)  
*EMBODY · CULTIVATE · INSPIRE*

# Minutes of the Synod of South Atlantic Special Meeting

September 4, 2025 · 6 pm via Zoom



*The Special Meeting of the Synod of South Atlantic serves both as a meeting of the ecclesiastical governing body of the Presbyterian Church (U.S.A.) and a meeting of the Synod of South Atlantic, a non-profit corporation of the state of Florida.*

**Call to Order & Opening Prayer** was called to order and opened with prayer by moderator, Jacquelyn Rembert.

This meeting was called by the Coordinating Team in accordance with Section 3.2 of the Manual of Operations.

**Declaration of Quorum:** A quorum of the synod is defined as 6 Ruling Elders and 6 Ministers of the Word and Sacrament, representing 6 Presbyteries. With 26 of 34 elected commissioners present representing all 16 presbyteries, a quorum was declared by the moderator.

Attendance				
First	Last	Presbytery	Attending as	Ordination
Travis	Adams	Northeast GA	Commissioner	Teaching Elder
Kwasi	Aye-Addo	Cherokee	Commissioner	Teaching Elder
Hansler	Bealyer	St. Augustine	Commissioner	Ruling Elder
Sommer	Bower	Flint River	Commissioner	Teaching Elder
Ella	Busby	New Harmony	Commissioner	Teaching Elder
Robert	Byrd	Charleston-Atlantic	Commissioner	Ruling Elder
Kenya	Colbert	Northeast GA	Commissioner	Ruling Elder
Tim	Cureton	Providence	Commissioner	Ruling Elder
Jeff	Davis	Tampa Bay	Commissioner	Teaching Elder
Sonya	Dawson	Foothills	Commissioner	Ruling Elder
Holly	Dillon	Tampa Bay	Commissioner A-L	Teaching Elder
Jamil	el-Shair	Savannah	Commissioner	Teaching Elder
Christina	Greenawalt	Central Florida	Commissioner	Teaching Elder
Barbara	Hassall	Tropical Florida	Commissioner	Ruling Elder
Brian	Henderson	Charleston-Atlantic	Commissioner	Teaching Elder
Beth	Hoskins	Foothills	Commissioner	Teaching Elder
Andy	James	Greater Atlanta	Commissioner A-L	Teaching Elder
Paula	Jarrett-Coleman	Greater Atlanta	Commissioner	Ruling Elder
PATRICIA	JONES	Charleston-Atlantic	Commissioner	Teaching Elder

Joanne	Kublik	Florida	Commissioner	Ruling Elder
Lois	McGill	Peace River	Commissioner	Ruling Elder
Geoffrey	McLean	Tropical Florida	Commissioner	Teaching Elder
Ray	Bell	Trinity	Commissioner	Ruling Elder
Jacquelyn	Rembert	New Harmony	Commissioner	Ruling Elder
Jeanne	simpson	Greater Atlanta	Commissioner	Teaching Elder
Billie	Sutter	Cherokee	Commissioner	Ruling Elder
Karen	Wismer	Peace River	Commissioner	Teaching Elder
DAVID	YANDLE	Charleston-Atlantic	Commissioner A-L	Ruling Elder

### Excused Absences

Margaret	Brooks	Savannah	Commissioner	Ruling Elder
Croskeys	Royall	Trinity	Commissioner	Teaching Elder
Lisa	Martin	Florida	Commissioner	Teaching Elder
Robert	Byrd	Charleston-Atlantic	Commissioner	Ruling Elder
Janice	Clarke	Tampa Bay	Commissioner	Ruling Elder

**Appointment of Parliamentarian:** Moderator Rembert announced that she has appointed the Rev. Tricia Dykers-Koenig to serve as parliamentarian for this meeting.

**Seating of Corresponding Members:** It was moved by Commissioner Paula Coleman, seconded and **approved** by the Assembly that the following be seated as Corresponding Members:

- Rev. Deanie Strength, Stated Clerk, Savannah
- Rev. Charlie Evans, Stated Clerk, St. Augustine
- Rev. Steve Lindsley, EP, Providence
- Rev. Edward Rees, EP, Northeast Georgia
- Rev. Rebecca Albright, EP, Charleston-Atlantic
- Rev. Danny Murphy, EP & SC, Trinity
- Rev. Melana Scruggs, EP, Peace River
- Rev. Olivia Haney, Co-EP, Central Florida
- Rev. Cecelia Armstrong, Co-Mod. 226<sup>th</sup> General Assembly
- Andy Schlepner, Synod Treasurer
- Rev. Tricia Dykers Koenig, Parliamentarian

**Adoption of the Docket:** It was moved by Commissioner, Paula Jarrett-Coleman, and seconded that the docket be adopted. The motion was **approved** (26).

**EMBODY Committee** – Co-chairs, Rev. Andy James and Hansler Bealyer recommended policies for the Assembly’s approval on behalf of the Embody Committee.

- **Honorarium (Attachment A2):**  
Moderator Rembert invited discussion by the Assembly. After seeing no raised hands for comment or debate, the motion was **approved** (26)
- **Accountable Reimbursement (Attachment B2):**  
Moderator Rembert invited discussion by the Assembly. After seeing no raised hands for comment or debate, the motion was **approved** (26)
- **Conflict of Interest (Attachment C2):** It was discovered that edits are needed. Therefore, this policy was not presented for approval. The committee intends to bring this to the October Stated Meeting.
- **Document Retention (Attachment D2):**  
Moderator Rembert invited discussion by the Assembly. After seeing no raised hands for comment or debate, the motion was **approved** (26)
- **Harassment (Attachment E2):**  
Moderator Rembert invited discussion by the Assembly. After seeing no raised hands for comment or debate, the motion was **approved** (25)
- **Synod Automobile Policies (Attachment F2):**  
Moderator Rembert invited discussion by the Assembly. After seeing no raised hands for comment or debate, the motion was **approved** (25)

**INSPIRE Committee** – Co-chairs, Rev. Christina Greenawalt and Tim Cureton presented the following recommendation on behalf of the committee. **(Attachment G2)**

The Inspire committee recommends an increase of per capita to the synod from \$1.50 to the following:

In 2026 - \$2.00

In 2027 - \$2.75

And for those presbyteries that choose to participate in the funding model experiments with the General Assembly that the synod Inspire committee will walk alongside those presbyteries during the course of those experiments.

Mission Giving Requested remains at \$1.00.

Moderator Rembert invited discussion by the Assembly.

Commissioner, Rev Geoff McLean spoke neither for nor against, but to remind the Assembly that there is continuing need for interpretation to the presbytery and congregational level.

Seeing no further discussion, Moderator Rembert called for the vote. The recommendation was **approved** (24-2).

*Moderator offered a final reminder that we do have a **Stated Meeting of the Synod on Monday, October 20<sup>th</sup> at 6 pm.***

*The 2026 Stated Meeting dates for the Synod of South Atlantic are:*

- Saturday, March 14, 2026 · 11 am – 1 pm
- Monday, October 19, 2026 · 6 pm – 8 pm

*Close with prayer at 6:36 pm by Moderator, Jacquelyn Rembert*

*Respectfully submitted,*



Valerie Young  
Synod Executive  
& Stated Clerk

## Synod Meeting Minutes Approval

The *Synod of South Atlantic* adopted the following procedure at its 30<sup>th</sup> Stated Meeting (September 2016) for approving Synod Meeting minutes:

***Commissioners, members, and persons who are entitled to have a voice at any meeting of the Synod (Stated Meeting, Called Meeting, Executive Administrative Commission Meeting, Committee Meeting, etc.) will have fourteen (14) days to respond to the minutes prepared by the Stated Clerk from the date the minutes are sent. The minutes will be sent out as an email attachment unless the person has no email, then they will be sent via US mail. After fourteen days have expired, the minutes will stand approved with any corrections brought to the attention of the Synod Stated Clerk.***

### Authority

***Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition***, permits the above procedure as an option in ***Section 48, Minutes and Reports of Officers; Reading and Approval of the Minutes***. It reads in part:

*When the next regular business session will not be held within a quarterly time interval, and the session does not last longer than one day, or in an organization in which there will be a change or replacement of a portion of the membership, the executive board or a committee appointed for the purpose should be authorized to approve the minutes . . . [Pgs 474-475].*

*A draft of the minutes of the preceding meeting can be sent to all members in advance, usually with the notice. In such a case, it is presumed that the members have used this opportunity to review them, and they are not read [at the next meeting] unless this is requested. Correction of them and approval, however, is handled in the usual way. It must be understood in such a case that the formal copy placed in the minute book contains all corrections that were made and that none of the many copies circulated to members and marked by them is authoritative [Pg 474].*

### Attestation

I attest that the meeting minutes and all documents attached herein for the September 4, 2025 Special meeting were sent out on September 5, 2025 to all commissioners, members, and persons entitled to have a voice at the meeting, with fourteen (14) days to review and respond. Therefore, these meeting minutes were considered approved on September 19, 2025, with any corrections or editions brought to the attention of the Stated Clerk.

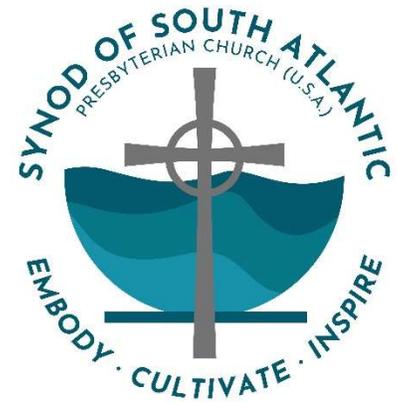


Synod Executive/Stated Clerk  
*Synod of South Atlantic*

# Synod of South Atlantic Special Meeting

## September 4, 2025 · 6 pm via Zoom

The zoom link will be sent by email to registered participants on September 3<sup>rd</sup>.



### **Agenda**

Zoom Review & Voting Instructions

**6 pm Call to Order** by *Moderator, Jackie Rembert*

- Opening Prayer
- Declaration of Quorum
- Appointment of Parliamentarian, *Rev. Tricia Dykers Koenig*
- Seating of Corresponding Members
- Adoption of the Docket

**Embody Committee**, *Rev. Andy James & Hansler Bealyer*

#### **Policy recommendations:**

- Honorarium Policy (*Attachment A2*)
- Accountable Reimbursement Policy (*Attachment B2*)
- Conflict of Interest Policy (*Attachment C2*)
- Document Retention Policy (*Attachment D2*)
- Harassment Policy (*Attachment E2*)
- Synod Automobile Policy (*Attachment F2*)



#### **Inspire Committee**

*Timothy Cureton & Rev. Christina Greenawalt*

#### **(Attachment G2):**

The Inspire committee recommends an increase of per capita to the synod from \$1.50 to the following:

In 2026 - \$2.00

In 2027 - \$2.75

And for those presbyteries that choose to participate in the funding model experiments with the General Assembly that the synod Inspire committee will walk alongside those presbyteries during the course of those experiments.

Mission Giving Requested remains at \$1.00.

**Thanks and Closing Prayer**

**Stated Meeting, October 20<sup>th</sup> at 6 pm Eastern Time**

## Synod Stated Meetings via Zoom –

### Participating with your desktop computer, tablet or smartphone:

*You must register in advance to receive the meeting link and access the meeting packet. When registering, use the email address where you wish to receive the link. The meeting link will be sent only to registered participants the day before the meeting.*

#### Things to plan ahead of time:

- Have a working camera (Most laptop computers have one above the screen. Separate webcams that plug into your desktop computer in a USB port are affordable and widely available).
- Have working speakers or headphones. (Many people find that headsets/headphones work better, if available, as there can be an echo, depending on microphone placement.)
- Have a working microphone. (Again, this is built into most laptops and webcams, and into many headsets/headphones.)
- Download the Zoom app, if you don't already have it, or check to ensure you have the most current version, at <https://zoom.us/download>. You also will be given the chance to download the app automatically, if needed, when you click a link for any Zoom meeting. If you've already done it, your computer will invite you switch to that app, which you should do.

### Participating in a Zoom Stated Synod Meeting

Sign in with your full name and role using one of the following:

- Commissioners use Com
- Corresponding member use CM
- Vision Task Force member use VTF
- Covenant Partner use CP

#### **Mute/Unmute**

- *All participants will be muted upon joining the meeting. **You will not have the ability to unmute yourself.***
- Only those seeking recognition using the "Raise hand" feature may be called on by the moderator. If called upon, a meeting host will unmute your microphone.

#### **Voting**

- Synod meeting votes will be conducted using the "Yes" and "No" buttons under the reactions button at the bottom of the screen.
- **Once you have voted, do not unclick the icon.** Once the vote has been counted and called by the moderator, a meeting host will remove the results.

*The following applies primarily to PC/Mac users, but the same features are generally available in tablet and smartphone apps – they may just be in different places.*

- Your view (You might need to move your cursor across your screen to make menus visible)
  - The button to toggle between “Speaker View” or “Gallery View” is in the upperright.
  - “Speaker View” will highlight the person currently speaking. This is recommended once the meeting is underway.
  - “Gallery View” which will show you all the people on the call.
  - Most other controls are along the bottom of the window/screen.
  - You can expand to “full screen” or confine these controls to a window.
  
- Video
  - You may stop/start your own camera with the button with a camera icon. *Tip: Keep the camera on while participating, but if you need to step away for a moment, turn off your camera temporarily.*
  
- Participants Panel (located at bottom of the Zoom window)
  - This gives you a list of all participants. It is also where you can follow the vote(s) and requests for recognition by the moderator.
  - This list appears at the right of your window. If you are in “full screen” mode, it appears in its own separate window (useful if you have multiple monitors available).
  
- Chat (located at bottom of Zoom window)
  - This allows you to send and read messages to everyone or to one other person in the meeting. (This can be distracting and should be sparingly used. Be careful about unintentionally sending your messages to everyone.)
  - Privacy of chat conversations cannot be assumed. A copy of the chat is automatically sent to the meeting host at the end of the meeting.
  - If invited by the moderator, chat is a good way to ask a question or provide an answer without interrupting the flow of the meeting.
  - During meetings, links to videos and files for the meeting might be shared in chat. You will be directed to view these in a separate browser window. It is helpful to have more than one device screen available or to at least have a browser open for viewing these.
  - Do not use chat to deliberate or speak out of turn regarding the business at hand.
  
- Sharing screen
  - The host or others can share a document or video with everyone. This will make the pictures of meeting participants smaller and allow the focus to be on the document.
  - You can control the size of the shared window with the bar between the view of participants and the shared screen.

**More info and training:**

Join a Zoom test meeting to practice or to check your audio/video equipment or settings:

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

More info for participants on user controls, system setup, etc.:

[https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student\\_documents/HowtoParticipateInAZoomMeeting.pdf](https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student_documents/HowtoParticipateInAZoomMeeting.pdf)

### **Honoraria and Reimbursements Policy**

Synod employees are often called to represent the Synod within the presbyteries and their congregations and institutions. On some occasions, Synod employees are asked to make a presentation, to lead a workshop, to preach and/or to participate in some event as a representative of the Synod or its ministry. The Synod budget includes funds to underwrite the expenses of Synod employees.

On some occasions, presbyteries, congregations, institutions or groups decide to offer Synod employees an honorarium and/or expense reimbursement. Ordinarily, when this occurs, the honorarium will be deposited in the Synod budget in an appropriate other income line, with any expense reimbursement offsetting the expense account for the Synod employee. The Synod employee will report to the Coordinating Committee any such transactions.

Should the Synod employee be given a material gift, such as jewelry, a liturgical stole, etc., these would be considered as personal expressions of gratitude for the individual and would become the Synod employee's personal possessions.

Should the Synod employee be invited to speak, to lead a retreat/workshop, to preach or to be involved in an event outside the Synod of South Atlantic, the Synod employee is responsible for all the negotiations of those opportunities. The Synod employee is not performing in these occasions because of serving as Synod employee. Honoraria and reimbursements for these occasions are between the Synod employee and the other party. Time away from the Synod is to be arranged with verification from the Moderator of the Synod prior to the event.



## Synod of South Atlantic, PC(U.S.A.), Inc.

### Full Accountable Reimbursement Policy

The following resolution was duly adopted by written consent of the Synod Assembly of the Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. (the “Organization”) on

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Whereas income tax regulations sections 1.162-17 and 1.274-5T(f) provide that employees need not report on their tax return expenses paid or incurred by them solely for the benefit of their employer for which they are required to account and do account to their employer, and which are charged directly or indirectly to the employer; and

Whereas income tax regulation section 1.274-5T(f) further provides that an adequate accounting means the submission to the employer of an account book, diary, statement of expense or similar record maintained by the employee in which the information as to each element of expenditure (amount, date and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which confirms to all the “adequate records requirements” set forth in the regulation; and

Whereas the Organization desires to adopt a reimbursement policy pursuant to the regulations mentioned above and desires to operate under such policy; be it therefore Resolved, that the Organization hereby adopts an accountable reimbursement policy pursuant to income tax regulations sections 1.162-17 and 1.274-5T(f) upon the following terms and conditions:

1. **Adequate accounting for reimbursed expenses.** Any person now or hereafter employed by the Organization shall be reimbursed for any properly approved ordinary and necessary business and professional expense incurred on behalf of the Organization, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return; and (3) the employee substantiates such expenses by providing the Organization with an accounting of such expenses no less frequently than monthly (in no event will an expense be

reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee).

2. **Cellular phones and personal computers.** The Organization will not reimburse cellular phone or personal computer expenses of an employee unless the employee's use of cellular phone or personal computer (each referred to below as "equipment") meets the following tests:
  - a. **Convenience of the employer.** Use of the equipment must be "for the convenience of the employer." This means that the employee cannot perform their job without the equipment. The fact that the equipment enables an employee to perform their work more easily and efficiently is not enough. Further, it must be demonstrated that computers and telephones available at the Organization are insufficient to enable the employee to properly perform their job.
  - b. **Condition of employment.** Use of the equipment must be required as a "condition of employment." It is not necessary that the Organization specifically require use of the equipment. On the other hand, it is not enough that the Organization merely states that use of the equipment is a condition of employment.

Charges paid by the Organization for cellular phones and personal computers not meeting the requirements stated above will be treated as taxable income to the employee to which the equipment is assigned.

3. **Reimbursement not funded out of salary reductions.** Reimbursements shall be paid out of Organization funds, and not by reducing paychecks by the amount of business expense reimbursements.
4. **Reimbursable business expenses.** Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, and professional dues.
5. **Tax reporting.** The Organization shall not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.
6. **Excess reimbursements.** Any Organization reimbursement that exceeds the amount of business or professional expenses properly accounted for by the

employee pursuant to this policy must be returned to the Organization within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.

7. **Expenses not fully reimbursed.** If, for any reason, the Organization's reimbursements are less than the amount of business and professional expenses properly substantiated by an employee, the Organization will report no part of the reimbursements on the employee's W-2.
  
8. **Inadequate substantiation.** Under no circumstances will the Organization reimburse an employee for business or professional expenses incurred on behalf of the Organization that are not properly substantiated according to this policy. Organization and staff understand that this requirement is necessary to prevent the Organization's reimbursement plan from being classified as a non-accountable plan.
  
9. **Retention of records.** All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by the Organization.

Detailed policy/procedure documents may be used in addition to this fully accountable expense reimbursement policy to provide further explanation and guidance regarding guidelines and processes.

Employee Attest: \_\_\_\_\_

Stated Clerk: \_\_\_\_\_



## Synod of South Atlantic, PC(U.S.A.), Inc.

### Policy on Conflicts of Interest and Disclosure of Certain Interests

This Conflict-of-Interest policy is designed to help Commissioners, officers and employees of **SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH (U.S.A.), INC.** (the “Organization”) identify situations that present potential conflicts of interest and to provide the Organization with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Commissioners, officer or employee has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with the procedures prescribed in Florida Business Organizations Code, Chapter 617, Section 0832, governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in Section 617.0832, the statute shall control. All capitalized terms are defined in Part 2 of this policy.

- I. Conflict of Interest Defined.** For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
- A. Outside Interests.
    - (i) A Contract or Transaction between the Organization and a Responsible Person or Family Member.
    - (ii) A Contract or Transaction between the Organization and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
  - B. Outside Activities.
    - (i) A Responsible Person or Family Member competing with the Organization in the rendering of services or in any other Contract or Transaction with a third party.
    - (ii) A Responsible Person having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; or an entity or individual that competes with the Organization in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person or Family Member accepting gifts, entertainment or other favors from any individual or entity that:

(i) does or seeks to do business with, or is a competitor of the Organization;

(ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Organization; or under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Organization.

## II. Definitions.

A. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

B. A "Responsible Person" is any person serving as a Commissioner, officer, employee, or member of the Synod Assembly of the Organization.

C. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party.

E. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by the Organization. The making of a gift or contribution to the Organization is not a Contract or Transaction.

## III. Procedures.

A. Prior to Synod Assembly or committee action on a Contract or Transaction involving a Conflict of Interest, a Commissioner or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

B. A Commissioner or committee member who plans not to attend a meeting at which he or she has reason to believe that the Synod Assembly or committee will act on a

matter in which the person has a Conflict of Interest, shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- C. A person who has a Conflict of Interest shall not participate in, or be permitted to hear, the Synod Assembly's or committee's discussion of the matter, except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- E. Responsible Persons who are not members of the Synod Assembly, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of synod or committee action, shall disclose to the chair or the chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the Organization participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the chair or the chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

- IV. **Confidentiality.** Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status, or information the disclosure of which might be adverse to the interests of the Organization. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Organization for the personal profit or advantage of the Responsible Person or a Family Member.

#### V. Review of policy.

- A. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

- B. As requested by the Moderator, Stated Clerk, or the Synod Assembly, each Responsible Person shall complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a trustee of or consultant to the Organization, or ownership of a business that might provide goods or services to the Organization. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the chair, the president, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.
  
- C. This policy shall be reviewed annually by each member of the Synod Assembly. Any changes to the policy shall be communicated immediately to all Responsible Persons.

SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH  
(U.S.A.), INC.

**Annual Conflict of Interest Information Form**

1. **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2. **Position:**

Are you a voting Commissioner? \_\_\_Yes \_\_\_No

Are you an Officer? \_\_\_Yes \_\_\_No. If you are an Officer, which Officer position do you hold? \_\_\_\_\_

3. I affirm the following:

- I have received a copy of the Conflict-of-Interest Policy of Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. \_\_\_\_\_ (initial)
- I have read and understand the policy. \_ (initial)
- I agree to comply with the policy. \_\_\_\_\_ (initial)
- I understand that Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_ (initial)

4. **Disclosures:**

A. Have you or any Family Member provided services or property to Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. in the past year?

\_\_\_\_\_YES \_\_\_NO

If yes, please describe the nature of the services or property and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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B. Have you or any Family Member purchased services or property from Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. in the past year?

\_\_\_\_\_YES \_\_\_NO

If yes, please describe the purchased services or property and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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C. Please indicate whether you or any Family Member had any direct or indirect interest in any business transaction(s) in the past year to which Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. was or is a party?  
YES \_\_\_NO

If yes, describe the transaction(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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D. Were you or any of your Family Members indebted to pay money to Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. at any time in the past year (other than travel advances or the like)? \_\_\_\_\_YES \_\_\_NO

If yes, please describe the indebtedness and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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E. In the past year, did you or any Family Members receive, or become entitled to

receive, directly or indirectly, any personal benefits from Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. or as a result of your relationship with Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc.?  YES  NO

If yes, please describe the benefit(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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F. Are you or any of your Family Members a party to or have an interest in any pending legal proceedings involving Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc.?  YES  NO

If yes, please describe the proceeding(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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G. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Synod Assembly of SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH (U.S.A.), INC. in accordance with the terms and intent of Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc.'s Conflict of Interest policy?  YES  NO

If yes, please describe the situation(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

**SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH**  
**(U.S.A.), INC.**

**Document Retention and Destruction Policy**

Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. (the “Organization”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations as well as the general operations of the Organization. It is the intent of the Organization to establish an ongoing, coordinated administrative effort to systematically manage documents and records. The purpose of this policy is to ensure that documents are secure, accessible, maintained, and destroyed according to business practices that are practical, while still meeting the legal requirement applicable to the organization. In addition, the policy provides administrative personnel information about the recommended minimum requirements for document retention. These guidelines are indeed to apply to both electronic and paper copy documents.

The Organization’s staff is responsible for preserving the safety and confidentiality of documents in the Organization’s possession. Documents should be maintained at the Organization’s offices to provide for their security and preserve their usefulness to the Organization. Without specific authority to the contrary, no documents should be retained in the personal possession of a director, officer, staff member or volunteer, including being stored at a personal residence, on a personal computer or as a part of a personal email account. Documents stored off premises or outside the control of the organization will not be considered as becoming a part of the Organization’s documents until properly secured by the Organization. Security measures should be employed to ensure appropriate disclosure when confidential or private information is given to board members or others.

Documents should be maintained until the end of the identified retention period, and should then be destroyed in an appropriate manner. Sensitive documents such as those containing financial, account, or personnel information should be destroyed with no reasonable risk of the information being recovered. It is the responsibility of the Stated Clerk to oversee the implementation of this policy including the selection of the appropriate means of document destruction.

Electronic documents are to be retained in the same manner as paper documents. Electronic documents created from paper documents may be retained rather than the paper copies as long as the documents are true and correct copies of the actual documents and are saved using Adobe Acrobat Reader. Due to security issues, all hard drives located in computers, printers, scanners and copiers are to be separately purged prior to the Organization disposing of any machine.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees. Therefore, failure to comply may result in disciplinary action against responsible individuals. Compliance concerns regarding this

policy should be directed to the Stated Clerk. All permitted document destruction shall halt if the Organization is being investigated by a governmental law enforcement agency, and routine destruction shall not resume without the written approval of legal counsel.

The information listed in the retention schedule below is intended as a guideline and may not contain direction regarding all the records the Organization. Questions regarding documents not included on this list or actions that are not addressed as a part of this policy should be addressed to the Stated Clerk.

File Category	Item	Retention Period
Corporate Records	Bylaws and Certificate of Formation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	5 years
	Correspondence on legal, insurance and important matters	Permanent
	Correspondence – general	4 years
	Trademark registrations, patents and copyrights	Permanent
	Finance and Administration	Financial statements (audited and year end prepared in house)
Auditor management letters		7 years
Annual grant listing		Permanent
Donor Credit Cards		Retain as required by Merchant Agreement
Payroll records		7 years
Check register and checks		7 years
Checks for important expenditures		Permanent

File Category	Item	Retention Period
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	Accounts payable and receivable ledgers	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 or 10 years after all obligations end
	Correspondence — general	3 years
	Depreciation schedules	Permanent
	Donation records for endowment funds and significant restricted funds	Permanent
	Donation records	10 years
	General ledgers	Permanent
	Authorization for expenditures	3 years
	Bank statements and reconciliations	10 years
	Expense analysis/distribution schedules	7 years
	Internal reports – miscellaneous	3 years
	Invoices (from vendors or to customers)	7 years
	Payroll records and summaries	7 years
	Retirement & pension records	Permanent
Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	Permanent
	Safety (OSHA) reports	7 years

File Category	Item	Retention Period
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	Permanent
	Mortgages, security agreements	7 years after all obligations end
	Building & site drawings	Permanent
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Forms 990	Permanent
	IRS Forms 990-T plus all related worksheets	Permanent
	Forms 941	Permanent
	Forms 1099	Permanent
	Forms W-2/W-3	Permanent
	Charitable Organizations Registration Statements (filed with State Attorney Generals)	7 years
Human Resources	Employee personnel files	Permanent for employees working with children or youth or 7 years after termination for all other positions
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years

File Category	Item	Retention Period
	Employee orientation and training materials	Permanent for all who work with children or youth, otherwise 7 years for everyone else
	Employment applications	3 years
	Background checks	Permanent
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
	Volunteer records	Permanent if the volunteer works with children or youth, otherwise 3 years
Technology	Software licenses and support agreements	7 years after all obligations end
	Electronic Documents (Microsoft Office, Adobe Acrobat, etc.)	Depends on subject matter
	Voice Mail	1 month in native form, subject matter determines period if transferred to a document management system
	Email	6 months in native form, subject matter determines period if transferred to a document management system
Judicial	Legal/Judicial case records (PJC)	Permanent

## SYNOD OF SOUTH ATLANTIC

# PREVENTING HARASSMENT POLICY

**POLICY:** This policy of the Synod of South Atlantic is grounded in the concept that every human being is created in the image of God (Genesis 1:26) and in these words from Jesus: "You shall love the Lord your God and your neighbor as yourself." (Matthew 23:37-39). As such, the Synod opposes all forms of harassment and seeks to provide space where all employees, commissioners, corresponding members, other participants, vendors, and guests can flourish free of harassment.

*This policy applies to all persons while participating in Synod activities or business.*

**DEFINITION:** All forms of harassment, including those based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital or domestic partner status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, are prohibited.

In the Synod, harassing conduct includes, but is not limited to, the following actions and attitudes:

- Spreading malicious rumors, gossip, or innuendo
- Excluding or isolating someone socially
- Bullying
- Intimidating a person
- Physically abusing or threatening abuse
- Making jokes that are 'obviously offensive' by spoken word or e-mail
- Yelling or using profanity
- Criticizing a person persistently or constantly
- Belittling a person's opinions
- Using racist slang, phrases, or nicknames
- Making remarks about an individual's skin color or other ethnic traits
- Displaying racist drawings, or posters that might be offensive to a particular group
- Making offensive gestures
- Making offensive reference to an individual's mental or physical disability
- Sharing inappropriate images, videos, e-mails, letters, or notes
- Offensively talking about negative racial, ethnic, or religious stereotypes
- Making derogatory age-related comments
- Wearing clothing that could be offensive to a particular ethnic group

**EMPLOYEES:** The Synod strives to provide a work environment free of harassment. Harassment of employees by management, supervisors, coworkers, or non-employees is prohibited.

The following harassing conduct is applicable primarily to the employment environment of the Synod:

- Constantly changing work guidelines
- Undermining or deliberately impeding a person's work
- Removing areas of responsibilities without cause
- Establishing impossible deadlines that will set up the individual to fail
- Withholding necessary information or purposefully giving the wrong information

- Intruding on a person's privacy by pestering, spying or stalking
- Assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure)
- Creating a feeling of uselessness (underwork)
- Unwarranted (or undeserved) punishment
- Blocking applications for training, leave or promotion
- Tampering with a person's personal belongings or work equipment

**SEXUAL HARASSMENT:** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. More details are available in the Synod's Sexual Misconduct Policy and the Synod's Personnel Manual.

**RETALIATION:** The Synod of South Atlantic does not tolerate any form of retaliation against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that they have been retaliated against should initiate a complaint under this policy.

**COMPLAINT PROCEDURE:** It is appropriate, but not required, for any person who feels that they have been harassed under the definition of this policy to address the behavior first with the offending party, if it is possible to do so without unwarranted conflict or danger.

If the harassing behavior is repeated, pervasive, and/or overly offensive, the complaint should be taken to the Synod Executive/Stated Clerk, and/or in the case of employees, to the Moderator of the Synod. All complaints will be investigated promptly by an ad hoc committee consisting of the person receiving the report and at least two other members of the Coordinating Committee. To the extent possible, confidentiality will be maintained throughout the process. When corrective action is necessary, the Coordinating Committee is responsible for determining appropriate measures for response. Matters involving members of the Presbyterian Church (USA) may also be referred to the appropriate council under the provisions of Church Discipline (Book of Order D-7.01).

## SYNOD AUTOMOBILE GUIDELINES

1. The Synod car is intended for use by the Synod Executive and Stated Clerk for travel related to the business of the Synod of South Atlantic and not for personal use.
2. When not being used for Synod business, the car will ordinarily be parked at the home of the Synod Executive and Stated Clerk. If the Synod car is used by the Synod Executive and Stated Clerk for personal matters or in a mix of personal and Synod business purposes, the Synod Executive and Stated Clerk is expected to report such any usage not for Synod business as income to the IRS *or reimburse the Synod at the IRS rate*.
3. Only Synod employees may use the Synod car for Synod business, on a case-by-case basis, with the written approval of the Synod Executive and Stated Clerk.
4. Drivers using the synod car shall obey all motor vehicle laws including:
  - A. Having a valid U.S. driver's license.
  - B. Ensuring that the driver and all passengers use safety restraints.
5. Drivers shall ensure the safe and economical use of Synod's car including:
  - A. Locking the vehicle at any time when left unattended.
  - B. Parking the vehicle in authorized places where reasonable security is offered.
  - C. Removing from ready visibility any synod or personal property within the car.
  - D. Answering or placing cell phone calls only when using hands free technology. Any other use of a cell phone while driving is prohibited.
  - E. Not operating the vehicle while under the influence of intoxicating beverages, drugs, or other substances.
  - F. Not smoking in the car.
6. Drivers will be personally responsible for any fines, towing charges, or other costs associated with failure to observe motor vehicle laws or municipal ordinances while driving the Synod car.
7. Any accident involving the Synod car will be reported as soon as possible to the following:
  - A. The local police, as required.
  - B. The Synod's car insurance carrier.
  - C. The members of Coordinating Committee.
8. When the Synod car is available and the Synod Executive and Stated Clerk chooses to use their own personal vehicle, no mileage will be reimbursed.



August 20, 2025

To the Presbyteries of the Synod of South Atlantic,

The Inspire committee of the Synod of South Atlantic greets you in the name of our Lord and Savior, Jesus Christ, and pray that your ministries are going well this Fall. After our Synod's restructuring, we have been tasked with the per capita and mission giving of our synod.

The Synod's per capita and mission giving are designed to support our Journey together:

*The Synod of South Atlantic, PC(U.S.A.) **embodies** the grace and love of Jesus Christ, **cultivates** authentic community within and across presbyteries, and **inspires** impactful ministries, developing leaders so that the church becomes united in faith, hope, love, witness, and service.*

We have reached a critical point with receiving the Synod per capita in its current model at \$1.50 per member that was designated in 2015. This is equivalent in purchasing power to about \$2.03 today, an increase of 53 cents over 10 years. The dollar had an average inflation rate of 3.09% per year between 2015 and today, producing a cumulative price increase of 35.63%. We are in the second largest synod in the denomination and currently have the lowest per capita amount with approximately 74% collected in 2024.

We recognize times for the presbyteries and churches are hard, especially financially. The Synod Assembly voted as a body last year to start a renewed journey, and we are making strides. This year, we have awarded over \$24,000 in scholarships and anticipate awarding over \$20,000 in grants, as we cultivate networks old and new and begin the Embody Leader Formation Cohort. Still, being on a journey, we need the fuel to get there together.

We ask you to partner with us on this journey as we continue to Embody, Cultivate and Inspire impactful ministry.

**Embody:** The Embody Leader Formation cohort, with a vision for sustainable and holistic leadership, equips leaders at every level to lead impactful ministry for tomorrow's church, today. Examples include Human Systems & Organizational Culture, Communicating for Change, Transforming Conflict, Building Agreement, and Emotional Intelligence.

**Cultivate:** We are developing and nurturing networks. Synod Networks are open, collaborative groups, centered around a shared interest, purpose, mission, or ministry, building relationships and connections across the Synod. Synod Networks will have voice

in deliberations of the Synod and its committees, providing better communications and opportunities for wider impact.

**Inspire:** We provide grant and scholarship opportunities. Categories have been deepened and broadened to offer more support to networks, partnerships, and new ministries. The creation of a Youth and Young Adult Grant program beginning in 2026 will support networking and leadership development efforts with our young(er) Presbyterians.

**There is a Special Meeting of the Synod of South Atlantic on September 4<sup>th</sup> that will consider the following recommendation for a vote:**

“The Inspire committee recommends an increase of per capita to the synod from \$1.50 to the following:

In 2026: \$2.00

In 2027: \$2.75

And for those presbyteries that choose to participate in the funding model experiments with the General Assembly, the synod Inspire committee will walk alongside of those presbyteries during the course of those experiments.”

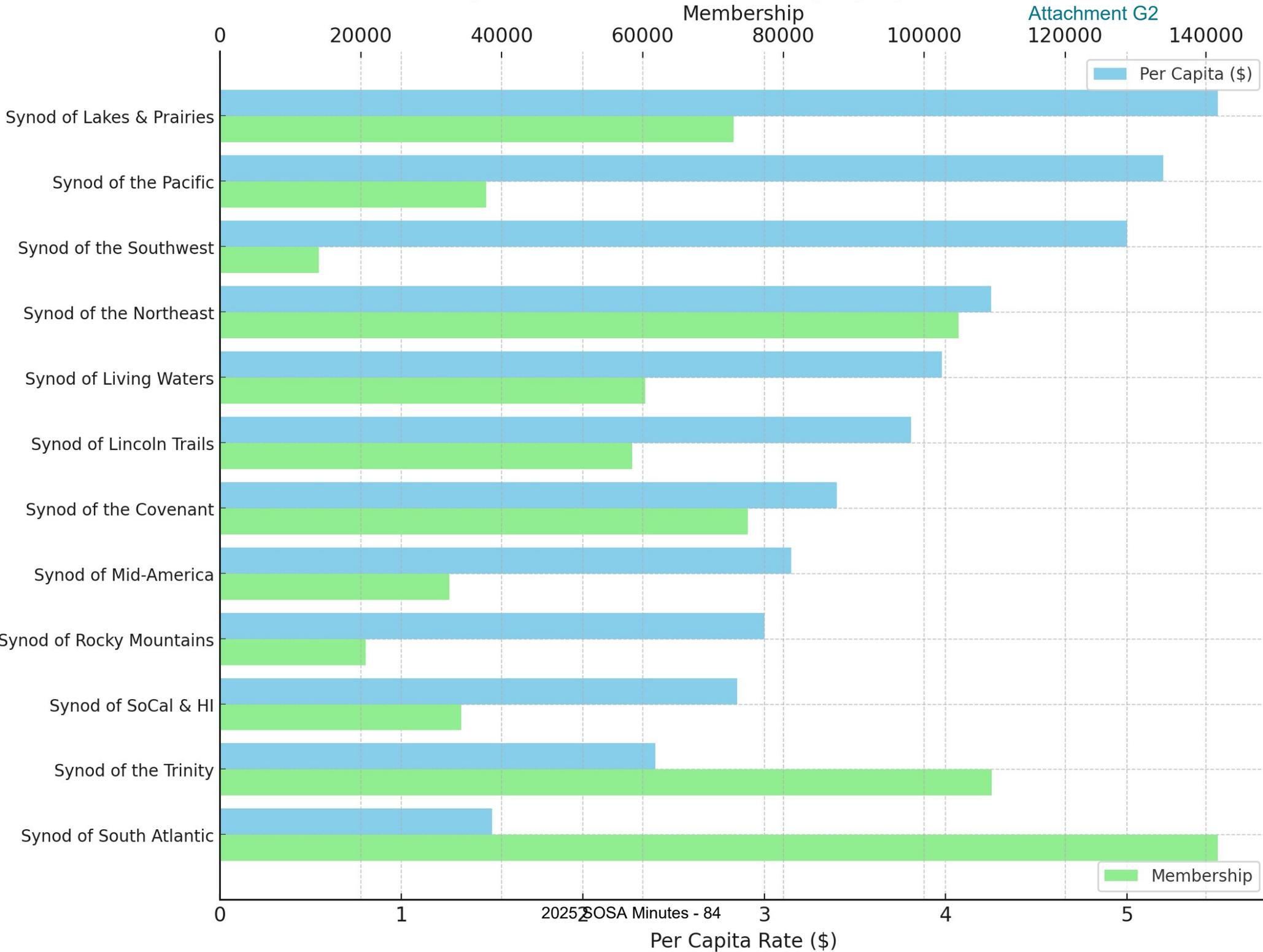
We send this letter in advance of the meeting because we recognize that many of you are working on your budgeting process for 2026 and we are hopeful that this information can be shared with your congregations.

We are grateful to God for your continued ministries and your continuing support of the Synod of South Atlantic.

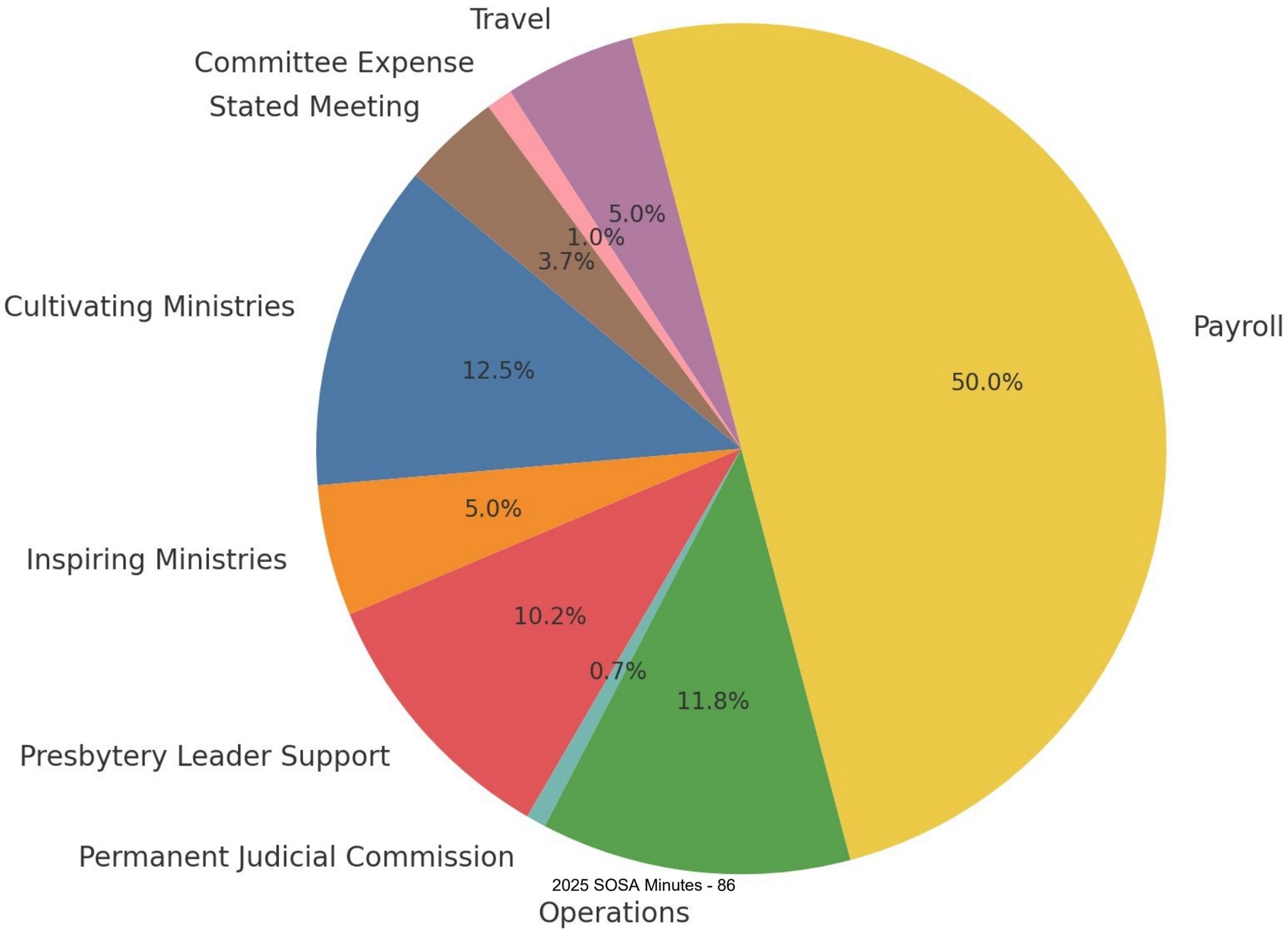
On behalf of the Inspire Committee, may the peace of Christ be with you all.

Timothy Cureton, co-Chair  
Croskeys Royall, member

# 2025 Per Capita Rates and Membership by Synod (Non-Zero Only)



<b>PRESBYTERY PER CAPITA &amp; MISSION GIVING</b>									
<b>31-Jul-25</b>									
	Per Capita Assessed	Per Capita Received	YTD %	Mission Giving Goal	Mission Giving Received	YTD %	Total Asked	Total Received	YTD %
110 - Central Florida	18,270.00	<b>12,094.07</b>	66%	12,180.00	<b>1,547.25</b>	13%	30,450.00	<b>13,641.32</b>	45%
125 - Charleston Atlantic	20,248.50	<b>10,125.00</b>	50%	13,499.00	<b>1,875.00</b>	14%	33,747.50	<b>12,000.00</b>	36%
128 - Cherokee	5,307.00	<b>5,784.00</b>	109%	3,538.00	<b>500.00</b>	14%	8,845.00	<b>6,284.00</b>	71%
218 - Flint River	3,939.00	<b>2,000.74</b>	51%	2,626.00	<b>1,698.23</b>	65%	6,565.00	<b>3,698.97</b>	56%
221 - Florida	6,540.00	<b>4,995.00</b>	76%	4,360.00	<b>0.00</b>	0%	10,900.00	<b>4,995.00</b>	46%
223 - Foothills	18,867.00	<b>9,471.75</b>	50%	12,578.00	<b>3,157.25</b>	25%	31,445.00	<b>12,629.00</b>	40%
254 - Greater Atlanta	44,085.00	<b>19,725.91</b>	45%	29,390.00	<b>4,375.00</b>	15%	73,475.00	<b>24,100.91</b>	33%
442 - New Harmony	9,751.50	<b>4,875.76</b>	50%	6,501.00	<b>3,250.50</b>	50%	16,252.50	<b>8,126.26</b>	50%
472 - Northeast Georgia	8,551.50	<b>4,988.40</b>	58%	5,701.00	<b>875.00</b>	15%	14,252.50	<b>5,863.40</b>	41%
528 - Peace River	16,519.50	<b>10,670.51</b>	65%	11,013.00	<b>6,971.22</b>	63%	27,532.50	<b>17,641.73</b>	64%
554 - Providence	8,004.00	<b>6,567.00</b>	82%	5,336.00	<b>3,848.90</b>	72%	13,340.00	<b>10,415.90</b>	78%
579 - St. Augustine	14,673.00	<b>8,475.00</b>	58%	9,782.00	<b>5,333.00</b>	55%	24,455.00	<b>13,808.00</b>	56%
624 - Savannah	4,819.50	<b>0.00</b>	0%	3,213.00	<b>0.00</b>	0%	8,032.50	<b>0.00</b>	0%
704 - Tampa Bay	15,703.50	<b>10,415.58</b>	66%	10,469.00	<b>218.54</b>	2%	26,172.50	<b>10,634.12</b>	41%
713 - Trinity	15,819.00	<b>6,220.79</b>	39%	10,546.00	<b>5,166.00</b>	49%	26,365.00	<b>11,386.79</b>	43%
714 - Tropical Florida	7,833.00	<b>4,527.53</b>	58%	5,222.00	<b>597.50</b>	11%	13,055.00	<b>5,125.03</b>	39%
	218,931.00	<b>120,937.04</b>	55%	145,954.00	<b>39,413.39</b>	27%	364,885.00	<b>160,350.43</b>	44%



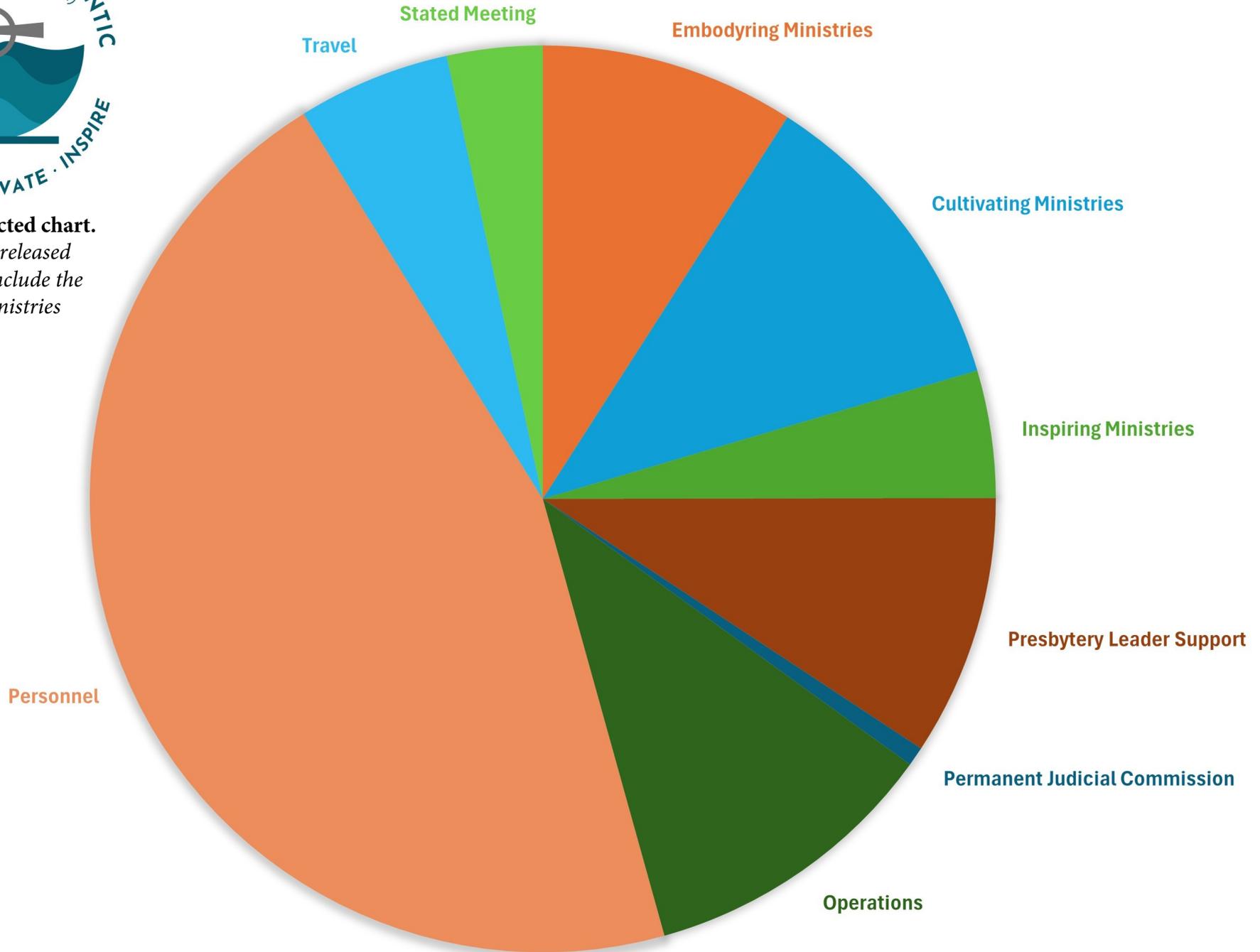
2026

<b>PRESBYTERY PER CAPITA &amp; MISSION GIVING</b>						
<b>2026 Pledges</b>						
	Membership 12/31/2024	Per Capita Assessed <b>\$2.00</b>	Mission Giving Goal <b>\$1.00</b>	Total Asked 2025	Total Received 7-31-25	YTD %
CENTRAL FLORIDA	11,742	\$ 23,484	\$ 11,742	\$ 30,450	\$ 13,641	45%
CHARLESTON ATLANTIC	13,304	\$ 26,608	\$ 13,304	\$ 33,748	\$ 12,000	36%
CHEROKEE	3,352	\$ 6,704	\$ 3,352	\$ 8,845	\$ 6,284	71%
FLINT RIVER	2,257	\$ 4,514	\$ 2,257	\$ 6,565	\$ 3,699	56%
FLORIDA	4,265	\$ 8,530	\$ 4,265	\$ 10,900	\$ 4,995	46%
FOOTHILLS	12,152	\$ 24,304	\$ 12,152	\$ 31,445	\$ 12,629	40%
GREATER ATLANTA	29,083	\$ 58,166	\$ 29,083	\$ 73,475	\$ 24,101	33%
NEW HARMONY	6,358	\$ 12,716	\$ 6,358	\$ 16,253	\$ 8,126	50%
NORTHEAST GEORGIA	5,549	\$ 11,098	\$ 5,549	\$ 14,253	\$ 5,863	41%
PEACE RIVER	10,704	\$ 21,408	\$ 10,704	\$ 27,533	\$ 17,642	64%
PROVIDENCE	5,048	\$ 10,096	\$ 5,048	\$ 13,340	\$ 10,416	78%
ST. AUGUSTINE	9,383	\$ 18,766	\$ 9,383	\$ 24,455	\$ 13,808	56%
SAVANNAH	3,170	\$ 6,340	\$ 3,170	\$ 8,033	\$ -	0%
TAMPA BAY	10,218	\$ 20,436	\$ 10,218	\$ 26,173	\$ 10,634	41%
TRINITY	10,078	\$ 20,156	\$ 10,078	\$ 26,365	\$ 11,387	43%
TROPICAL FLORIDA	5,013	\$ 10,026	\$ 5,013	\$ 13,055	\$ 5,125	39%
	141,676	\$ 283,352	\$ 141,676	\$ 364,885	\$ 160,350	44%
		\$ 212,514	\$ 63,754.20			
		<b>2026 Budget</b>	<b>\$ 276,268</b>	<b>Based on 2024 Collection</b>		

# 2025 EXPENSE BUDGET



**This is a corrected chart.**  
*The previously released chart did not include the Embodying Ministries budget.*



2026

## PRESBYTERY PER CAPITA & MISSION GIVING 2026 Pledges

	Members YE 2024	Per Capita Assessed \$2.00	Mission Giving Goal \$1.00	Total PCMG Asked 2026	Total PCMG Asked 2025	Total PCMG Received 7-31-25	YTD %
CENTRAL FLORIDA	11,742	\$ 23,484	\$ 11,742	\$ 35,226	\$ 30,450	\$ 13,641	45%
CHARLESTON ATLANTIC	13,304	\$ 26,608	\$ 13,304	\$ 39,912	\$ 33,748	\$ 12,000	36%
CHEROKEE	3,352	\$ 6,704	\$ 3,352	\$ 10,056	\$ 8,845	\$ 6,284	71%
FLINT RIVER	2,257	\$ 4,514	\$ 2,257	\$ 6,771	\$ 6,565	\$ 3,699	56%
FLORIDA	4,265	\$ 8,530	\$ 4,265	\$ 12,795	\$ 10,900	\$ 4,995	46%
FOOTHILLS	12,152	\$ 24,304	\$ 12,152	\$ 36,456	\$ 31,445	\$ 12,629	40%
GREATER ATLANTA	29,083	\$ 58,166	\$ 29,083	\$ 87,249	\$ 73,475	\$ 24,101	33%
NEW HARMONY	6,358	\$ 12,716	\$ 6,358	\$ 19,074	\$ 16,253	\$ 8,126	50%
NORTHEAST GEORGIA	5,549	\$ 11,098	\$ 5,549	\$ 16,647	\$ 14,253	\$ 5,863	41%
PEACE RIVER	10,704	\$ 21,408	\$ 10,704	\$ 32,112	\$ 27,533	\$ 17,642	64%
PROVIDENCE	5,048	\$ 10,096	\$ 5,048	\$ 15,144	\$ 13,340	\$ 10,416	78%
ST. AUGUSTINE	9,383	\$ 18,766	\$ 9,383	\$ 28,149	\$ 24,455	\$ 13,808	56%
SAVANNAH	3,170	\$ 6,340	\$ 3,170	\$ 9,510	\$ 8,033	\$ -	0%
TAMPA BAY	10,218	\$ 20,436	\$ 10,218	\$ 30,654	\$ 26,173	\$ 10,634	41%
TRINITY	10,078	\$ 20,156	\$ 10,078	\$ 30,234	\$ 26,365	\$ 11,387	43%
TROPICAL FLORIDA	5,013	\$ 10,026	\$ 5,013	\$ 15,039	\$ 13,055	\$ 5,125	39%
	141,676	\$ 283,352	\$ 141,676	\$ 425,028	\$ 364,885	\$ 160,350	44%

*Est. receipt based on 2024  
collection rate*

\$ 212,514	\$ 63,754.20
<b>2027 Budget</b>	<b>\$ 276,268</b>



Synod of South Atlantic  
Income/Expense to Budget  
for the period of 01/01/2025 to 07/31/2025

Account Number	Account Name	Amount	Annual Budget	Annual Budget Variance \$
<b>Income</b>				
<b>Transfers from Reserves</b>				
4000	Transfer from Reserves for CY use	\$235,800.00	\$354,596.70	-\$118,796.70
<b>Total Transfers from Reserves</b>		\$235,800.00	\$354,596.70	-\$118,796.70
<b>CONTRIBUTION INCOME</b>				
4060	Other Income	\$1,475.00	-	-
4100	Worship Offering	\$1,213.30	-	-
<b>Total CONTRIBUTION INCOME</b>		\$2,688.30	\$0.00	\$0.00
<b>INTEREST INCOME</b>				
4510	Bank Interest	\$4,197.93	-	-
4520	Investment Interest	\$55.34	-	-
<b>Total INTEREST INCOME</b>		\$4,253.27	\$0.00	\$0.00
<b>MISCELLANEOUS INCOME</b>				
4620	Miscellaneous Income	\$197.25	-	-
<b>Total MISCELLANEOUS INCOME</b>		\$197.25	\$0.00	\$0.00
<b>PASS THRU INCOME</b>				
4710	Pass Thru Income	-	-	-
<b>Total PASS THRU INCOME</b>		\$0.00	\$0.00	\$0.00
<b>Total Income</b>		\$242,938.82	\$354,596.70	-\$111,657.88
<b>Expense</b>				
<b>DIRECT MINISTRIES</b>				
6000	EMPOWERING MINISTRIES	-	-	-
6010	Embody Leaders Formation	\$9,821.83	\$40,000.00	-\$30,178.17
<b>Total for 6000 - EMPOWERING MINISTRIES</b>		\$9,821.83	\$40,000.00	-\$30,178.17
6100	CULTIVATING MINISTRIES	-	-	-
6110	Korean American Ministry	\$15,000.00	\$15,000.00	-
6120	African American Ministry	\$6,500.00	\$15,000.00	-\$8,500.00
6130	Hispanic American Ministry	\$8,750.00	\$15,000.00	-\$6,250.00
6190	Network Seeds	-	\$5,000.00	-\$5,000.00
<b>Total for 6100 - CULTIVATING MINISTRIES</b>		\$30,250.00	\$50,000.00	-\$19,750.00
6200	INSPIRING MINISTRIES	-	-	-
6220	Grants	-	\$20,000.00	-\$20,000.00
6230	Special Projects	-	-	-
<b>Total for 6200 - INSPIRING MINISTRIES</b>		\$0.00	\$20,000.00	-\$20,000.00
6300	OTHER MINISTRIES	-	-	-
6310	Pby Leader Formation	\$3,750.00	\$6,000.00	-\$2,250.00
6320	Synod Pby Leaders Forum	\$13,213.90	\$10,000.00	\$3,213.90
6340	Special Gatherings	\$3,509.37	\$25,000.00	-\$21,490.63

Account Number	Account Name	Amount	Annual Budget	Annual Budget Variance \$
Total for 6300 - OTHER MINISTRIES		\$20,473.27	\$41,000.00	-\$20,526.73
<b>Total DIRECT MINISTRIES</b>		\$60,545.10	\$151,000.00	-\$90,454.90
<b>SYNOD OPERATIONS</b>				
5411	Stated Meeting	\$4,296.50	\$15,000.00	-\$10,703.50
5412	Committee Expenses	-	\$2,000.00	-\$2,000.00
5414	Moderator's Training	-	\$2,000.00	-\$2,000.00
5451	Permanent Judicial Commission	-	-	-
5451.102	PJC Training	-	\$3,000.00	-\$3,000.00
Total for 5451 - Permanent Judicial Commission		\$0.00	\$3,000.00	-\$3,000.00
<b>Total SYNOD OPERATIONS</b>		\$4,296.50	\$22,000.00	-\$17,703.50
<b>OFFICE OPERATIONS</b>				
5525	Phones	\$1,410.07	\$2,500.00	-\$1,089.93
5535	Office Supplies/Postage	\$2,772.67	\$6,000.00	-\$3,227.33
5580	Staff Travel	\$1,095.51	\$2,500.00	-\$1,404.49
5590	Software	\$2,616.00	\$2,200.00	\$416.00
<b>Total OFFICE OPERATIONS</b>		\$7,894.25	\$13,200.00	-\$5,305.75
<b>SUPPORT CONTRACTS</b>				
5711	Treasurer	\$7,000.00	\$12,000.00	-\$5,000.00
5720	Accounting	\$10,392.23	\$13,000.00	-\$2,607.77
5740	Communications	\$4,696.05	\$6,000.00	-\$1,303.95
5760	Parliamentarian/Recording Clerk	-	\$5,000.00	-\$5,000.00
<b>Total SUPPORT CONTRACTS</b>		\$22,088.28	\$36,000.00	-\$13,911.72
<b>INSURANCE &amp; AUDIT</b>				
5610	Insurance	\$7,194.00	\$7,000.00	\$194.00
5611	Audit	\$7,000.00	\$7,500.00	-\$500.00
<b>Total INSURANCE &amp; AUDIT</b>		\$14,194.00	\$14,500.00	-\$306.00
<b>PERSONNEL</b>				
5110	SE/SC	-	-	-
5120	SE/SC Salary	\$64,601.32	\$110,745.00	-\$46,143.68
5121	SE/SC Housing	-	-	-
5122	SE/SC BOP	\$15,307.04	\$25,562.90	-\$10,255.86
5123	SE/SC Payroll Tax	\$4,875.70	\$9,400.00	-\$4,524.30
5124	SE/SC Retirement Benefit	\$4,166.19	\$7,142.00	-\$2,975.81
5125	FSA Fees	\$27.30	\$46.80	-\$19.50
Total for 5110 - SE/SC		\$88,977.55	\$152,896.70	-\$63,919.15
5200	SE/SC EXPENSE REIMBURSEMENT	-	-	-
5201	SE/SC Continuing ED	\$208.47	\$2,500.00	-\$2,291.53
5202	SE/SC Travel	\$7,890.50	\$20,000.00	-\$12,109.50
5203	SE/SC Professional Expense	\$571.87	\$2,000.00	-\$1,428.13
Total for 5200 - SE/SC EXPENSE REIMBURSEMENT		\$8,670.84	\$24,500.00	-\$15,829.16
5300	Admin	\$9,744.00	\$25,000.00	-\$15,256.00
5310	Admin Payroll Tax	\$745.42	\$918.00	-\$172.58
Total for 5300 - Admin		\$10,489.42	\$25,918.00	-\$15,428.58
<b>Total PERSONNEL</b>		\$108,137.81	\$203,314.70	-\$95,176.89
<b>OTHER EXPENSES</b>				
6410	Miscellaneous Expense	\$651.28	\$500.00	\$151.28

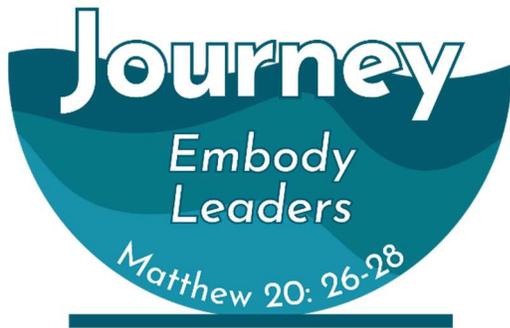
Account Number	Account Name	Amount	Annual Budget	Annual Budget Variance \$
<b>Total OTHER EXPENSES</b>		\$651.28	\$500.00	\$151.28
<b>PASS THRU EXPENSES</b>				
6510	Pass Thru Expense	-	-	-
<b>Total PASS THRU EXPENSES</b>		\$0.00	\$0.00	\$0.00
<b>Total Expense</b>		\$217,807.22	\$440,514.70	-\$222,707.48
<b>Net Income (Loss)</b>		\$25,131.60	-\$85,918.00	\$111,049.60



Synod of South Atlantic  
Balance Sheet  
as of 07/31/2025

Account Number	Account Name	Amount
<b>Assets</b>		
<b>BANK ACCOUNTS</b>		
1110	EB-Operating Account	\$479,732.68
1210	PF - Transit Account	\$-22.47
<b>Total BANK ACCOUNTS</b>		\$479,710.21
<b>MANAGED FUNDS</b>		
1311.116	VG General (\$1M)	\$1,657,916.27
1341.114	VG Gainesville (\$1.8M)	\$2,510,349.22
1361.104	VG Hawkins (\$400k)	\$527,369.94
1371.103	VG Hemphill (\$200k)	\$296,618.41
<b>Total MANAGED FUNDS</b>		\$4,992,253.84
<b>OTHER ASSETS</b>		
1920	Accounts Receivable	\$0.00
1930	Prepaid Expenses	\$0.00
<b>Total OTHER ASSETS</b>		\$0.00
<b>Total Assets</b>		\$5,471,964.05
<b>Liabilities</b>		
<b>PAYROLL DEDUCTIONS</b>		
2210	<b>TAXES PAYABLE</b>	\$0.00
2220	Federal Taxes Payable	\$0.00
2230	Social Security Payable	\$0.00
2240	Medicare Taxes Payable	\$0.00
2245	FICA Payable	\$0.00
<b>Total for 2210 - TAXES PAYABLE</b>		\$0.00
2250	<b>OTHER DEDUCTIONS</b>	\$0.00
2280	Retirement	\$0.00
2285	Benefits/Ins & Ret	\$0.00
2290	FSA	\$-2,333.34
<b>Total for 2250 - OTHER DEDUCTIONS</b>		\$-2,333.34
<b>Total PAYROLL DEDUCTIONS</b>		\$-2,333.34
<b>PASS THRU CONTRIBUTIONS</b>		
2310	Events	\$0.00
<b>Total PASS THRU CONTRIBUTIONS</b>		\$0.00
<b>OTHER CURRENT LIABILITIES</b>		
2410	Insurance Liability	\$0.00
2411	TIAA Visa	\$6,372.20

Account Number	Account Name	Amount
2420	Deferred Revenue	\$0.00
<b>Total OTHER CURRENT LIABILITIES</b>		<b>\$6,372.20</b>
<b>Accounts Payable</b>		
2412	Payables	\$0.00
<b>Total Accounts Payable</b>		<b>\$0.00</b>
<b>Total Liabilities</b>		<b>\$4,038.86</b>
<b>Equity</b>		
<b>Unrestricted</b>		
3110.116	Unrestricted Fund Balance - Fund Balance	\$1,862,002.41
<b>Total Unrestricted</b>		<b>\$1,862,002.41</b>
<b>Temporarily Restricted</b>		
3210.107	TIAA Peacemaking - Fund Balance	\$1,036.49
3230.109	TIAA Westcott, NMPF, Others - Fund Balance	\$2,139.23
3260.112	TIAA Urie Schol (2.5k) - Fund Balance	\$207.51
3270.113	TIAA Synod Exec Sch (25k) - Fund Balance	\$21,900.82
3280.114	VG Gville Campus (1.8M) - Fund Balance	\$2,510,349.22
3410.117	Inspiring Grant - Fund Balance	\$731.65
3420.118	Cultivating Grant - Fund Balance	\$731.65
<b>Total Temporarily Restricted</b>		<b>\$2,537,096.57</b>
<b>Permanently Restricted</b>		
3310.101	PF Ogden Scholarship - Fund Balance	\$3,354.35
3320.102	PF Uderitz Memorial Sch - Fund Balance	\$11,335.26
3321.102	PF Uderitz - FL Church - Fund Balance	\$4,274.77
3330.103	VG Hemphill / Grants - Fund Balance	\$296,759.41
3340.104	VG Hawkins Long Term - Fund Balance	\$529,369.94
3350.105	PF Simpson Fund - Fund Balance	\$8,342.09
3360.106	TRUIST Spencer Memorial - Fund Balance	\$55,256.00
3361.106	Pass Thru Funding - Fund Balance	\$2.50
3362.106	For Use Odd Years - Fund Balance	\$0.00
3363.106	For Use Even Years - Fund Balance	\$160,131.89
<b>Total Permanently Restricted</b>		<b>\$1,068,826.21</b>
<b>Total Equity</b>		<b>\$5,467,925.19</b>
<b>Total Liabilities + Total Equity</b>		<b>\$5,471,964.05</b>



## Investing in Commissioners:

What if a person's journey as a Synod Commissioner wasn't just about serving the ministry of the synod, but also becoming better equipped as a leader for the sake of the Church, our congregations, and presbyteries?

## Developing Leaders:

Each year, a new cohort of 16 is developed that includes all first-year synod commissioners.

The cohort takes part in formative education not necessarily specific to PCUSA. The type of education and development that encourages self-awareness, empathy, and builds capacity for deeper service. Examples include:

- Human Systems & Organizational Culture
- Communicating for Change
- Transforming Conflict
- Building Agreement
- Emotional Intelligence

Cohort members cultivate authentic community and come away with valuable education, helpful in contexts well beyond the synod, and better equipped for their congregations and presbyteries.

## Additional Benefits:

- One person from each presbytery receives training each year
- Connects and cultivates authentic community across presbyteries
- Could be expanded
- Participants receive training that can be passed on!

The 2025 Cohort will be facilitated by [LeaderWise](#).

Enrollees commit to attending:

- Opening retreat, April 27-29, 2025 at the Calvin Center near Atlanta, GA.
- Six (6) monthly 1.5 hour sessions via zoom May-Dec.

*All course costs, accommodations, travel, etc. are paid by the Synod of South Atlantic and your presbytery. Costs are non-refundable and non-transferrable beyond 60 prior to the retreat.*

*The Synod of South Atlantic, PC(U.S.A.) **embodies** the grace and love of Jesus Christ, **cultivates** authentic community within and across presbyteries, and **inspires** impactful ministry, developing leaders so that the Church becomes united in faith, hope, love, witness, and service.*

# 2025 Embody Leader Formation Cohort



# Minutes of the Stated Meeting of Synod of South Atlantic

October 20, 2025 · 6 p.m. Eastern Time via Zoom

*The meeting serves both as a meeting of the ecclesiastical governing body of the Presbyterian Church (U.S.A.) and a meeting of the Synod of South Atlantic, Inc., a non-profit corporation of the State of Florida.*



**6:07 pm**      **Call to Order** – Moderator, *Jacquelyn Rembert*

**Acknowledgement of Land & People** was provided by Moderator Rembert followed by an opening prayer.

**Declaration of Quorum:** The quorum for a meeting of the Synod shall be six (6) Ruling Elders and six (6) Ministers of the Word and Sacrament, representing six (6) Presbyteries of the Synod of South Atlantic. With 22 of 34 elected commissioners from 15 presbyteries in attendance, the Moderator declared a quorum.

**Attendance:**

Role	Committee	First	Last	Presbytery	Class	Term	Ord	R/E	G	Age
At-Large Com	Coordinating	Holly	Dillon	Tampa Bay	2025	1	TE	W	F	>65
At-Large Com	Coordinating	David	Yandle	Charleston-Atlantic	2025	1	RE	W	M	>65
Commissioner	Cultivate	Barbara	Hassall	Tropical Florida	2027	1	RE	W	F	>65
Co-chair, At-Large Com	Cultivate	Patricia	Jones	Charleston-Atlantic	2025	1	TE	B	F	56-64
Commissioner	Cultivate	Geoffrey	McLean	Tropical Florida	2026	1	TE	W	M	46-55
Commissioner	Cultivate	Jeanne	Simpson	Greater Atlanta	2025	3	TE	W	F	>65
Co-chair	Cultivate	Billie	Sutter	Cherokee	2026	1	RE	W	F	>65
Commissioner	Cultivate	Ella	Busby	New Harmony	2025	U	TE	B	F	>65
Co-chair	Embody	Andy	James	Greater Atlanta	2025	1	TE	W	M	46-55
Commissioner	Embody	Paula	Jarrett-Coleman	Greater Atlanta	2026	1	RE	B	F	>65
Commissioner	Embody	Joanne	Kublik	Florida	2025	2	RE	W	F	>65
Commissioner	Embody	Carson	Montgomery	Providence	2026	1	TE	W	F	
Co-chair	Embody	Hansler	Bealyer	St. Augustine	2025	3	RE	B	M	>65

Commissioner	Inspire	Karen	Wisner	Peace River	2025	1	TE	W	F	>65
Commissioner	Inspire	Kenya	Colbert	Northeast GA	2025	U	RE	B	F	46-55
Co-chair	Inspire	Tim	Cureton	Providence	2025	3	RE	B	M	>65
Commissioner	Inspire	Sonya	Dawson	Foothills	2026	2	RE	A/PI	F	56-64
Co-chair	Inspire	Christina	Greenawalt	Central Florida	2025	3	TE	W	F	46-55
Commissioner	Inspire	Lois	McGill	Peace River	2025	1	RE	W	F	>65
Commissioner	Inspire	Croskeys	Royall	Trinity	2026	2	TE	W	M	46-55
Commissioner	Moderator	Jacquelyn	Rembert	New Harmony	2026	2	RE	B	F	46-55
Commissioner	Vice Moderator	Jamil	el-Shair	Savannah	2026	2	TE	B	M	>65

### Excused Absences

Role	Committee	First	Last	Presbytery	Class	Term	Ord	R/E	G	Age
Commissioner	Inspire	Kwasi	Aye-Addo	Cherokee	2025	U	TE	B	M	56-64
Commissioner	Cultivate	Sommer	Bower	Flint River	2025	1	TE	W	F	46-55
Commissioner	Embody	Margaret	Brooks	Savannah	2025	3	RE	W	F	>65
Commissioner	Inspire	Beth	Hoskins	Foothills	2025	3	TE	W	F	56-64

**Appointment of Parliamentarian:** Moderator Rembert announced that she has appointed the Rev. Tricia Dykers Koenig to serve as parliamentarian for this assembly.

### Seating of Corresponding Members

It was moved by Commissioner, Paula Coleman, seconded and approved by the Assembly that the following be seated as Corresponding Members:

- Rev. Rebecca Albright, General Presbyter, Charleston Atlantic Presbytery
- Rev. Mark Broadhead, Stated Clerk/Gen Presbyter, Presbytery of Florida
- Rev. Dr. David Bender, Stated Clerk, Providence Presbytery
- Rev. Dr. Daris Bultena, Gen Presbyter/Stated Clerk, Presbytery of Tropical Florida

- Rev. Deborah Foster, Presbytery Leader/Stated Clerk, Foothills Presbytery
- Rev. Hoover Haney, Interim Co-Exec Presbyter, Central Florida Presbytery
- Rev. Olivia Haney, Interim Co-Exec Presbyter, Central Florida Presbytery
- Rev. Gavin Meek, Exec Presbyter/Stated Clerk, New Harmony Presbytery
- Rev. Dr. Randy Moody, Stated Clerk, Peace River Presbytery
- Rev. Edward Rees, Gen Presbyter, Northeast Georgia Presbytery
- Andy Schleupner, Synod Treasurer
- Rev. Deanie Strength, Stated Clerk, Savannah Presbytery
- Rev. William Wildhack, Stated Clerk, Presbytery of Tampa Bay
- Rev. Buz Wilcoxon, Ministry Partner, Presbyterian College, Foothills Presbytery
- Rev. Dr. Sallie Watson, Associate Director for Mid Council Relations, Interim Unified Agency, PC (U.S.A.)

Motion to seat corresponding members **APPROVED**. 19-0

### **Adoption of the Docket**

It was moved by Commissioner, Billie Sutter and seconded that the docket be adopted as presented. **APPROVED**. 19-0

**Opening Worship & Holy Communion (Attachment A3)**– The Assembly moved to worship and the Celebration of the Lord’s Supper with homily by Vice Moderator, *Rev. Jamil el-Shair*

### **Moderator’s Report - Jacquelyn Rembert**

The Moderator expressed deep gratitude to all who have contributed to the Synod of South Atlantic’s first year in its renewed journey. Emphasizing collective effort, she thanked members for their commitment, service, and dedication in both synod and presbytery ministries.

She reflected on the theme of allowing the Synod to live into God’s call, envisioning it as a body that embodies the grace and love of Christ, cultivates authentic community, and inspires impactful ministry. Guided by the values of grace, love, authenticity, transparency, unity, hope, faithfulness, and reforming spirit, she encouraged patience and perseverance as transformation unfolds.

Recognizing 2024 as a year of discernment and visioning and 2025 as the beginning of active implementation, she urged all—Inspirers, Cultivators, and Embodiers—to continue their good work, show grace, act in love, remain authentic, and stay unified and hopeful as the Synod continues its shared journey of faith and service.

### **Treasurer’s Report (Attachment B3) – Andy Schleupner**

Schleupner discussed the auditor’s report and helpful ways to read the report. The

meaning of the qualified opinion for the reason that we do not list and depreciate equipment on our balance sheet and we are now using a cash basis for accounting. We do not depreciate equipment and Schleupner considers that a minor technicality.

Motion to accept the results of the 2024 Financial Audit by Christina Greenawalt, seconded, **APPROVED**. 21-0

Schleupner walked commissioners through the financial reports saying that our budget is very sustainable so far this year, with the hopes of not having to transfer the full amount previously approved for the 2025 budget. Though, per capita and mission giving for next year's budget is very far behind the need to fund 2026.

Moderator Rembert declared that, by virtue of the verbal report and its inclusion in the packet, the financial reports are received.

### **Synod Exec/Stated Clerk Report (*Attachment C3*)– Valerie Young**

The Stated Clerk expressed gratitude for the opportunity to serve the Synod of South Atlantic and for the shared ministry of all commissioners, leaders, and congregations since the Journey gathering at Epworth By the Sea eight months ago. She noted growing recognition of the Synod's work across presbyteries and at the national level, with inquiries from denominational agencies regarding the Synod's new vision and structure.

#### **Highlights from the Report:**

- **Commissioners' Appreciation:** Thanks were extended to outgoing commissioners who have completed their terms of service.
- **SPJC Update:** The Synod Permanent Judicial Commission (SPJC) handled three complaints this year and currently has no active cases. Plans are underway for a PJC/Stated Clerk training event in 2026.
- **Leadership Transitions:** The Synod welcomed new presbytery leaders, Rev. Steve Lindsley (Providence) and Rev. Matt Rhodes (Savannah), and extended gratitude and best wishes to Rev. Mark Broadhead (Florida Presbytery) upon his retirement as Bridge Executive Presbyter and Stated Clerk.
- **State Conversations:** Rev. Debbie Foster (Foothills) reported on the ongoing **South Carolina border conversations**, exploring how adjusting presbytery boundaries might strengthen PC(USA) congregations. While they do not have a timeline, the group will begin to meet monthly and is not a stagnant one. The group includes two representatives from each presbytery and is moderated by Rev. Dr. Buzz Wilcoxon.
- **Georgia Presbyteries Gathering:** Rev. Deanie Strength (Savannah) shared plans for a **statewide gathering of Georgia presbyteries** in February 2026 to foster learning, connection, and shared ministry inspired by the Synod's vision.

- **Synod-wide COM Training:** A planning team is forming to develop a **Commission on Ministry (COM) training event**. A survey will be conducted in December to assess interest and needs.
- **Church Property Insurance Study:** Representatives from across the Synod are researching **alternative church property insurance options** to support congregations.

**Action Items Presented:**

**1. Ratification of Sacrament Administration:**

Andy James moved, and it was seconded that the Synod ratify the administration of the Lord's Supper by Rev. CeCe Armstrong and Rev. Christina Greenawalt at the Presbyterian Women's Gathering on October 19, 2025, at Epworth By the Sea.

Rationale: The request occurred between stated meetings, and no current committee had authority to approve it. Ratification formalizes the action and records Synod approval.

**Approved.** 21-0

**2. Request for Authoritative Interpretation:**

Geoffrey McLean moved, and it was seconded that the Synod forward to the Stated Clerk of the General Assembly a **letter signed by seven presbytery stated clerks** seeking an **authoritative interpretation** on six constitutional questions, in accordance with Book of Order section G-6.02.

Young explained an authoritative interpretation for the Assembly: The Book of Order, section G-6.02 on Interpreting the Constitution allows for councils of the church to submit questions requiring interpretation of the constitution to the Stated Clerk. Those are then referred to the Advisory Committee on the Constitution for recommendation to the General Assembly. Essentially, a way to gain clarity around the questions.

**APPROVED.** 21-0

The Stated Clerk concluded by noting that these actions and ongoing initiatives reflect the Synod's continued growth, collaboration, and faithful pursuit of its call to embody, cultivate, and inspire ministry throughout the South Atlantic.

**Greetings from the Interim Unified Agency, PC(U.S.A.)** – *Rev. Dr. Sallie Watson, Associate Director for Mid Council Relations for the Interim Unified Agency, PC(U.S.A.)*

Rev. Dr. Watson brought greetings and thanked Rev. el-Shair for his message in worship. Watson talked about the changes happening in Louisville and that there is more to come. The new internal structure will be announced next week. Her work involves resourcing mid-

council leaders, hosting new leaders and moderator's events. She also serves Synod Leader Search Committees and other mid-council committees. Planning for the 227<sup>th</sup> General Assembly is well underway.

**Embody Committee (Attachment D3)– Hansler Bealyer & Rev. Andy James**

On behalf of the Embody Committee, co-chair Andy James moved adopt of the Antiracism policy as presented. **APPROVED.** 21-0

On behalf of the Embody Committee, co-chair Andy James moved adopt of the Travel & Reimbursement policy as presented. **APPROVED.** 21-0

On behalf of the Embody Committee, co-chair Andy James moved adopt of the Conflict-of-Interest policy as presented. **APPROVED.** 21-0

On behalf of the Embody Committee co-chair Hansler Bealyer nominated the following people to the Synod Permanent Judicial Commission:

Class of 2026: TE Bill Teng, Central Florida Presbytery

Class of 2028: TE Mark Broadhead, Florida Presbytery

Class of 2030: RE Ann Marshall, Tampa Bay Presbytery

After asking for nominations from the floor, the nominations were **APPROVED.** 20-0

On behalf of the Embody Committee, co-chair Hansler Bealyer nominated TE Christina Greenawalt as Synod Vice-Moderator for 2026 and Synod Moderator for 2027.

After seeking nominations from the floor, the nomination was **APPROVED.** 20-0

On behalf of the Embody Committee, co-chair Hansler Bealyer nominated the slate of nominees for the Synod Coordinating Committee and Synod Committee Leadership as presented in the packet.

After seeking nominations from the floor, the nomination was **APPROVED.** 20-0

Bealyer provided an update on the Embody Leader Formation Cohort for 2026 and reminded the Assembly that the program is a partnership with presbyteries, not a requirement.

**Cultivate (Attachment E3)– Billie Sutter & Rev. Pat Jones**

Co-chair Jones reported on the work of transitioning to Ministry Partners and updating our covenant relationships. The floor was yielded to Rev. Buzz Wilcoxon to bring a few words about Presbyterian College.

Wilcoxon spoke about Presbyterian College and their relationships at all levels of the Presbyterian Church, (U.S.A.) and our history.

On behalf of the Cultivate Committee, Jones moved approval of the covenant with Presbyterian College. **APPROVED.** 20-0

Co-chair Billie Sutter called on several members of the committee to provide the Assembly with an update on the development of “seedling networks” and a process for applying. It was also reported that the first seedling has been approved and awarded \$2,000 to assist in development of a Transitional Ministry Network.

**Inspire Committee (Attachment F3)– Rev. Christina Greenawalt & Tim Cureton**

Co-chair Tim Cureton reported on Grants & Scholarships that have been awarded in 2025 and the committee’s hopes for building available funds for the program.

The proposed 2026 Preliminary Budget was explained, reminding the Assembly that we are still in the process of transitioning to a cash-based budget. All income from Presbyteries in 2025 are being held for use in 2026. Therefore, the recommended budget is “preliminary” until we have closing numbers for 2025 income and a final budget will be brought to the first 2026 meeting.

On behalf of the Inspire Committee, co-chair Christina Greenawalt moved approval of the 2026 Preliminary Budget. **APPROVED.** 19-0

**Coordinating Committee (Attachment G3) – Rev. Jamil el-Shair**

Vice Moderator, el-Shair reported on the work of the Coordinating Committee since February. That work is primarily connectional, ensuring that the standing committees understand each other’s work and how they impact one another.

On behalf of the Coordinating Committee, Vice Moderator el-Shair moved the approval of changes a, b, and c as provided in the packet. **APPROVED.** 20-0

On behalf of the Coordinating Committee, Vice Moderator el-Shair moved the recommendation for a request for Authoritative Interpretation as presented in the packet. **APPROVED.** 20-0

The Assembly then moved to the Installation of the 2026 Moderator, Rev. Jamil el-Shair and 2026 Vice Moderator/2027 Moderator, Rev. Christina Greenawalt.

A gift was presented with much thanks to Moderator Jacquelyn Rembert for her work in helping the synod to move forward as we transition to the journey before us.

The Assembly adjourned with prayer offered by Moderator Rembert at 8:32 pm.

Respectfully submitted,



Valerie Young  
Synod Executive  
& Stated Clerk

## Synod Meeting Minutes Approval

The *Synod of South Atlantic* adopted the following procedure at its 30<sup>th</sup> Stated Meeting (September 2016) for approving Synod Meeting minutes:

***Commissioners, members, and persons who are entitled to have a voice at any meeting of the Synod (Stated Meeting, Called Meeting, Executive Administrative Commission Meeting, Committee Meeting, etc.) will have fourteen (14) days to respond to the minutes prepared by the Stated Clerk from the date the minutes are sent. The minutes will be sent out as an email attachment unless the person has no email, then they will be sent via US mail. After fourteen days have expired, the minutes will stand approved with any corrections brought to the attention of the Synod Stated Clerk.***

### Authority

***Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition***, permits the above procedure as an option in ***Section 48, Minutes and Reports of Officers; Reading and Approval of the Minutes***. It reads in part:

*When the next regular business session will not be held within a quarterly time interval, and the session does not last longer than one day, or in an organization in which there will be a change or replacement of a portion of the membership, the executive board or a committee appointed for the purpose should be authorized to approve the minutes . . . [Pgs 474-475].*

*A draft of the minutes of the preceding meeting can be sent to all members in advance, usually with the notice. In such a case, it is presumed that the members have used this opportunity to review them, and they are not read [at the next meeting] unless this is requested. Correction of them and approval, however, is handled in the usual way. It must be understood in such a case that the formal copy placed in the minute book contains all corrections that were made and that none of the many copies circulated to members and marked by them is authoritative [Pg 474].*

### Attestation

I attest that the meeting minutes and all documents attached herein for the October 20, 2025 Special meeting were sent out on October 21 2025 to all commissioners, members, and persons entitled to have a voice at the meeting, with fourteen (14) days to review and respond. Therefore, these meeting minutes were considered approved on November 4, 2025, with any corrections or editions brought to the attention of the Stated Clerk.



Synod Executive/Stated Clerk  
*Synod of South Atlantic*

# Stated Meeting of the Synod of South Atlantic

October 20, 2025 · 6 p.m. Eastern Time via Zoom

*The meeting serves both as a meeting of the ecclesiastical governing body of the Presbyterian Church (U.S.A.) and a meeting of the Synod of South Atlantic, Inc., a non-profit corporation of the State of Florida.*



## **Call to Order** – Moderator, *Jacquelyn Rembert*

- Acknowledgement of Land & People
- Opening Prayer
- Declaration of Quorum
- Seating of Corresponding Members
- Adoption of the Docket

## **Opening Worship & Holy Communion (Attachment A3)**– Vice Moderator, *Rev. Jamil el-Shair*

*(Please have your bread and fruit of the vine available.)*

## **Moderator's Report** - *Jacquelyn Rembert*

## **Treasurer's Report (Attachment B3)** – *Andy Schleupner*

- 2024 Audit
- Balance Sheet
- Income/Expense Report

## **Synod Exec/Stated Clerk Report (Attachment C3)**– *Valerie Young*

- State Updates
- Correspondence
- Request for Authoritative Interpretation I

## **Greetings from the Interim Unified Agency, PC(U.S.A.)** –

*Rev. Dr. Sallie Watson, Associate Director for Mid Council Relations*

## **Embody Committee (Attachment D3)**– *Hansler Bealyer & Rev. Andy James*

- Policies
  - Antiracism
  - Travel & Reimbursement
  - Conflict of Interest

- Nominations
- Embody Leader Formation Cohort, an update

**Cultivate (*Attachment E3*)**– *Billie Sutter & Rev. Pat Jones*

Ministry Partner Covenants

- Presbyterian College

Introduction to Networks video

**Inspire Committee (*Attachment F3*)**– *Rev. Christina Greenawalt & Tim Cureton*

- Grants & Scholarships report
- 2026 Preliminary Budget

**Coordinating Committee (*Attachment G3*)** – *Rev. Jamil el-Shair*

- Manual updates
- Request for Authoritative Interpretation II

**Installation of 2026 Moderator & Vice Moderator**

**Adjourn with prayer**

**2026 Stated Meeting dates for the Synod of South Atlantic are:**

Saturday, March 14, 2026 · 11 am – 1 pm

Monday, October 19, 2026 · 6 pm – 8 pm

**ALL 2026 meetings are by Zoom**

## Synod Stated Meetings via Zoom –

### Participating with your desktop computer, tablet or smartphone:

*You must register in advance to receive the meeting link and access the meeting packet. When registering, use the email address where you wish to receive the link. The meeting link will be sent only to registered participants the day before the meeting.*

#### Things to plan ahead of time:

- Have a working camera (Most laptop computers have one above the screen. Separate webcams that plug into your desktop computer in a USB port are affordable and widely available).
- Have working speakers or headphones. (Many people find that headsets/headphones work better, if available, as there can be an echo, depending on microphone placement.)
- Have a working microphone. (Again, this is built into most laptops and webcams, and into many headsets/headphones.)
- Download the Zoom app, if you don't already have it, or check to ensure you have the most current version, at <https://zoom.us/download>. You also will be given the chance to download the app automatically, if needed, when you click a link for any Zoom meeting. If you've already done it, your computer will invite you switch to that app, which you should do.

### Participating in a Zoom Stated Synod Meeting

Sign in with your full name and role using one of the following:

- Commissioners use Com
- Corresponding member use CM
- Vision Task Force member use VTF
- Covenant Partner use CP

#### **Mute/Unmute**

- *All participants will be muted upon joining the meeting. **You will not have the ability to unmute yourself.***
- Only those seeking recognition using the "Raise hand" feature may be called on by the moderator. If called upon, a meeting host will unmute your microphone.

#### **Voting**

- Synod meeting votes will be conducted using the "Yes" and "No" buttons under the reactions button at the bottom of the screen.
- **Once you have voted, do not unclick the icon.** Once the vote has been counted and called by the moderator, a meeting host will remove the results.

*The following applies primarily to PC/Mac users, but the same features are generally available in tablet and smartphone apps – they may just be in different places.*

- Your view (You might need to move your cursor across your screen to make menus visible)
  - The button to toggle between “Speaker View” or “Gallery View” is in the upperright.
  - “Speaker View” will highlight the person currently speaking. This is recommended once the meeting is underway.
  - “Gallery View” which will show you all the people on the call.
  - Most other controls are along the bottom of the window/screen.
  - You can expand to “full screen” or confine these controls to a window.
  
- Video
  - You may stop/start your own camera with the button with a camera icon. *Tip: Keep the camera on while participating, but if you need to step away for a moment, turn off your camera temporarily.*
  
- Participants Panel (located at bottom of the Zoom window)
  - This gives you a list of all participants. It is also where you can follow the vote(s) and requests for recognition by the moderator.
  - This list appears at the right of your window. If you are in “full screen” mode, it appears in its own separate window (useful if you have multiple monitors available).
  
- Chat (located at bottom of Zoom window)
  - This allows you to send and read messages to everyone or to one other person in the meeting. (This can be distracting and should be sparingly used. Be careful about unintentionally sending your messages to everyone.)
  - Privacy of chat conversations cannot be assumed. A copy of the chat is automatically sent to the meeting host at the end of the meeting.
  - If invited by the moderator, chat is a good way to ask a question or provide an answer without interrupting the flow of the meeting.
  - During meetings, links to videos and files for the meeting might be shared in chat. You will be directed to view these in a separate browser window. It is helpful to have more than one device screen available or to at least have a browser open for viewing these.
  - Do not use chat to deliberate or speak out of turn regarding the business at hand.
  
- Sharing screen
  - The host or others can share a document or video with everyone. This will make the pictures of meeting participants smaller and allow the focus to be on the document.
  - You can control the size of the shared window with the bar between the view of participants and the shared screen.

**More info and training:**

Join a Zoom test meeting to practice or to check your audio/video equipment or settings:

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

More info for participants on user controls, system setup, etc.:

[https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student\\_documents/HowtoParticipateInAZoomMeeting.pdf](https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student_documents/HowtoParticipateInAZoomMeeting.pdf)

**Worship Fall Synod of South Atlantic Meeting**

**October 20, 2025, Six pm to Eight pm**

**Prelude Music**



**IN THE  
BEGINNING GOD**  
GENESIS 1:1

***The Plate Masters:***

**Liturgist: Joanne Kublik**

**Celebrant One: Kenya Colbert**

**Scripture Reader: Paula Coleman**

## Call to Worship

**Liturgist (Joanne Kublik):** *Genesis 1:1 The Creation of the World*

1 In the <sup>a</sup>beginning, God created the heavens and the earth. <sup>2</sup> The earth was <sup>b</sup>without form and void, and darkness was over the face of the deep. And the Spirit of God was hovering over the face of the waters.

**Worshippers:** Psalm 19

**[1] The heavens declare the glory of God,  
and the sky above proclaims his handiwork.**

**[2] Day to day pours out speech,  
and night to night reveals knowledge.**

**[3] There is no speech, nor are there words,  
whose voice is not heard.**

**[4] Their voice goes out through all the earth,  
and their words to the end of the world.**

**In them he has set a tent for the sun,**

**[5] which comes out like a bridegroom leaving his chamber,  
and, like a strong man, runs its course with joy.**

**[6] Its rising is from the end of the heavens,  
and its circuit to the end of them,  
and there is nothing hidden from its heat.**

**Liturgist (Joanne Kublik):** [7] The law of the LORD is perfect,  
reviving the soul; the testimony of the LORD is sure,  
making wise the simple;

[8] the precepts of the LORD are right, rejoicing the heart;  
the commandment of the LORD is pure, enlightening the eyes;

[9] the fear of the LORD is clean, enduring forever;  
the rules of the LORD are true, and righteous altogether.

[10] More to be desired are they than gold,  
even much fine gold;

sweeter also than honey  
and drippings of the honeycomb.

[11] Moreover, by them is your servant warned;  
in keeping them there is great reward.

[12] Who can discern his errors?

Declare me innocent from hidden faults.  
[13] Keep back your servant also from presumptuous sins;  
let them not have dominion over me!  
Then I shall be blameless, and innocent of great transgression.

**All: [14] Let the words of my mouth and the meditation of my heart  
be acceptable in your sight, O LORD, my rock and my redeemer. (ESV)**

*(Silent Meditation as Psalm 19:1 crawls across the screen in silence)*

[1] The heavens declare the glory of God,  
and the sky above proclaims God's handiwork.

[1] The heavens declare the glory of God,  
and the sky above proclaims God's handiwork.

[1] The heavens declare the glory of God,  
and the sky above proclaims God's handiwork.

*Spirit of the Living God* <https://youtu.be/PXEjyGTKer8?si=A7k5bZkqrUhdmt1W>

*(As the music plays; the worshippers are invited to, even though muted, to listen to the music, sing and reflect on the awesomeness of God and the great gift it is to serve our God and creation)*

1. Spirit of the living God fall fresh on me. Spirit of the living God, fall fresh on me. Melt me, mold me, fill me, use me. Spirit of the living God, fall fresh on me.

*(Daniel Iverson, composer Marble Anniversary Virtual Choir, comprised of members of The Marble Choir, The Festival of Voices, The Marble Community Gospel Choir, and choir alumni. Chris Whittaker, audio visual engineer and producer Produced for worship on January 10, 2021)*

### **Call to Confession (Kenya Colbert)**

**Celebrant One:** Remember that our Lord Jesus sympathizes with us in our weaknesses, since in every respect he was tempted as we are, yet without sin. Let us then with boldness approach the throne of grace that we receive mercy and find grace. Join with me, please, as I confess, let us confess our sins against God, ourselves, one another, and all of creation. Pray with me, please.

**All: Merciful God, You pardon all who truly repent and turn to You. We humbly confess our sins and ask for Your mercy. We have not loved You with a pure heart,**

**nor have we loved our neighbor as ourselves. We have not done justice, loved kindness, or walked humbly with You, God.**

**Your declaration that You are doing a new thing scares us. We hesitate to embody, inspire, and cultivate a living witness of Your mission that glorifies You. We sometimes run and deny that we perceive that You are doing something new and invite us to embrace a new way and new day.**

**Forgive us Lord. Break us down and remake us, Lord, that we may bring You glory; that we may make the New Jerusalem real in this present age. Come, Holy Spirit, have Your way. Amen. Amen. Amen.**

**Scripture: Isaiah 43:16-21 (Reader Paula Coleman)**

<sup>16</sup> Thus says the Lord,  
<sup>h</sup>who makes a way in the sea,  
 a path in the mighty waters,  
<sup>17</sup> who <sup>i</sup>brings forth chariot and horse,  
 army and warrior;  
 they lie down, they cannot rise,  
<sup>i</sup>they are extinguished, <sup>k</sup>quenched like a wick:  
<sup>18</sup> <sup>l</sup>“Remember not the former things,  
 nor consider the things of old.  
<sup>19</sup> <sup>m</sup>Behold, I am doing a new thing;  
 now it springs forth, do you not perceive it?  
<sup>n</sup>I will make a way in the wilderness  
<sup>o</sup>and rivers in the desert.  
<sup>20</sup> The wild beasts will honor me,  
<sup>p</sup>the jackals and the ostriches,  
<sup>q</sup>for I give water in the wilderness,  
 rivers in the desert,  
 to give drink to my chosen people,  
<sup>21</sup> the people whom I formed for myself  
<sup>r</sup>that they might declare my praise.

**Homily: Don't You Perceive It? By Rev. Dr. Jamil el-Shair**

**Holy Communion/The Eucharist – Celebrants Two and Three (Moderator Jackie Rembert & Vice Moderator Jamil el-Shair)**

*(Synod attendees are invited to bring and have present with them wherever they are the Communion elements bread and fruit of the vine)*

**Benediction - Jamil el-Shair**

## **Holy Communion**

### **Celebrant Two (Jackie Rembert): Words of invitation**

This is the Lord's Table. Our Savior invites those who trust him to share in the feast he has prepared.

The Lord be with you.

**All:**

**And also with you.**

### **Celebrant Three (Jamil el-Shair): Great Prayer of Thanksgiving**

Thank you, Lord, for your grace and mercy. God of the past and the present, with this bread and wine we remember your son who taught us to pray:

**All:**

**Our Father which art in heaven, Hallowed be thy name.**

**10 Thy kingdom come, Thy will be done in earth, as it is in heaven.**

**11 Give us this day our daily bread.**

**12 And forgive us our debts, as we forgive our debtors.**

**13 And lead us not into temptation, but deliver us from evil: For thine is the kingdom, and the power, and the glory, for ever. Amen.**

### **Celebrant Three (Jamil el-Shair): Words of Institution**

**(Matthew 26:26-29)**

*26 While they were eating, Jesus took a loaf of bread, and after blessing it he broke it, gave it to the disciples, and said, "Take, eat; this is my body." 27 Then he took a cup, and after giving thanks he gave it to them, saying, "Drink from it, all of you; 28 for this is my blood of the covenant, which is poured out for many for the forgiveness of sins. 29 I tell you, I will never again drink of this fruit of the vine until that day when I drink it new with you in my Father's kingdom."*

*(The bread is broken and the wine is offered. They are distributed to all the people. "Has everyone been served?")*

*Eat this bread as a reminder of my body broken for you.*

*Drink of this cup as a remembrance of my blood spilled for you.*

*Lord Jesus Christ, we thank you with all our heart for your mercy and grace. Give us now and in the days to come a living hope in you; and as we serve you in the world, through the Holy Spirit, help us look and work for that day when at your name every knee shall bow, and every tongue confess you are Lord to the glory of God. Amen. Amen. Amen.*

**SYNOD OF SOUTH ATLANTIC**

**FINANCIAL STATEMENTS**

**December 31, 2024 and 2023**

**with**

**REPORT OF INDEPENDENT AUDITORS**

SYNOD OF SOUTH ATLANTIC

December 31, 2024

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Synod of South Atlantic Council  
Synod of South Atlantic

INDEPENDENT AUDITORS' REPORT

**Qualified Opinion**

We have audited the accompanying financial statements of Synod of South Atlantic (a nonprofit organization), which comprises the statements of financial position — modified cash basis as of December 31, 2024 and 2023, and the related statements of activities and changes in net assets — modified cash basis and statements of cash flows – modified cash basis for the years then ended, and the related notes to the financial statements.

In our opinion, except for the effects on the financial statements of not recording and depreciating fixed assets as described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of Synod of South Atlantic as of December 31, 2024 and 2023, and its activities and cash flows for the years then ended in accordance with the modified cash basis of accounting as described in Note 1.

**Basis for Qualified Opinion**

As explained in Note 1 to the financial statements, the Synod utilizes the modified cash basis of accounting to recognize receipts and expenditures for each year of operations reported. Typically, under this accounting framework, large purchases of resources that are utilized over more than one operating cycle are recorded as property and equipment on the statements of financial position. The Synod has a list of such purchases but does not record property and equipment in this fashion on the statement of financial position. The effects on the accompanying financial statements have not been determined.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Synod and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Synod of South Atlantic  
Independent Auditors' Report

**Emphasis of Matter (Basis of Accounting)**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not qualified with respect to that matter.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting as described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Synod's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

**Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

Synod of South Atlantic  
Independent Auditors' Report

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Synod's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Synod's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*Newsom and Associates, P.A.*

April 3, 2025

SYNOD OF SOUTH ATLANTIC  
STATEMENTS OF FINANCIAL POSITION -  
MODIFIED CASH BASIS OF ACCOUNTING  
December 31, 2024 and 2023

ASSETS

	<u>2024</u>	<u>2023</u>
Current assets :		
Cash	\$ 183,905	\$ 175,942
Other receivables	-	3,622
	<u>183,905</u>	<u>179,564</u>
 Total current assets	 183,905	 179,564
 Cash restricted for long term purposes	 103,376	 62,699
 Investments	 <u>4,980,203</u>	 <u>4,691,907</u>
	<u>\$ 5,267,484</u>	<u>\$ 4,934,170</u>

LIABILITIES AND NET ASSETS

Other current liabilities	\$ -	\$ -
 Net assets:		
Unrestricted net assets	4,414,059	4,145,007
Restricted net assets	<u>853,425</u>	<u>789,163</u>
 Total net assets	 <u>5,267,484</u>	 <u>4,934,170</u>
	<u>\$ 5,267,484</u>	<u>\$ 4,934,170</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC  
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS -  
MODIFIED CASH BASIS OF ACCOUNTING  
For the years ended December 31, 2024 and 2023

	<u>Without</u>	<u>2024</u> <u>With Donor</u>	<u>Total</u>	<u>Without</u>	<u>2023</u> <u>With Donor</u>	<u>Total</u>
	<u>Donor</u>	<u>Restrictions</u>		<u>Donor</u>	<u>Restrictions</u>	
Contributions:						
Presbytery & congregation	\$ 184,497	\$ 67,568	\$ 252,065	\$ 214,228	\$ 87,384	\$ 301,612
Investment income	284,465	73,343	357,808	169,777	29,230	199,007
Realized and unrealized gains and (loss) on investments	118,136	21,350	139,486	400,775	79,436	480,211
Other income	2,825	-	2,825	11,682	-	11,682
Released from restriction	<u>97,999</u>	<u>(97,999)</u>	<u>-</u>	<u>109,484</u>	<u>(109,484)</u>	<u>-</u>
Total contributions	<u>687,922</u>	<u>64,262</u>	<u>752,184</u>	<u>905,946</u>	<u>86,566</u>	<u>992,512</u>
Expenditures:						
Cultivating ministries	35,856	-	35,856	35,822	-	35,822
Inspirational/Other ministries	18,994	-	18,994	13,165	-	13,165
Ecclesiastic operations	34,428	-	34,428	33,793	-	33,793
Scholarships, grants, and other	119,300	-	119,300	163,390	-	163,390
Office operations	13,894	-	13,894	33,325	-	33,325
Insurance and audit	11,202	-	11,202	14,578	-	14,578
Support contracts	36,614	-	36,614	-	-	-
Salaries and benefits	<u>148,582</u>	<u>-</u>	<u>148,582</u>	<u>222,562</u>	<u>-</u>	<u>222,562</u>
Total expenditures	<u>418,870</u>	<u>-</u>	<u>418,870</u>	<u>516,635</u>	<u>-</u>	<u>516,635</u>
Changes in net assets	269,052	64,262	333,314	389,311	86,566	475,877
Beginning net assets	<u>4,145,007</u>	<u>789,163</u>	<u>4,934,170</u>	<u>3,755,696</u>	<u>702,597</u>	<u>4,458,293</u>
Ending net assets	<u>\$ 4,414,059</u>	<u>\$ 853,425</u>	<u>\$ 5,267,484</u>	<u>\$ 4,145,007</u>	<u>\$ 789,163</u>	<u>\$ 4,934,170</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC  
STATEMENTS OF CASH FLOWS -  
MODIFIED CASH BASIS OF ACCOUNTING  
For the years ended December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Cash provided by (used in)		
operating activities:		
Mission contributions	\$ 252,066	\$ 301,612
Outside contributions	2,825	11,682
Other investment income	26,388	5,260
Program & support expenditures	<u>(415,249)</u>	<u>(518,780)</u>
Net cash used in		
operating activities	(133,970)	(200,226)
Cash provided by (used in) investing		
activities:		
Sale of investments	<u>182,610</u>	<u>118,787</u>
Net cash provided by (used in)		
investing activities	<u>182,610</u>	<u>118,787</u>
Net increase (decrease) in cash		
and cash equivalents	48,640	(81,439)
Beginning cash and cash equivalents	<u>238,641</u>	<u>320,080</u>
Ending cash and cash equivalents	<u>\$ 287,281</u>	<u>\$ 238,641</u>

RECONCILIATION OF TOTAL CASH TO UNRESTRICTED AND RESTRICTED CASH

	<u>2024</u>	<u>2023</u>
Operating cash (unrestricted)	\$ 183,905	\$ 175,942
Cash restricted for long term purposes	<u>103,376</u>	<u>62,699</u>
Total cash	<u>\$ 287,281</u>	<u>\$ 238,641</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC  
 STATEMENTS OF CASH FLOWS -  
 MODIFIED CASH BASIS OF ACCOUNTING  
 For the years ended December 31, 2024 and 2023  
 (Continued)

ADJUSTMENTS TO RECONCILE CHANGES IN NET ASSETS  
 TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES

	<u>2024</u>	<u>2023</u>
Changes in net assets	\$ 333,314	\$ 475,877
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
(Gain) loss on value of investments	(337,225)	(508,300)
Reinvested investment income	(133,681)	(165,658)
Change in other assets	3,622	(2,145)
Change in other liabilities	<u>-</u>	<u>-</u>
Net cash used in operating activities	\$ <u>(133,970)</u>	\$ <u>(200,226)</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024

1. Summary of Significant Accounting Policies

Organization and Purpose - The Synod of South Atlantic, (Synod), is an administrative branch of the Presbyterian Church (USA), and is incorporated under the laws of Florida.

The Synod's mission is to faithfully serve Jesus Christ and the Presbyterian Church (USA) by supporting the ministries of our 16 Presbyteries and encouraging cooperation among Sessions, Presbyteries, and the General Assembly.

Basis of Accounting - The Synod uses the modified cash basis of accounting for recording receipts and expenditures. Under this method of accounting, revenues and the related assets are recognized when received, rather than when earned, and expenses are recognized when paid, rather than when the obligation is incurred. The Synod also includes in its cash receipts, amounts received from Presbyteries up to approximately 15 days after year end so that the Presbyteries receive credit for such amounts in the current year.

Revenue Recognition for Contributions - Contributions received are recorded as unrestricted or restricted, depending on the existence or nature of any donor restrictions. All donor-restricted support is reported as an increase in restricted net assets. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Investments - Investments are recorded at market value based on prices found on an open exchange. Any income, appreciation or depreciation of investments are recorded as a change in net assets.

Use of Estimates - The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents - Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024  
(Continued)

1. Summary of Significant Accounting Policies (continued)

Functional Allocation of Expenses – The costs of providing the various activities have been summarized on a natural classification basis in the statement of activities. Due to the nature of the Synod’s purpose, an allocation of expenses by functional expense would be impractical and is not presented.

Property and Equipment - The Synod records all expenditures for property and equipment as expenses when paid and maintains limited records on property and equipment. Depreciation expense is not computed.

Income Taxes - The Synod is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1954, as currently amended. Management has evaluated the Synod’s tax positions and concluded that the Synod had no uncertain tax positions that require adjustments to the financial statements. The Synod is not required to file income tax returns with the Internal Revenue Service.

2. Concentration of Credit Risk and Revenue

The Synod has resources invested in financial instruments that are subject to market fluctuations. See Footnote 5 for details on these investments. Dividends and earnings, net of fees, are reported as “Investment Income” on the Statements of Activities. Realized and unrealized gains and losses on the investments are reported as “Realized and Unrealized Gains and Losses on Investment” on the Statements of Activities.

Income from the Synod’s investments that have donor-imposed restrictions are recorded as in increase or decrease to restricted net assets. As these donor-imposed restrictions are satisfied, the Synod records the release from those restrictions.

The Synod derives most of its revenues from contributions of its Presbyteries. Per Capita contributions are based on the Presbytery churches’ congregation size at a defined rate. Mission Giving contributions are volunteered contributions from the Presbyteries. The total revenue from these funding sources is presented as “Presbytery and Congregational” contributions on the Statements of Activities.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024  
(Continued)

3. Donor Restrictions on Net Assets

Donor restricted net assets are available for the following purposes as of December 31, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Income only funds:		
Simpson Fund	\$ 7,658	\$ 6,756
Ogden Fund	3,048	2,645
Uderitz Fund	17,441	11,377
Spencer Fund	47,541	35,826
Hawkins gifts	504,196	474,514
Hemphill grants	<u>273,542</u>	<u>258,045</u>
	<u>\$853,425</u>	<u>\$789,163</u>

4. Designations of Unrestricted Net Assets

The Synod has designated unrestricted net assets for the following purposes:

	<u>2024</u>	<u>2023</u>
Gainesville Campus Ministry	\$2,442,352	\$2,301,364
Synod executive scholarship	24,481	24,631
Urie Scholarship	<u>3,208</u>	<u>3,208</u>
	<u>\$2,470,040</u>	<u>\$2,329,203</u>

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024  
(Continued)

5. Investments

The Synod estimates the fair value of all financial instruments at the end of each fiscal year end (December 31<sup>st</sup>). The estimated fair value amounts have been determined by the Synod using available market information and appropriate valuation methodologies. Considerable judgment is necessarily required in interpreting market data to develop the estimates of fair value, and accordingly, the estimates are not necessarily indicative of the amounts that the Synod could realize in a current market exchange.

The Synod measures fair value on a recurring basis for certain financial instruments. The following tabulation summarizes such measurements.

Level 1: Observable inputs that reflect quoted prices for identical assets or liabilities in active markets.

Level 2: Inputs other than quoted prices included in Level 1 that are observable for the asset or liability either directly or indirectly.

Level 3: Unobservable inputs.

Long-term investments (not held for trading) are stated at fair value and consist of equity investments maintained by Vanguard that are readily tradable on an open exchange. The Synod estimates the fair market value of the investments at the readily tradable price of each investment as of the Synods reporting year end (Level 1 Input).

The Synod's investment policy is to allocate investment portfolio consisting of 60% stock funds, 40% bond funds, 0% cash for each funding source. At December 31, 2024, the Synod's investment mix approximately consisted of 60% stock funds, 40% bond funds, 0% cash for each funding source. At December 31, 2023, the Synod's investment mix approximately consisted of 60% stock funds, 40% bond funds, 0% cash for each funding source, which complied with the Synod's investment policy in 2023.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024  
(Continued)

5. Investments (continued)

Fair values and unrealized appreciation (depreciation) at December 31, 2024 and 2023, are presented by funding source and summarized as follows:

December 31, 2024			
	<u>Cost</u>	<u>Market</u>	Unrealized Apprec. (Deprec.)
Hemphill funds	\$ 259,582	\$ 273,542	\$ 13,960
Hawkins	477,484	504,196	26,712
Gainesville funds	2,315,336	2,442,352	127,016
Synod General Fund	<u>1,670,366</u>	<u>1,760,113</u>	<u>89,747</u>
Total investments	<u>\$4,722,768</u>	<u>\$4,980,203</u>	<u>\$257,435</u>

December 31, 2023			
	<u>Cost</u>	<u>Market</u>	Unrealized Apprec. (Deprec.)
Hemphill funds	\$ 251,239	\$ 258,045	\$ 6,806
Hawkins	461,997	474,513	12,516
Gainesville funds	2,240,664	2,301,364	60,700
Synod General Fund	<u>1,614,254</u>	<u>1,657,985</u>	<u>43,731</u>
Total investments	<u>\$4,568,154</u>	<u>\$4,691,907</u>	<u>\$123,753</u>

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024  
(Continued)

6. Commitments and Contingencies

The Synod rents office space from the Presbytery of St. Augustine lease for a period of twelve months at \$1,100 per month for the use of space and telecommunications. As of December 31, 2023, the Synod no longer occupies the space and has adopted an agile model of office operations.

Total rent expense for the years ended December 31, 2024 and 2023 was \$0 and \$12,600, respectively.

7. Subsequent events

In preparing these financial statements, the Synod has evaluated events and transactions for potential recognition or disclosure through April 3, 2025, the date the financial statements were available to be used. The Synod did not discover any event occurring after year end that warranted such disclosure.

8. Retirement Plan Contributions

All full-time Synod employees are covered under a qualified pension plan/403(b) administered by the Presbyterian Church (USA). Contributions to those plans by the Synod was approximately \$16,000 and \$21,000 for years ending December 31, 2024 and 2023, respectively.

9. Concentration of Credit Risk from Uninsured Balances of Cash

The Synod maintains cash balances which are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2023, the Synod had no uninsured cash balances and at December 31, 2024, the Synod had an uninsured cash balance of approximately \$30,000.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024  
(Continued)

10. Summary of Scholarships and Other Expenses

Below is a detailed breakdown of grants and gifts for 2024 and 2023.

	<u>2024</u>	<u>2023</u>
Gainesville Campus Ministry	\$ 90,860	\$ 89,867
Scholarships	1,650	3,000
Hawkins grants	16,790	18,747
Hemphill grants	10,000	10,173
Vehicle	-	39,311
Other	-	<u>2,292</u>
	<u>\$119,300</u>	<u>\$163,390</u>

11. Management of Liquid Assets

The Synod maintains and oversees various liquid assets that have been designated for specific purposes and are not available for general expenses. Below is a reconciliation of liquid assets available for general expenses to total Synod assets as of December 31, 2024:

	<u>Available</u>	<u>Unavailable</u>	<u>Total</u>
Cash	\$ 183,905	\$103,376	\$ 287,281
Investments	<u>4,202,465</u>	<u>777,738</u>	<u>4,980,203</u>
Total	<u>\$4,386,370</u>	<u>\$881,114</u>	<u>\$5,267,484</u>

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2024  
(Continued)

12. Management Evaluation of Going Concern

The Synod's management has evaluated whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Synod's ability to continue as a going concern entity one year after the issued date of these reports.

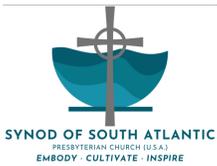
As of April 3, 2025, the issued date of these reports, management has not identified any conditions or events that raise substantial doubt about the Synod's ability to continue as a going concern entity.



**Synod of South Atlantic**  
Balance Sheet  
as of 08/31/2025

Account Number	Account Name	Amount
<b>Assets</b>		
1110	EB-Operating Account	\$480,798.32
1210	PF - Transit Account	\$-20.78
1311.116	VG General (\$1M)	\$1,693,936.47
1341.114	VG Gainesville (\$1.8M)	\$2,565,863.12
1361.104	VG Hawkins (\$400k)	\$538,827.68
1371.103	VG Hemphill (\$200k)	\$303,062.80
1920	Accounts Receivable	\$0.00
1930	Prepaid Expenses	\$0.00
<b>Total Assets</b>		<b>\$5,582,467.61</b>
<b>Liabilities</b>		
2210	TAXES PAYABLE	\$0.00
2220	Federal Taxes Payable	\$0.00
2230	Social Security Payable	\$0.00
2240	Medicare Taxes Payable	\$0.00
2245	FICA Payable	\$0.00
<b>Total for 2210 - TAXES PAYABLE</b>		<b>\$0.00</b>
2250	OTHER DEDUCTIONS	\$0.00
2280	Retirement	\$0.00
2285	Benefits/Ins & Ret	\$0.00
2290	FSA	\$-2,233.34
<b>Total for 2250 - OTHER DEDUCTIONS</b>		<b>\$-2,233.34</b>
2310	Events	\$0.00
2410	Insurance Liability	\$0.00
2411	TIAA Visa	\$2,864.35
2420	Deferred Revenue	\$0.00
2412	Payables	\$0.00
<b>Total Liabilities</b>		<b>\$631.01</b>
<b>Equity</b>		
3110.116	Unrestricted Fund Balance - Fund Balance	\$1,880,894.44
3210.107	TIAA Peacemaking - Fund Balance	\$1,036.49
3230.109	TIAA Westcott, NMPF, Others - Fund Balance	\$2,139.23
3260.112	TIAA Urie Schol (2.5k) - Fund Balance	\$207.51
3270.113	TIAA Synod Exec Sch (25k) - Fund Balance	\$21,900.82
3280.114	VG Gville Campus (1.8M) - Fund Balance	\$2,565,863.12
3410.117	Inspiring Grant - Fund Balance	\$731.65
3420.118	Cultivating Grant - Fund Balance	\$731.65
3310.101	PF Ogden Scholarship - Fund Balance	\$3,354.35
3320.102	PF Uderitz Memorial Sch - Fund Balance	\$11,335.26
3321.102	PF Uderitz - FL Church - Fund Balance	\$4,274.77
3330.103	VG Hemphill / Grants - Fund Balance	\$303,203.80

Account Number	Account Name	Amount
3340.104	VG Hawkins Long Term - Fund Balance	\$540,827.68
3350.105	PF Simpson Fund - Fund Balance	\$8,342.09
3360.106	TRUIST Spencer Memorial - Fund Balance	\$55,256.00
3361.106	Pass Thru Funding - Fund Balance	\$2.50
3362.106	For Use Odd Years - Fund Balance	\$0.00
3363.106	For Use Even Years - Fund Balance	\$181,735.24
Total Equity		<hr/> \$5,581,836.60
<b>Total Liabilities + Total Equity</b>		<hr/> <hr/> \$5,582,467.61



**Synod of South Atlantic**  
Income/Expense YTD  
for the period of 01/01/2025 to 08/31/2025

Account Number	Account Name	Actual	YTD Budget	Annual Budget
<b>Income</b>				
4000	Transfer from Reserves for CY use	\$235,800.00	\$236,397.84	\$354,596.70
4020	UNRESTRICTED	\$0.00	\$0.00	\$0.00
4030.401	Per Capita	\$127,434.85	\$124,060.88	\$186,091.35
4035.401	Prior Year Per Capita	\$11,681.03	\$11,333.36	\$17,000.00
4040.402	Mission Giving	\$38,297.45	\$46,705.28	\$70,057.92
4045.402	Prior Year Mission Giving	\$4,321.91	\$0.00	\$0.00
4060	Other Income	\$1,975.00	\$0.00	\$0.00
4100	Worship Offering	\$1,213.30	\$0.00	\$0.00
Total for 4020 - UNRESTRICTED		\$184,923.54	\$182,099.52	\$273,149.27
4510	Bank Interest	\$4,877.40	\$0.00	\$0.00
4620	Miscellaneous Income	\$260.22	\$0.00	\$0.00
<b>Total Income</b>		\$425,861.16	\$418,497.36	\$627,745.97
<b>Expense</b>				
6100	CULTIVATING MINISTRIES	\$0.00	\$0.00	\$0.00
6110	Korean American Ministry	\$15,000.00	\$10,000.00	\$15,000.00
6120	African American Ministry	\$5,443.00	\$10,000.00	\$15,000.00
6130	Hispanic American Ministry	\$8,750.00	\$10,000.00	\$15,000.00
Total for 6100 - CULTIVATING MINISTRIES		\$29,193.00	\$30,000.00	\$45,000.00
6200	INSPIRING MINISTRIES	\$0.00	\$0.00	\$0.00
6210	Smaller Cong (ASC)	\$0.00	\$0.00	\$0.00
6220	Grants	\$0.00	\$13,333.36	\$20,000.00
6230	Special Projects	\$0.00	\$0.00	\$0.00
Total for 6200 - INSPIRING MINISTRIES		\$0.00	\$13,333.36	\$20,000.00
6300	OTHER MINISTRIES	\$0.00	\$0.00	\$0.00
6310	Pby Leader Formation	\$3,750.00	\$4,000.00	\$6,000.00
6320	Synod Pby Leaders Forum	\$11,137.98	\$6,666.64	\$10,000.00
6340	Special Gatherings	\$5,536.06	\$16,666.64	\$25,000.00
Total for 6300 - OTHER MINISTRIES		\$20,424.04	\$27,333.28	\$41,000.00
5411	Stated Meeting	\$4,296.50	\$10,000.00	\$15,000.00
5412	Committee Expenses	\$0.00	\$1,333.36	\$2,000.00
5414	Moderator's Training	\$0.00	\$1,333.36	\$2,000.00
5451	Permanent Judicial Commission	\$0.00	\$0.00	\$0.00

Account Number	Account Name	Actual	YTD Budget	Annual Budget
5451.100	Trial Expense	\$0.00	\$0.00	\$0.00
5451.102	PJC Training	\$0.00	\$2,000.00	\$3,000.00
Total for 5451 - Permanent Judicial Commission		\$0.00	\$2,000.00	\$3,000.00
5525	Phones	\$1,611.41	\$1,666.64	\$2,500.00
5535	Office Supplies/Postage	\$3,077.44	\$4,000.00	\$6,000.00
5575	Website	\$0.00	\$0.00	\$0.00
5580	Staff Travel	\$1,095.51	\$1,666.64	\$2,500.00
5590	Software	\$2,616.00	\$1,466.64	\$2,200.00
5720	Accounting	\$11,247.23	\$8,666.64	\$13,000.00
5730	Total Tech	\$0.00	\$0.00	\$0.00
5740	Communications	\$4,696.05	\$4,000.00	\$6,000.00
5610	Insurance	\$7,194.00	\$4,666.64	\$7,000.00
5611	Audit	\$7,000.00	\$5,000.00	\$7,500.00
5110	SE/SC	\$0.00	\$0.00	\$0.00
5120	SE/SC Salary	\$73,830.08	\$73,830.00	\$110,745.00
5121	SE/SC Housing	\$0.00	\$0.00	\$0.00
5122	SE/SC BOP	\$17,493.76	\$17,041.92	\$25,562.90
5123	SE/SC Payroll Tax	\$5,574.05	\$6,266.64	\$9,400.00
5124	SE/SC Retirement Benefit	\$4,761.36	\$4,761.36	\$7,142.00
5125	FSA Fees	\$31.20	\$31.20	\$46.80
Total for 5110 - SE/SC		\$101,690.45	\$101,931.12	\$152,896.70
5200	SE/SC EXPENSE REIMBURSEMENT	\$0.00	\$0.00	\$0.00
5201	SE/SC Continuing ED	\$2,500.00	\$1,666.64	\$2,500.00
5202	SE/SC Travel	\$7,738.47	\$13,333.36	\$20,000.00
5203	SE/SC Professional Expense	\$1,141.38	\$1,333.36	\$2,000.00
Total for 5200 - SE/SC EXPENSE REIMBURSEMENT		\$11,379.85	\$16,333.36	\$24,500.00
5300	Admin	\$11,436.00	\$16,666.64	\$25,000.00
6410	Miscellaneous Expense	\$675.99	\$333.36	\$500.00
Total Expense		\$217,633.47	\$251,731.04	\$377,596.70
<b>Total</b>		\$208,227.69	\$166,766.32	\$250,149.27

**PRESBYTERY PER CAPITA & MISSION GIVING  
30-Sep-25**

	Per Capita Assessed	Per Capita Received	YTD %	Mission Giving Goal	Mission Giving Received	YTD %	Total Asked	Total Received	YTD %
110 - Central Florida	18,270.00	<b>16,320.22</b>	89%	12,180.00	<b>2,041.15</b>	17%	30,450.00	<b>18,361.37</b>	60%
125 - Charleston Atlantic	20,248.50	<b>10,125.00</b>	50%	13,499.00	<b>1,875.00</b>	14%	33,747.50	<b>12,000.00</b>	36%
128 - Cherokee	5,307.00	<b>7,543.03</b>	142%	3,538.00	<b>750.00</b>	21%	8,845.00	<b>8,293.03</b>	94%
218 - Flint River	3,939.00	<b>2,479.03</b>	63%	2,626.00	<b>1,698.23</b>	65%	6,565.00	<b>4,177.26</b>	64%
221 - Florida	6,540.00	<b>4,995.00</b>	76%	4,360.00	<b>0.00</b>	0%	10,900.00	<b>4,995.00</b>	46%
223 - Foothills	18,867.00	<b>9,471.75</b>	50%	12,578.00	<b>3,157.25</b>	25%	31,445.00	<b>12,629.00</b>	40%
254 - Greater Atlanta	44,085.00	<b>23,711.71</b>	54%	29,390.00	<b>5,625.00</b>	19%	73,475.00	<b>29,336.71</b>	40%
442 - New Harmony	9,751.50	<b>7,313.64</b>	75%	6,501.00	<b>4,875.75</b>	75%	16,252.50	<b>12,189.39</b>	75%
472 - Northeast Georgia	8,551.50	<b>6,413.64</b>	75%	5,701.00	<b>1,125.00</b>	20%	14,252.50	<b>7,538.64</b>	53%
528 - Peace River	16,519.50	<b>12,760.85</b>	77%	11,013.00	<b>8,365.72</b>	76%	27,532.50	<b>21,126.57</b>	77%
554 - Providence	8,004.00	<b>6,769.50</b>	85%	5,336.00	<b>5,038.67</b>	94%	13,340.00	<b>11,808.17</b>	89%
579 - St. Augustine	14,673.00	<b>10,891.00</b>	74%	9,782.00	<b>6,833.00</b>	70%	24,455.00	<b>17,724.00</b>	72%
624 - Savannah	4,819.50	<b>2,409.75</b>	50%	3,213.00	<b>0.00</b>	0%	8,032.50	<b>2,409.75</b>	30%
704 - Tampa Bay	15,703.50	<b>13,512.97</b>	86%	10,469.00	<b>218.54</b>	2%	26,172.50	<b>13,731.51</b>	52%
713 - Trinity	15,819.00	<b>7,889.42</b>	50%	10,546.00	<b>7,749.00</b>	73%	26,365.00	<b>15,638.42</b>	59%
714 - Tropical Florida	7,833.00	<b>4,527.53</b>	58%	5,222.00	<b>597.50</b>	11%	13,055.00	<b>5,125.03</b>	39%
<b>TOTAL</b>	218,931.00	<b>147,134.04</b>	67%	145,954.00	<b>49,949.81</b>	34%	364,885.00	<b>197,083.85</b>	54%

# Synod Executive & Stated Clerk Report

## October 20, 2025

- In accordance with the synod's Manual of Operations, the minutes of the February 27, 2025 meeting were sent out to all who were present. Having received no corrections, the minutes stand as approved.
- The Synod Permanent Judicial Commission received:
  - A reference and request for stay of enforcement from the Presbytery of Greater Atlanta in 2025-01 Wright v. Presbytery of Greater Atlanta
    - The request was denied.
  - An appeal to a remedial complaint 2025-02A Wright v. First Presbyterian Church, Atlanta
    - This complaint was dismissed, and the complainant chose not to pursue a challenge.
  - A remedial complaint 2025-03 Duke v. Central Florida Presbytery.
    - This complaint was dismissed, and the complainant chose not to pursue a challenge.
- The new Church Discipline Training continues to be available on the synod website for use by any presbytery or synod PJC member. We do plan to offer another training event in 2026.
- We thank the following Synod Commissioners for their service as their last term ends this year:
  - Rev. Holly Dillon, At-Large Commissioner, Presbytery of Tampa Bay
  - Rev. Pat Jones, At-Large Commissioner, Charleston-Atlantic Presbytery
  - Rev. Jeanne Simpson, Presbytery of Greater Atlanta
  - Bobby Byrd, Charleston-Atlantic Presbytery
  - Hansler Bealyer, St. Augustine Presbytery
  - Rev. Brian Henderson, Charleston-Atlantic Presbytery
  - Margaret Brooks, Savannah Presbytery
  - Tim Cureton, Providence Presbytery
  - Rev. Beth Hoskins, Foothills Presbytery
  - Janice Barge Clarke, Presbytery of Tampa Bay
  - Ray Bell, Trinity Presbytery
- Presbytery Stated Clerks gathered to read Presbytery Minutes. The letters of attestation are attached to this report.

### **Presbytery Leadership Updates:**

- Rev. Steve Lindsley was elected Executive Presbyter for Providence Presbytery.
- Rev. Matthew Rhodes now serves as Interim Director of Pastoral and Ecclesial Care for Savannah Presbytery.
- Rev. Holly Dillon has announced her retirement from the Presbytery of Tampa Bay as of March 31, 2026.

- Revs. Olivia & Hoover Haney will complete their time as Transitional Co-Executives for Central Florida Presbytery in March 2026 and a search for new leadership will begin soon.
- Rev. Mark Broadhead will complete his time as Bridge Executive Presbyter & Stated Clerk for the Presbytery of Florida on October 31<sup>st</sup>. A search for new leadership has begun.

### **South Carolina Presbyteries Border Conversations Update**

### **Georgia Presbyteries 2026 Gathering Update**

**COM/CPM Event:** A small team of leaders in the synod is being assembled to ascertain the need across presbyteries for a synod-wide training event. Presbytery leaders can watch for communication about this in December.

**Church Insurance Solutions:** Presbyteries interested in discovering options for church property insurance were asked to send someone to be part of a task force. That task force has a second meeting planned to meet with Brown & Brown Insurance. Brown & Brown has experience of bringing multiple presbyteries together to get the best coverage and rate options. There will be conversations with other brokers soon.

**Synod Executive Scholarship Awards 2025:** This fund is available to support continuing education for pastors, Christian educators and church staff. The priority is for those who have no continuing education funds available.

### **Correspondence:**

Two letters from Rev. Randy Moody, Stated Clerk of the Peace River Presbytery.

### **Action Items:**

A letter signed by seven presbytery Stated Clerks: Rev. Jacob Douylliez, Northeast Georgia Presbytery; Rev. C. Anderson James, Greater Atlanta Presbytery; Rev. Christina Greenawalt, Central Florida Presbytery; Rev. Deanie Strength, Savannah Presbytery; David Yandle, Charleston Atlantic Presbytery; Rev. Bill Wildhack, Presbytery of Tampa Bay; and Rev. Mark Broadhead, Presbytery of Florida.

The letter requests that the Synod of South Atlantic request an Authoritative Interpretation from the Stated Clerk of the General Assembly on six questions found in the attached letter.

Submitted with Gratitude,

Valerie Young  
Synod Executive  
& Stated Clerk

## Synod Exec/Stated Clerk since Feb 2025

### Search Committee Resourcing (varying degrees)

- Providence
- Central Florida
- Tampa Bay
- Florida

### Presbytery Leaders

- Monthly Zoom meeting
- In-person meeting Feb & July
- Florida EP/SC Gathering

### Presbytery Stated Clerks

- Monthly Zoom meeting
- In-person meeting Feb & July/ Minutes Reading

### Presbytery Visits (Leader/Meetings/Other)

- Central Florida Presbytery (M) 2x
- Peace River Presbytery (M)
- Tropical Florida Presbytery (M)
- Northeast Georgia Presbytery (M)
- Cherokee Presbytery (M)
- Moderators visit to Trinity (M)
- Foothills Presbytery (O)
- St. Augustine Presbytery (M) 2x
- \*Florida (M)
- \*Presbytery of Greater Atlanta (M)
- \*Providence Presbytery (M)

### Synod Committee Leaders

- Resource & Support
- Attend Committee meetings

### Conferences/Other

- FLAPDAN Retreat
- Westminster By The Sea, Anniversary
- Korean Ministries Pastor & Youth Conference
- Memorial Service, Reg Parsons
- Memorial Service, Donnie Woods
- St. Augustine Presbytery Regional Gathering
- Met w/ Unification Commission & Interim Unified Agency Senior Leadership Team

- Attended training for authorization to serve the Lord's Supper in St. Augustine Presbytery
- SOSA Women in Mid Council calls
- \*Columbia Seminary, PCUSA Partners
- \*Mid Council Leaders Gathering, Louisville
- \*Mid Council Finance Conference, Chicago

### Administrative/Other

- Weekly staff meetings w/ Admin
- Treasurer & Admin onboarding
- Embody Leader Formation Retreat planning & facilitator interviews

### National Church

- Serve on GA Funding Model Development Team
- Synod Executive Forum

### Preaching

- Henry Memorial PC (S)
- FPC, St. Marys (S) 2x
- FPC, Calhoun (C)
- Highlands United PC (SA)
- Siesta Key Chapel (PR)
- Fort Caroline PC (SA) 2x
- Arlington PC (SA) 2x
- \*Wilmington Island PC (S)

### Workshops

- FPC, Palatka (SA) 2x
- \*Pastor's Retreat (CF)
- \*Synod PW Gathering
- Funding the Church, Presbytery of the Highlands

### Synod Events:

1<sup>st</sup> Wednesday SACK Lunch (South Atlantic Community Knowledge)

*\*Happening Oct/Nov/Dec*



August 12, 2025

*Rev. Christina Greenawalt, Stated Clerk*

Central Florida Presbytery  
3101 Maguire Blvd., Suite 244  
Orlando, FL 32803

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Central Florida Presbytery were peer reviewed on July 23, 2025, and found to have the following exception(s):

- There is no evidence that a financial review was conducted.

Comment(s):

- *A full financial review is required by G-3.0113 and, for the health and protection of the presbytery as well as the people involved with the finances, must be conducted annually. **See review of 2023 minutes.***

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Central Florida Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 12, 2025

*David Yandle, Stated Clerk  
Charleston-Atlantic Presbytery  
4701 Park Place West  
North Charleston, SC 29405-4627*

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Charleston-Atlantic Presbytery were peer reviewed on July 23, 2025, and found to have no exceptions.

Comment(s):

- *Well organized minutes, thank you!*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Charleston-Atlantic Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 12, 2025

*Therese Howell, Stated Clerk*  
P.O. Box 1839  
Cartersville, GA 30120

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Cherokee Presbytery were peer reviewed on July 23, 2025, and found to have the following exception(s):

Exception(s):

- No plan for parity (G-3.0301) is provided or evidence that there is a plan in place.
- Policies required by G3.0106 are not included in the minutes book. It is stated that there is a review of the Sexual Misconduct and Child and Youth Protection policies. However, there is no indication of a harassment policy, anti-racism, or requirements for boundary training. All of the policies should be included in the minutes book for future reference.
- No indication that a full financial review was conducted (G-3.0113).

Comment(s):

- *Well organized minutes, thank you!*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Cherokee Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 12, 2025

Rev. Mark Broadhead, Stated Clerk  
Presbytery of Florida  
P.O. Box 7  
Chipley, FL 32428-0007

Re: 2024 Presbytery Minutes & Records Review

### Attestation of Minutes & Records

The 2024 Minutes of the Presbytery of Florida were peer reviewed on July 23, 2025, and found to have the following exception(s):

Exception(s):

- No indication that a “full financial review of all financial books and records” has taken place. (G-3.0113) **See 2023 Minutes Review**
- There is no indication of an Anti-racism policy, though it appears to be in the works (G-3.0106).
- There is no indication of a review of records of the sessions (G-3.0108a)
- G-3.0301b requires presbyteries to celebrate “the Lord’s Supper at its meetings at least annually.” If this happened, there is no record.

Comment(s):

- *Nice to see a new church planted!*
- *(G-3.0109b) Presbytery action on recommendations does not make reference to item being moved and/or any opportunity for discussion.*
- *Lack of clear criteria for describing or evaluating the work of the Ministry of Representation makes determining the level of commitment to the church’s commitment to inclusiveness and representation.*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with the Presbytery of Florida!

Sincerely,

Valerie Young  
Synod Executive & Stated Clerk



August 13, 2025

*Rev. Debbie Foster, Stated Clerk  
Foothills Presbytery  
P.O. Box 1118  
Simpsonville, SC 29681-1118*

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Foothills Presbytery were peer reviewed on July 23, 2025, and found to have the following exception(s):

Exception(s):

- A “full financial review of all financial books and records” is indicated to be in process. (G-3.0113) **See 2023 Minutes Review**

Comment(s):

- *(G-3.0303c) Moving expenses are now taxable. The form looks like it's a non-taxed reimbursable. Are the example amounts the presbytery minimum?*
- *Harassment policy in process.*
- *Previous year's letter of attestation of minutes should be included in the minutes book.*
- *Your minutes are easy to read and follow. Thank you!*
- *Very, very well done. Please keep up the good work. You have taught me some good steps!*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Foothills Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 13, 2025

*Rev. C. Andy James, Stated Clerk  
Presbytery of Greater Atlanta  
1024 Ponce de Leon Ave NE  
Atlanta, GA 30306-4216*

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of the Presbytery of Greater Atlanta were peer reviewed on July 23, 2025, and found to have no exception(s).

Comment(s):

- *These are wonderful minutes, well organized and full of detail for the historical record.*
- *There are two installations of ministers of the Word and Sacrament that appear to have been scheduled in the service of the Lord's Day, rather than "at a time that enables substantial participation of the presbytery" as required by the last sentence of W-4.0402. While not an exception, this should be remedied.*
- *Found several good ideas in how these minutes are written and business conducted that will be considered in other presbyteries.*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with the Presbytery of Greater Atlanta!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 30, 2025

*Rev. Gavin Meek,  
Executive Presbyter &  
Stated Clerk  
Presbytery of New Harmony  
2352 Presbyterian Road  
Florence, SC 29501*

### **Attestation of Minutes & Records**

The 2024 Minutes of the Presbytery of New Harmony were peer reviewed on July 23, 2025, and found to have the following exception(s).

Exceptions(s):

- No evidence or inclusion of an anti-racism policy (G-3.0106)
- No evidence that the presbytery has adopted and communicated a plan for parity (G-3.0301)
- Review of session records was not conducted (G-3.0108a)
- No roster of Permanent Judicial Commission members as required in D-5.0206b.

Comment(s):

- *The time should be included along with the date and place of each presbytery meeting.*
- *Section regarding action on General Assembly overtures on page 5 is unclear. May be typos to be corrected for historical purposes.*
- *I appreciate that proof of incorporation and the Articles of Incorporation are included. Wise move!*

We are grateful to God for the life and strong relational ministry and mission shared in and with the Presbytery of New Harmony!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 13, 2025

*Rev. Jacob Douylliez, Stated Clerk  
Northeast Georgia Presbytery  
P.O. Box 365  
Bogart, GA 30622*

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Northeast Georgia Presbytery were peer reviewed on July 23, 2025, and found to have no exception(s).

Exception(s):

- Records of administrative commissions submitted to the presbytery for incorporation into its records. (G.3.0109b)
- 

Comment(s):

- *Attestation of previous year's minutes reading should be included in the minutes book.*
- *The table-style recording makes finding items much easier.*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Northeast Georgia Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 30, 2025

Rev. Randy Moody,  
 Stated Clerk  
 Peace River Presbytery  
 P.O. Box 510179  
 Punta Gorda, FL 33951

### Attestation of Minutes & Records

The 2024 Minutes of Peace River Presbytery were peer reviewed on July 23, 2025, and found to have the following exception(s).

#### Exceptions(s):

- The council's Manual of Administrative Operations (G-3.0106), while referenced to a website, is to be included in the minutes book for future and historical reference. **See Synod review of 2023 minutes**
- **The link to additional documents in the clerk's letter submitted alongside the minutes does not work. In addition, web documents do not meet the archival requirements of G-3.0107.**
- No report indicating a function of a committee on representation (G-3.0103). **See Synod review of 2023 minutes**
- No indication that there has been a review of the records of the session, including any exceptions taken (G-3.0108a). **See Synod review of 2023 minutes**
- No report of exceptions to the presbytery minutes from the preceding assemblies. **See Synod review of 2023 minutes**
- No evidence or copy of property and liability insurance coverage provided (G-3.0112). **See Synod review of 2022 and 2023 minutes.**
- The actions of ACs empowered to assume original jurisdiction do not record the required consultation with session before doing so (cf.p.47-48, reference G-3.0303e)
- No evidence of sexual misconduct or child and youth protection policies (G-3.0106)
- No evidence that the presbytery has adopted and communicated to the sessions a plan for parity of ministers of the Word and Sacrament and ruling elders (G-3.0301).
- No report of exceptions to the presbytery minutes from the preceding assemblies. **See Synod review of 2023 minutes**

#### Comment(s):

- *Each presbytery meeting has an index, however, there is no table of contents for the entire document.*

11341 Normandy Blvd Ste 106, PMB 101 · Jacksonville, FL 32221 · 904-356-6070 · [synodofsouthatlantic.org](http://synodofsouthatlantic.org)

- *The moderator declares a quorum, not the stated clerk (see RONR 40:11). Language of this tracking changed after the first meeting of the year to be in compliance with RONR.*
- *Records of administrative commissions and legal descriptions of property are very well done.*
- *I found it helpful to have the number of churches not preset tracked – I may borrow that!*
- *“Given the letters submitted to the synod in lieu of the clerk’s completion of this checklist and the lack of recorded general administrative review of session, it is difficult to determine” whether the proceedings have been faithful to the mission of the whole Church or instructions from Higher Councils have been met and followed.*
- *The minutes reflect good work on current policies and manuals, particularly bylaw updates and financial policies.*
- *If the Stated Clerk is also the parliamentarian of the presbytery (impossible to determine due to the lack of inclusion of the full standing rules), he should not be making motions (as on p. 41-see RONR 47:55).*

I do hope that you will consider being a part of peer review process in the future. Your colleagues would appreciate your presence!

We are grateful to God for the life and strong relational ministry and mission shared in and with the Peace River Presbytery!

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with the first name "Valerie" written in a larger, more prominent script than the last name "Young".

Valerie Young  
*Synod Executive & Stated Clerk*



August 13, 2025

*Rev. David Bender, Stated Clerk  
Providence Presbytery  
P.O. Box 2601  
Rock Hill, SC 29732*

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Providence Presbytery were peer reviewed on July 23, 2025, and found to have the following exception(s).

Exception(s):

- Minutes include items “for action” but there is no indication of the action taken. (G-3.0109 b(6))
- Permanent Judicial Commission members cannot serve back-to-back terms. (D-3.0203)
- There are updates from administrative commissions but, only one completed written report. The better practice would include written reports from Administrative Commissions, rather than summaries. (G-3.0109b)

Comment(s):

- *The current Presbytery Manual of Administrative Operations should include the date of approval on the cover page.*
- *Procedures are in place but, records do not include evidence the committee considered diversity issue. (G-30103)*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Providence Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 13, 2025

*Rev. Deanie Strength, Stated Clerk  
Savannah Presbytery  
450 North Cromwell Road  
Savannah, GA 31410*

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Savannah Presbytery were peer reviewed on July 23, 2025, and found to have no exception(s).

Comment(s):

- *Items pertaining to stated clerk's signature and synod attestation are not noted in the official record. These omissions should be addressed to ensure full compliance with preservation standards.*
- *Good job! The minutes are written differently than I've seen before but information and minutes were combined and easy.*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Savannah Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 30, 2025

*Rev. Charlie Evans,  
Stated Clerk  
Presbytery of St. Augustine  
1917 University Blvd W  
Jacksonville, FL 32217*

### **Attestation of Minutes & Records**

The 2024 Minutes of the Presbytery of St. Augustine were peer reviewed on July 23, 2025, and found to have no exception(s).

Comment(s):

- *Electronic version of minutes should be submitted in one file for convenience of readers and archiving.*
- *No index included. If a single, searchable electronic file is submitted, an index is not necessary.*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with the Presbytery of St. Augustine!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 30, 2025

*Rev. Bill Wildhack,  
Stated Clerk  
Presbytery of Tampa Bay  
455 Scotland Street Suite 1  
Dunedin, FL 34698*

### **Attestation of Minutes & Records**

The 2024 Minutes of the Presbytery of Tampa Bay were peer reviewed on July 23, 2025, and found to have the following exception(s).

Exceptions(s):

- No evidence of the review of session records noting exceptions taken (G3.0108a). (*see 2023 Attestation*)

Comment(s):

- *Recommend clarity regarding an anti-harassment policy and whether it is intended to be covered within existing policies.*
- *Excellent report of GA actions!*
- *The minutes are well written and easy to read. A great record of Presbytery's actions.*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with the Presbytery of Tampa Bay!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 30, 2025

Rev. Dr. Danny Murphy,  
Trinity Presbytery  
554 Davega Dr.  
Lexington, SC 29073

### Attestation of Minutes & Records

The 2024 Minutes of Trinity Presbytery were peer reviewed on July 23, 2025, and found to have the following exception(s).

Exceptions(s):

- No evidence of an anti-racism policy (G-3.0106)

Comment(s):

- *"I appreciate the framing of per capita in a per member/per month format. I also appreciate the longer record of session minutes review."*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Trinity Presbytery!

Sincerely,

Valerie Young  
Synod Executive & Stated Clerk



August 30, 2025

*Rev. Daris Bultena,  
Presbytery of Tropical Florida  
405 SE 15<sup>th</sup> Ave  
Fort Lauderdale, FL 33301*

### **Attestation of Minutes & Records**

The 2024 Minutes of the Presbytery of Tropical Florida were peer reviewed on July 23, 2025, and found to have no exception(s).

Comment(s):

- *There are some strange characters in the index document that may need to be updated before archiving this document.*
- *(G-3.0111) GA commissioners and other officers were elected by the Leadership Council, not the full presbytery. An Authoritative Interpretation from 1995 says that this responsibility should not be delegated to a commission.*
- *Good work on getting 100% response for annual statistical reporting!*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with the Presbytery of Tropical Florida!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



August 12, 2025

*Becky Willis, Stated Clerk  
Flint River Presbytery  
2800 Old Dawson Road  
Suite 2, Box 312  
Albany, GA 31707*

Re: 2024 Presbytery Minutes & Records Review

### **Attestation of Minutes & Records**

The 2024 Minutes of Flint River Presbytery were peer reviewed on July 23, 2025, and found to have the following exception(s):

Exception(s):

- No list of Permanent Judicial Commission members for the last six years (D-5.0206b)

Comment(s):

- *Nominating & Representation committees work together. Additional demographic information about nominees would add support to their work.*
- *Reference was made to session reports being submitted. However there is not a report from the presbytery.*
- *Minutes should be submitted as one electronic file.*
- *If would be helpful if page numbers were included in the final section and if the index as alphabetical and covered the entire set of records rather than being broken up by sections.*
- *The records are clear and detailed.*

I am exceedingly grateful for your work in the peer review process.

We are grateful to God for the life and strong relational ministry and mission shared in and with Flint River Presbytery!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*

**Synod Executive Scholarship  
2025 Awards**

Student's Name	Your Church of Membership/Service	Presbytery	Organization holding event/program or school:	Award
Clay Gunter	CRE at LaFayette Presbyterian Church	Cherokee	Darkness to Light	\$ 250.00
Jessica Means	South Jacksonville Presbyterian Church	St. Augustine	Northern Seminary Theology House	\$ 250.00
Robyn Mills	Merritt Island Presbyterian Church	Central Florida	Florida Department of Children and Families	\$ 259.00



# Peace River Presbytery

PRESBYTERIAN CHURCH (U.S.A.)

P.O. BOX 510179, PUNTA GORDA, FLORIDA 33951

June 23, 2025

Synod of South Atlantic  
11341 Normandy Blvd Suite 106, #101  
Jacksonville, FL 32221

RE: Synod Authority & Administrative Review

As the stated clerk of Peace River Presbytery, I am concerned about Synod of South Atlantic exceeding its authority in multiple areas. The Book of Order outlines the authority and responsibilities of Synod in G-3.04. The Book of Order also addresses administrative review in G-3.0108.

General Administrative Review is described this way:

“Each council shall review annually or biennially, based on the body’s meeting frequency, the proceedings and actions of all entities related to the body, all officers able to act on behalf of the body, and lower councils within its jurisdiction. In reviewing the procedures of the lower council, the higher body shall determine whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church. It shall also determine whether lawful injunctions of a higher body have been obeyed.” (G-3.0108a)

The synod checklist for “Reviewing Presbytery Minutes & Records” does not reflect the wording in the Book of Order. Also, please note that “records review” is not required in the current Book of Order. Note the following statement in the Book of Order:

“If a higher council learns at any time of an alleged irregularity or delinquency of a lower council, it may require the lower body to produce any records and to take appropriate action.” (G-3.0108b)

I communicated to the current Synod of South Atlantic stated clerk several times in the past years that Synod is exceeding its authority by requiring multiple items in presbytery minutes which are not required by the Book of Order or Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> edition. I also communicated those concerns to the ad hoc committee that developed the checklist via a Zoom chat with one of its primary members. Upon communicating that concern, he acknowledged the issues I highlighted were raised in the committee, but they decided to include the items even though they are aware of the Book of Order and Robert’s Rules of Order limitations.

I am submitting the 2024 Peace River Presbytery Minutes which are the official “proceedings and actions” of the presbytery, including reports of actions from all committees in their reports. All Book of Order required policies are in place and available for your viewing pleasure on our website,

<https://.peacriverpresbytery.org/bylaws-policies/>

Randy Moody, D.Min.



# Peace River Presbytery

PRESBYTERIAN CHURCH (U.S.A.)

P.O. BOX 510179, PUNTA GORDA, FLORIDA 33951

June 23, 2025

Synod of South Atlantic  
11341 Normandy Blvd Suite 106, #101  
Jacksonville, FL 32221

RE: Synod Authority

As the stated clerk of Peace River Presbytery, I am concerned about Synod of South Atlantic exceeding its authority in multiple areas. The Book of Order outlines the authority and responsibilities of Synod in G-3.04.

The Book of Order states that the role of the synod is “developing and providing, when requested, resources as needed to facilitate the mission of its presbyteries” (G-3.0403b). Peace River Presbytery did not request the Embody Leader Program, therefore, it is not within the authority of Synod of South Atlantic to establish the expectation that commissioners elected by Peace River Presbytery participate in an Embody Leader Cohort at the presbytery’s expense.

I communicated to the current Synod of South Atlantic stated clerk several times in the past years that Synod is exceeding its authority by requiring multiple items in presbytery minutes which are not required by the Book of Order or Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> edition. I also communicated those concerns to the ad hoc committee that developed the checklist via a Zoom chat with one of its primary members. Upon communicating that concern, he acknowledged the issues I highlighted were raised in the committee, but they decided to include the items even though they are aware of the Book of Order and Robert’s Rules of Order limitations.

I request Synod of South Atlantic to refrain from exceeding its authority and follow the requirements in the Book of Order, Relations with Presbyteries (G-3.0403).

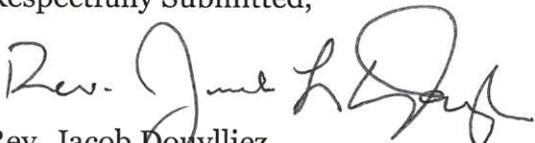
Randy Moody, D.Min.

Dear Stated Clerk,

In light of questions repeatedly received regarding the Synod's authority for General Administrative Review under G-3.0108(a) and the authority of synod, we ask that the synod request an authoritative interpretation under G-6.02 on the following questions:

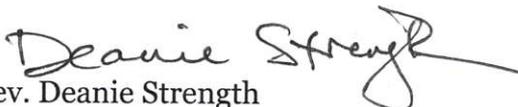
1. Does the annual review of minutes and records constitute a general administrative review by a higher council of a lower council?
2. What records may be appropriately requested of the lower council within the jurisdiction of a higher council as part of a general administrative review?
3. May a higher council require documentation not expressly required in the Book of Order or Robert's Rules of Order in fulfilling the constitutional requirement to determine whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, have been faithful to the mission of the whole church, and that lawful injunctions of a higher body have been obeyed. [G-3.0108(a)]
4. Is refusal to participate in general administrative review in and of itself an irregularity and/or delinquency that would permit a higher council to require the lower council to produce any records, such as could be required in special administrative review?
5. What recourse does a higher council have to require a lower council to participate in the process of general administrative review, short of assuming original jurisdiction or initiating judicial process?
6. Under G-3.0403(b), may a synod develop and provide resources needed to facilitate the mission of its presbyteries solely by synod action, or must the synod have an explicit request from each of its constituent presbyteries?

Respectfully Submitted,

  
Rev. Jacob Douylliez  
Stated Clerk, Northeast Georgia Presbytery

  
Rev. C. Anderson James  
Stated Clerk, Greater Atlanta Presbytery

  
Rev. Christina A. Greenawalt  
Stated Clerk, Central Florida Presbytery

  
Rev. Deanie Strength  
Stated Clerk, Savannah Presbytery

  
David Yandle  
Stated Clerk, Charleston Atlantic Presbytery

  
Rev. Bill Wildhack  
Tampa Bay Presbytery

  
Rev. Mark Broadhead  
Stated Clerk, Florida Presbytery

## **Embody Committee Report**

Synod of South Atlantic

October 2025

The Embody Committee is responsible for helping people find their place in the Synod, with a focus on the practical and relational work of leadership, representation, and service in the Synod.

In 2025, the Embody Committee's work has focused on helping the Synod settle into its new structure, working with commissioners to determine the places where they are called to serve and assisting the institution of the Synod with establishing policies and procedures to guide our common work.

### **Items for Synod Action:**

#### *Policies*

1. The Embody Committee recommends that the Synod adopt the Anti-Racism Policy in accordance with the requirements of G-3.0106.
2. The Embody Committee recommends that the Synod adopt the Travel and Reimbursement Policy.
3. The Embody Committee recommends that the Synod adopt the Conflict of Interest Policy.

#### *Nominations*

4. The Embody Committee nominates the following persons for Synod service in the classes and positions indicated:

##### Synod Permanent Judicial Commission

- Class of 2026
  - TE Bill Teng (Central Florida Presbytery)
- Class of 2028
  - TE Mark Broadhead (Florida Presbytery)
- Class of 2030
  - RE Ann Marshall (Tampa Bay Presbytery)
  - nomination in progress (Peace River Presbytery)

##### Synod Vice-Moderator (2026) and Moderator (2027)

- TE Christina Greenawalt (Central Florida Presbytery)

##### Synod Coordinating Committee and Committee Leadership

- Embody Co-Chairs
  - TE Andy James (Greater Atlanta), at large
  - TE Carson Montgomery (Providence)
- Cultivate Co-Chairs
  - RE Billie Sutter (Cherokee)
  - TE Pat Jones (Charleston-Atlantic), at large
- Inspire Co-Chairs
  - RE Tim Cureton (Providence), at large
  - RE Sonya Dawson (Foothills)
- Presbytery Leaders
  - TE Deanie Strong (Savannah)
  - TE Melana Scruggs (Peace River)

**Items for Synod Information:**

1. The committee approved the appointment of TE Ben Kwasi Aye-Addo, new Synod commissioner from Cherokee Presbytery, to serve on the Inspire Committee.
2. The committee is in the process of assessing the work of the Embody Leaders Formation program, with an eye toward making a decision about its leadership and schedule for 2026 later this fall.
3. The committee is working with the Synod Executive and Stated Clerk to support a potential training event for COMs and CPMs in presbyteries across the synod.

## Synod of South Atlantic Antiracism Policy

Our biblical and theological heritage calls us to love and serve all people, for we are equally beloved of God, with each person possessing the divine image within them. Our shared humanity calls us to live and work together toward God's shalom. In Scripture we read,

For as many of you as have been baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female: for ye are all one in Christ Jesus. (Galatians 3:27-28 KJV).

For as the body is one, and hath many members, and all the members of that one body, being many, are one body: so also is Christ. For by one Spirit are we all baptized into one body, whether we be Jews or Gentiles, whether we be bond or free; and have been all made to drink into one Spirit. (I Corinthians 12:12-13 KJV)

In the Confessions we read,

God's reconciling love breaks down every form of discrimination based on racial or ethnic difference. (*Confession of 1967*) and,

We believe... that God's lifegiving Word and Spirit has conquered the powers of sin And death, and therefore also of irreconciliation and hatred, bitterness, and enmity, That God's lifegiving Word and Spirit will enable the church to live in a new obedience which can open new possibilities of life for society and the world... (*Belhar Confession*)

In *Facing Racism: A Vision of the Intercultural Community*, the Presbyterian Church (U.S.A.) affirms that "racism is the opposite of what God intends for humanity... [it] is a lie about our fellow human beings, for it says that some are less than others."<sup>1</sup> We state unequivocally that racism and all forms of discrimination and marginalization are sins against humanity and God, inconsistent with our Christian and corporate values and unacceptable within our Synod.

Racism is a practice or system of racial prejudice exerted by those in power - institutionally and individually, consciously, and unconsciously - that is deeply ingrained in the history of the United States. Racism benefits people in the dominant culture socially, economically, and politically while disadvantaging people of color and people from minority cultures. However, for all persons, any racism corrupts the image of God within us. The task of dismantling must be a partnership that involves all levels of the church.

The Presbyterian Church (U.S.A.) is an institution founded and historically run by white people that remains approximately 88% white. The Synod of South Atlantic is largely white, while the communities in which many of us live and serve are much more diverse. We must come to terms with those numbers and their implications for the work we do, and the audience we reach.<sup>2</sup> We worship and work in a culture whose implicit, often unconscious bias assume the primacy of white culture: its patterns of behavior and cultural assumptions regarding values and human vision.

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We understand that we may need to unlearn existing habits of thought and behavior that form our speech and our social interactions as well as reform our ecclesial structures and policies, for racism persists despite our expressed values and intentions. If we are to create an antiracist church where “all persons are treated with respect, all gifts are valued and encouraged, and diversity is a gift to be valued,”<sup>3</sup> we will be open to courageous self-reflection, confession, and repentance that leads to transformed persons, relationships, policies, and habits of interacting with one another.

We recognize the strides we have made, even as we acknowledge there is more work to do. As we strive to be an antiracist church, we vigorously commit ourselves to unity in our diversity, equity, and inclusion (DEI) in our life together (F-1.0403). Such a commitment to DEI requires that we commit to repent, review, and repair.

- We commit to repenting of the role we collectively and individually have played and continue to play in creating and maintaining systemic racism that implicitly biases white cultural practices.
- We commit to a regular review of the Synod’s own practices and implementing strategies to disrupt and dismantle systemic bias that presumes the primacy of white culture within our life together.
- We commit to repairing the harm done through racism by creating policies that ensure the Synod’s continuous advance away from past practices.

We acknowledge that this work will not be easy, but, as our Synod wide antiracism policy affirms: “Because of our biblical understanding of who God is and what God intends for humanity, the PCUSA must stand against, speak against, and work against racism. Antiracist effort is not optional for Christians. It is an essential aspect of Christian discipleship, without which we fail to proclaim the Good News of Jesus Christ.<sup>3</sup> Because of our biblical understanding of who God is and what God intends for humanity, the Synod of South Atlantic commits to seeking God’s Kingdom for all people.

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1 Facing Racism: A Vision of the Intercultural Community, 22nd General Assembly (2016)

[/http://facing-racism.pcusa.org/item/40835/](http://facing-racism.pcusa.org/item/40835/)

2 “Black Lives Matter,” on the Presbyterian Historical Society’s website,

<http://pcusa.org/blog/2020/06/black-lives-matter>

3 Facing Racism, *ibid*

## **Synod of South Atlantic Travel and Reimbursement Policy**

Those who serve the Synod as staff, commissioners, committee members, and others offer their gifts of time and talent to the Synod. The Synod supports these gifts by covering appropriate expenses that these servants incur in their work. All are encouraged to be good stewards of the Synod's resources as they follow this policy.

The Synod makes every effort to schedule meetings at times and places that limit travel expenses and complexity for meeting participants. Meeting participants are encouraged to make similar efforts to limit their expenses.

### ***Receipts are required for reimbursement of any and all expenses.***

Requests for reimbursement and all additional documentation must be submitted through the process defined by the Synod Executive/Stated Clerk *within 45 days of the conclusion of the event.*

The Synod Executive/Stated Clerk is responsible for determining whether any submitted expense has been appropriately incurred and documented under these guidelines.

### **Lodging**

1. Overnight accommodations at a meeting location are arranged by the Synod. Any reservations made by meeting participants are not reimbursable.
2. Accommodations are ordinarily single occupancy, unless budget or venue requirements demand otherwise.
3. En route accommodations are not reimbursed, except as authorized in advance by the Synod Executive/Stated Clerk. Participants may stay overnight at the meeting location before or after a meeting when it is necessary for transport purposes. Such arrangements must be approved in advance by the Synod Executive/Stated Clerk.

### **Transport**

1. Participants may select their preferred method of transport, whether air, personal auto, rental car, rail, or other. Transport is ordinarily booked by the traveler and reimbursed by the Synod.
2. The Synod reimburses participants the lesser amount of the following:
  - a. Mileage, at one-half the current IRS business rate
  - b. Actual cost of economy coach airfare, booked at least three weeks in advance of the meeting, along with any parking or ground transportation expenses. (No reimbursement is provided for flight insurance, seat upgrades, additional checked bags, early check-in, or other such fees.)

- c. Actual cost of a rental car plus gas
  - d. Actual cost of any other transport method selected by the participant
3. When more than one meeting participant whose travel expenses are covered by the Synod travels in the same personal vehicle, the mileage rate is increased by 10¢ per additional participant.

**Meals**

1. Meals will be reimbursed while the meeting participant is traveling. The maximum reimbursement for each meal is as follows:
  - a. Breakfast: \$12.00
  - b. Lunch: \$16.00
  - c. Dinner: \$27.00
2. Any meals included in accommodations or as part of the arrangements for a meeting will not be separately reimbursed if a participant chooses to dine elsewhere.



## Synod of South Atlantic, PC(U.S.A.), Inc.

### Policy on Conflicts of Interest and Disclosure of Certain Interests

This Conflict-of-Interest policy is designed to help Commissioners, officers and employees of **SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH (U.S.A.), INC.** (the “Organization”) identify situations that present potential conflicts of interest and to provide the Organization with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Commissioners, officer or employee has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with the procedures prescribed in Florida Business Organizations Code, Chapter 617, Section 0832, governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in Section 617.0832, the statute shall control. All capitalized terms are defined in Part 2 of this policy.

- I. Conflict of Interest Defined.** For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
- A. Outside Interests.
    - (i) A Contract or Transaction between the Organization and a Responsible Person or Family Member.
    - (ii) A Contract or Transaction between the Organization and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
  - B. Outside Activities.
    - (i) A Responsible Person or Family Member competing with the Organization in the rendering of services or in any other Contract or Transaction with a third party.
    - (ii) A Responsible Person having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; or an entity or individual that competes with the Organization in the provision of services or in any other Contract or Transaction with a third party.

- C. Gifts, Gratuities and Entertainment. A Responsible Person or Family Member accepting gifts, entertainment or other favors from any individual or entity that:
- (i) does or seeks to do business with, or is a competitor of the Organization;
  - (ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Organization; or under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Organization.

## II. Definitions.

- A. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- B. A "Responsible Person" is any person serving as a Commissioner, officer, employee, or member of the Synod Assembly of the Organization.
- C. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- E. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by the Organization. The making of a gift or contribution to the Organization is not a Contract or Transaction.

## III. Procedures.

- A. Prior to Synod Assembly or committee action on a Contract or Transaction involving a Conflict of Interest, a Commissioner or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- B. A Commissioner or committee member who plans not to attend a meeting at which he or she has reason to believe that the Synod Assembly or committee will act on a

matter in which the person has a Conflict of Interest, shall disclose in writing to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- C. A person who has a Conflict of Interest should not participate in the Synod Assembly's or committee's discussion of the matter, except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. When a person who has disclosed a Conflict of Interest participates in discussion and/or vote on that matter, such participation shall be specifically recorded in the minutes of the meeting.
- D. Responsible Persons who are not members of the Synod Assembly, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of synod or committee action, shall disclose to the chair or the chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the Organization participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the chair or the chair's designee, who shall present the potential conflict to the Synod Assembly or committee for a determination whether there exists a Conflict of Interest that is subject to this policy.

- IV. **Confidentiality.** Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status, or information the disclosure of which might be adverse to the interests of the Organization. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Organization for the personal profit or advantage of the Responsible Person or a Family Member.

- V. **Review of policy.**

- A. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
- B. As requested by the Moderator, Stated Clerk, or the Synod Assembly, each Responsible Person shall complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or

she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a trustee of or consultant to the Organization, or ownership of a business that might provide goods or services to the Organization. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the chair, the president, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.

- C. This policy shall be reviewed annually by each member of the Synod Assembly. Any changes to the policy shall be communicated immediately to all Responsible Persons.

SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH  
(U.S.A.), INC.

**Annual Conflict of Interest Information Form**

1. **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2. **Position:**

Are you a voting Commissioner? \_\_\_ Yes \_\_\_ No

Are you an Officer? \_\_\_ Yes \_\_\_ No. If you are an Officer, which Officer position do you hold? \_\_\_\_\_

3. **I affirm the following:**

- I have received a copy of the Conflict-of-Interest Policy of Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. \_\_\_\_\_ (initial)
- I have read and understand the policy. \_ (initial)
- I agree to comply with the policy. \_\_\_\_\_ (initial)
- I understand that Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_ (initial)

4. **Disclosures:**

A. Have you or any Family Member provided services or property to Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. in the past year?

\_\_\_\_\_ YES \_\_\_ NO

If yes, please describe the nature of the services or property and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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B. Have you or any Family Member purchased services or property from Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. in the past year?

\_\_\_\_\_ YES \_\_\_ NO

If yes, please describe the purchased services or property and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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C. Please indicate whether you or any Family Member had any direct or indirect interest in any business transaction(s) in the past year to which Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. was or is a party?  
YES \_\_\_ NO

If yes, describe the transaction(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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D. Were you or any of your Family Members indebted to pay money to Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. at any time in the past year (other than travel advances or the like)? \_\_\_\_\_ YES \_\_\_ NO

If yes, please describe the indebtedness and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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E. In the past year, did you or any Family Members receive, or become entitled to receive, directly or indirectly, any personal benefits from Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. or as a result of your relationship with Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc. that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation

directly related to your duties to Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc.?  YES  NO

If yes, please describe the benefit(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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F. Are you or any of your Family Members a party to or have an interest in any pending legal proceedings involving Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc.?  YES  NO

If yes, please describe the proceeding(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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G. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Synod Assembly of SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH (U.S.A.), INC. in accordance with the terms and intent of Synod of South Atlantic, Presbyterian Church (U.S.A.), Inc.'s Conflict of Interest policy?  YES  NO

If yes, please describe the situation(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

## **Cultivate Committee Report to Synod Assembly: October 20, 2025**

Since the Synod Assembly held in February, 2025, the Cultivate Committee has met monthly, except for April; at each gathering we have used one of the Synod's Guiding Values as a starting place for discussion and supporting our work each month. Our members include: Pat Jones, Co-Chair; Billie Sutter, Co-Chair; Travis Adams, Sommer Bower, Ella Busby, Bobby Byrd, Jeff Davis, Dawn Neff, Barbara Hassall, Geoffrey McLean, Jeanne Simpson, and David Yandel. Joining us a Network leaders are: CeCe Armstrong, African American Network; Tony Boada Davila, Hispanic Network, Joo-Hoo Kim, Korean Network. Buz Wilcoxon and Erin Farry from Presbyterian College have joined us as Ministry Partners.

To more efficiently proceed with our work, the Committee divided itself into Ministry Partner Cultivators and Network Cultivators. In this way we have proceeded with the work needed for renewal of permanent Covenants with Ministry Partners, and have developed the Network concept within the Synod by discerning and establishing the necessary standards and practices for Synod Networks.

The Covenant with Eckerd College is now complete, approved by all parties, with a signing ceremony held in March, 2025. The Committee has worked with Rev. Dr. Buz Wilcoxon, Chaplain and Dean of Spiritual Life at Presbyterian College to develop a new evergreen Covenant with the College. This Covenant has been ratified by the Committee, the Presbyterian College Board, and is being presented to the Synod Assembly for its final approval. The Director of Church Relations for Presbyterian College, Rev. Erin Farry will be empowered by their Board to sign on the college's behalf. Both Erin and Buz have met with the Committee and continue to be in close contact. Pat and the Ministry Partner Cultivators are working with other partners, currently in various stages, regarding their Covenants.

At Synod Assembly earlier this year, the former Racial Ethnic Ministries became the first Synod Networks, under the same leadership. We have heard from the African American, Hispanic, and Korean Networks – directly or through written reports – about how they are doing with the new changes in the Synod structure. The Committee has developed the Network Application Form with a distinction of 'Seedlings' as beginning groups. A video was created and produced by Billie and the Network Cultivators as a way of introducing the Network concept, giving information about becoming a Network, filing out the application, and requesting seed money to get started. We currently have one Seedling Network approved by the Committee: The Transitional Collaborative Network expects to create and provide to the Synod 'a database of individuals trained and experienced in a wide variety of areas of interim/transitional ministry who could accomplish the needed transitional work, while local stated supply pastors provide consistent pastoral support to the congregation.'

We look forward to continuing to serve the Synod as we all serve God in this 'new and living way' of being God's people throughout the Synod of South Atlantic in Florida, Georgia, and South Carolina.

Pat Jones and Billie Sutter, Cultivate Committee Co-Chairs

## The Covenant between the Synod of the South Atlantic and Presbyterian College

Presbyterian College, in covenant with the Synod of the South Atlantic, affirms its founding purpose and deep commitment to the Presbyterian Church (USA) expressed through transformative liberal arts education, a strong tradition of service, and intentional relationships with partner churches, presbyteries, and other church-related institutions. Central tenets of the Reformed tradition such as the life of the mind in service to God, the priesthood of all believers, and a life of gratitude lived in response to God's grace are all core to the identity of the College.

With its historic emphasis on the need for ongoing reformation of the church and the transformation of society, the Reformed tradition encourages an open and rigorous search for truth, meaning, and purpose expressed in lives of service. Thus, Presbyterian College integrates excellence in academics with the development of servant-leaders imbued with a sense of honor and integrity. The College strives to play a meaningful role in society and to embody in the lives of its members the College's motto "*Dum Vivimus Servimus – While We Live, We Serve.*"

The history of the College's relationship with the Presbyterian Church has evolved since its founding in 1880 as an outgrowth of the mission of First Presbyterian Church of Clinton, SC to provide a college education for young people at Thornwell Orphanage. Today, Presbyterian College is governed by an independent Board of Trustees, and its intentional relationship with the church is still celebrated and vibrantly maintained as faith, learning, and service are woven together through the its curriculum, extracurricular activities, and spiritual life.

Alongside the Presbyterian Church (USA)'s commitment to celebrating the image of God in all people, Presbyterian College is committed to creating a culture where students, staff, and faculty of all faiths, identities, and backgrounds experience a sense of welcome, belonging, thriving, and wellbeing on campus.

Presbyterian College fosters a rich environment of spiritual life, creating space for students to deepen their sense of identity, grow in the practice of justice, and explore the richness of theological traditions. Through their course of study and mentoring relationships, students are invited into an ecology of vocation where they can discern God's calling on their lives.

The Synod of South Atlantic, in covenant with Presbyterian College, will pray regularly that the students, faculty and staff of the College might find intellectual, physical and spiritual wholeness; support Presbyterian College and its mission throughout the Presbyterian Church (USA); promote the College through Synod newsletters, website, and social media; maintain regular communication with the College Chaplain; embrace Presbyterian College as a locus not only of the church's teaching, but also for the church's learning, especially as a source of information about the culture of contemporary young adults; and celebrate the relationship between church and college that God may be glorified.

This covenant can be reviewed at the request of either party in a process agreed upon by both.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Anita Gustafson, PhD.  
President  
Presbyterian College

\_\_\_\_\_  
Valerie Young  
Synod Executive & Stated Clerk  
Synod of South Atlantic, PC(U.S.A.)



## EXECUTIVE CERTIFICATE IN RELIGIOUS FUNDRAISING (ECRF)

Presbyterian College is proud to partner with **the Lake Institute on Faith & Giving** at the **Lilly Family School of Philanthropy (Indiana University)** to offer the **Executive Certificate in Religious Fundraising (ECRF)**. The executive certificate program provides the research, tools, and customized training to meet the growing needs of leaders in religious communities and fundraisers of faith-based organizations. The focus of the ECRF is on the cultural, organizational, and philanthropic practices unique to religious institutions. These practices in turn enable donors motivated by spiritual and religious values to experience the joy of generous giving. **The next course will be hosted at Trinity Presbyterian Church in Atlanta, GA from May 11-13.** PC(USA) leaders can receive a Church Financial Leadership Grant through the Presbyterian Foundation to assist in attending the ECRF.



Scan QR Code to register for the next ECRF course

## THRIVING IN MINISTRY CONFERENCE

As part of PC's **Ecology of Calling Initiative** (funded by a grant from the Lilly Endowment) we are excited to sponsor a conference for clergy and other church professionals entitled **Thriving in Ministry**. The conference will occur on our campus **April 27 & 28**. PC alumni will serve as the featured speakers. **There is no cost to attend the conference, and hotel expenses will be covered for the first 20 participants who register.**



Scan QR Code to register for the Thriving in Ministry Conference

## THE PRESBYTERIAN PROMISE SCHOLARSHIP UPDATED AMOUNT! AN \$96,000 SCHOLARSHIP OVER 4 YEARS FOR PRESBYTERIANS

The Presbyterian Promise Scholarship is a commitment by Presbyterian College to recognize students for their merit and affiliation with the Presbyterian Church. PC seeks to develop students academically and spiritually in this signature scholarship. Students who are of members of Presbyterian churches, or who attend Presbyterian/Reformed secondary schools, will receive a scholarship for a minimum of **\$24,000 per year for up to four years**—that's a \$96,000 commitment to you.



Scan QR Code to apply or to refer a student

## SUMMER MIDDLE SCHOOL MISSION EXPERIENCE

**Monday, July 6 - Thursday, July 9**, Presbyterian College is hosting a unique summer experience for middle school youth groups that combines service/mission projects with a conference-style community. **Groups will engage in morning worship, impactful service, and meaningful faith formation opportunities.** As part of our **Ecology of Calling Initiative**, this event is **free to the first 50 participants who register** (including youth and adults). Groups are responsible for their own transportation, but all lodging, meals, and conference events are provided.



Scan QR Code to register your group for the Middle School Summer Experience

Contact **Rev. Dr. Buz Wilcoxon, Chaplain & Dean of Spiritual Life**, for any questions or to schedule a visit. Email: [bwilcoxon@presby.edu](mailto:bwilcoxon@presby.edu) Phone: 251-281-6822

We are happy to work with you to schedule guest preaching opportunities, retreat leadership, campus visits, or any other ways that we can be a resource for your church family.



**Synod of South Atlantic**  
**Inspire Committee**

October 2, 2025

Greeting to all our faithful brothers and sisters in Christ!

The Inspirers on the Inspire Committee seek to discern the unfolding will of God. They use the resources God provides to develop and support impactful ministry within the Synod.

The Inspire Committee shall:

- a. Encourage, support, and develop good fiscal grantsmanship and scholarship practices.
- b. Align the budget and stewardship efforts with Synod's journey statement and values.
- c. Promote awareness of opportunities and resources to support the work of inspiring and leading others in faith, hope, love, service, and witness.
- d. On behalf of Synod, administer a process for awarding grants and scholarships.

The Inspire Committee has met and developed recommendations to the Synod's full governing body to increase the per capita from Presbyteries to \$2.00 for the year 2026 and \$2.75 for the year 2027. This increase shall improve the economic mobility of the Synod's fiscal responsibilities and mission commitments. The Inspire committee continues to seek and find improvements to our operating budget with staff reorganization and more strategic improvements in how the revenues and expenditure are controlled.

The Synod's Treasurer monitors the Budget of the Synod of the South Atlantic, and we are looking back at what the visioning task force thought we would need in 2026.

**Action Item: The Inspire Committee is bringing the 2026 Preliminary Budget before the body for approval.**

**The Preliminary Budget is a rough, early estimate of expected 2025 income for use in 2026. It is developed in the initial stages of a fiscal year to provide a high-level financial overview and guide further, more detailed planning. The preliminary budget will serve as a foundational tool to assess feasibility, set priorities, gather stakeholder feedback, and make early decisions before a final budget is approved in 2026.**

**Purpose:**

**Financial Feasibility – To determine if a financial plan is viable from a cost perspective.**

**Guidance – Set initial guidelines and priorities for the development of the final more comprehensive budget.**

**Decision-Making – Helps stakeholders decide whether to move forward with a project and what financing options might be available.**

**Stakeholder Input – Provides a basis for gathering feedback from other parties, which helps improve the budget’s accuracy and functionality.**

Our stewardship challenges have given the committee opportunities to explore creative ways to inspire others with the stories of the excellent work accomplished by Synod. We are developing unique ways to reach out to our scholarship recipients to build connections and gain stories of how they are doing and being in prayer with them.

- Christian Education Scholarships awarded in 2025: \$10,250.00
- Theological Scholarships awarded in 2025: \$24,290.00

The Inspire committee will be reviewing the grant applications and scholarships to assist individuals who are searching for improvements in their faith journeys. The Inspire Committee will award grants at the October 9, 2025, meeting.

The Inspire Committee has developed a task force that will revisit and review the Gainesville Campus Ministry fund and begin the conversation about the Synod’s sustainability.

May God continue to bless each one of you, may God continue to shine his face and favor upon all you, and may God give you peace and understanding!

Tim Cureton, Co-chair

Christina Greenwalt, Co-chair

**Christian Education Scholarships  
2025 Awards**

Name	Please tell us what scholarship you are applying for.	Your Church of Membership/Service	Presbytery	Organization holding event/program or school:	Award
Brianna Nelson	Uderitz Memorial	Freeport Presbyterian Church Freeport, Florida	Florida	Gulf Coast State College	\$1,500.00
Jan Maloney	Uderitz Memorial	South Jacksonville Presbyterian Church	St. Augustine	United Lutheran Seminary	\$3,500.00
Grace Nelson	Uderitz Memorial	Freeport Presbyterian Church Freeport, Florida	Florida	University of Alabama	\$1,500.00
Jenny Tammera	Uderitz Memorial	Lakewood Presbyterian Church	St. Augustine	University of Dubuque	\$3,500.00

**Theological Scholarship  
2025 Awards**

Student's Name	Seminary/Theological School	Presbytery	Spencer 7560	Hawkins 7540	Total
Renan Jardim Silva	University of Dubuque Theological Seminary	Central Florida	\$500.00	\$3,430.00	\$3,930.00
Michael Trauger	University of Dubuque Theological Seminary	Central Florida	\$500.00	\$0.00	\$500.00
Lauren Christian	Columbia Theological Seminary	Florida	\$500.00	\$500.00	\$1,000.00
Janet Timmons	Pittsburgh Theological Seminary	Northeast GA	\$500.00	\$2,000.00	\$2,500.00
Carson Brown	Fuller Theological Seminary	Peace River	\$500.00	\$3,430.00	\$3,930.00
Brennan Gagnon	Princeton Theological Seminary	St. Augustine	\$500.00	\$2,000.00	\$2,500.00
Brian Mitchell	University of Dubuque Theological Seminary	St. Augustine	\$500.00	\$2,000.00	\$2,500.00
Jenny Tammera	University of Dubuque	St. Augustine	\$500.00	\$0.00	\$500.00
Jan Maloney	United Lutheran Seminary	St. Augustine	\$500.00	\$0.00	\$500.00
Lori Wolford	University of Dubuque Theological Seminary	Tampa Bay	\$500.00	\$3,430.00	\$3,930.00
Margaret Ruthven	Princeton Theological Seminary	Tampa Bay	\$500.00	\$2,000.00	\$2,500.00
			\$5,500.00	\$18,790.00	\$24,290.00

2025 Grant Awards

Name of Program/Project	Church or Organization	Presbytery	Grant Category	Award
New Hope Office of Immigration Services	New Hope Presbyterian Church	Central Florida	Cultivating Community	\$ 3,073.74
Elmira’s Place	First Presbyterian Church Milton FL	Florida	Cultivating Community	\$ 5,000.00
Outdoor Chapel	Covenant Presbyterian Church, Augusta, GA	Northeast Georgia	Cultivating Community	\$ 2,500.00
Guns to Gardens	Grace Presbyterian Church	Providence	Cultivating Community	\$ 1,500.00
Riviera Spirit Center	Riviera Presbyterian Church	Tropical Florida	Cultivating Community	\$ 2,000.00
Upgrades *	St. Luke Presbyterian Church	Charleston Atlantic	Hemphill Grants (small churches in SC)	\$ 1,500.00
Bathroom Renovation	North Anderson Community Church Presbyterian	Foothills	Hemphill Grants (small churches in SC)	\$ 3,500.00
Mt. Sinai Renovation	Mt. Sinai Presbyterian Church	New Harmony	Hemphill Grants (small churches in SC)	\$ 1,500.00
Ladson Presbyterian Church HVAC Replacement	Ladson Presbyterian Church, USA	Trinity	Hemphill Grants (small churches in SC)	\$ 3,810.00
Melina Presbyterian Church Youth Empowerment Program	Melina Presbyterian Church	New Harmony	Inspiring Ministry	\$ 5,000.00
Second Presbyterian Church Thriving with Seniors	Second Presbyterian Church Senior Ministry	New Harmony	Inspiring Ministry	\$ 5,000.00
Temporary Overnight Safe Space	First Presbyterian Church of Palatka	St. Augustine	Inspiring Ministry	\$ 5,000.00
Heritage Project 2032	First Presbyterian Church	Florida	Uderitz Memorial for FLA Churches	\$ 1,424.75
Fellowship Chairs and Storage Racks	Northminster Presbyterian	Peace River	Uderitz Memorial for FLA Churches	\$ 1,424.75
Generational Faith, Sustainable future: HVAC Renewal	El Cordero Presbyterian Church	Tropical Florida	Uderitz Memorial for FLA Churches	\$ 1,424.75
			<b>Total Grants Awarded</b>	<b>\$ 43,657.99</b>

Account Number	Account Name	2025 Budget	2025 Budget Est YE	2026 DRAFT Budget	
	Rollover from Prior Year	100,000.00	100,000.00	69,555.71	
4000	Transfer from Reserves for CY use				
	Empowering Leaders	40,000.00	16,201.83		
	Budget Funding	314,596.70	324,312.87	109,259.43	
	<b>Total 4000 - TRANSFER FROM RESERVES</b>	340,514.70	340,514.70	109,259.43	
4020	<b>UNRESTRICTED Giving from Prior Year</b>			214,002.94	
4060	Other Income		2,500.00	2,500.00	
4100	Worship Offering		1,213.30	-	Designated for Grants
	<b>Total 4020 - UNRESTRICTED</b>	-	2,500.00	2,500.00	
4510	Bank Interest		4,500.00	4,500.00	
4620	Miscellaneous Income		200.00	200.00	
	<b>Total Income</b>	<b>440,514.70</b>	<b>447,714.70</b>	<b>400,018.08</b>	
	<b>Presbytery Giving Held for Use in Next Year</b>				
4030.401	Per Capita	186,091.35	170,000.00		board restricted funds: Held for Odd Years; Held for Even Years
4035.401	Prior Year Per Capita	17,000.00	11,681.03		
4040.402	Mission Giving	70,057.92	28,000.00		
4045.402	Prior Year Mission Giving		4,321.91		
		<b>273,149.27</b>	<b>214,002.94</b>		

Account Number	Account Name	2025 Budget	2025 Budget Est YE	2026 DRAFT Budget	
6000	<b>EMBODY COMMITTEE</b>				
6010	Embody Leaders Formation	40,000.00		30,000.00	
	Calvin Center		4,737.00		
	LeaderWise		11,849.37		
	Participant Travel		2,653.57		
	Hospitality		34.36		
	Supplies		927.53		
	Presbytery Cost Share		(4,000.00)		Presbytery Cost Share
	<b>Total **** - EMBODYING MINISTRIES</b>	<b>40,000.00</b>	<b>16,201.83</b>	<b>30,000.00</b>	
	<b>CULTIVATE COMMITTEE</b>				
6110	Korean American NETWORK	15,000.00	15,000.00	10,000.00	
6120	African American Ministry NETWORK	15,000.00	15,000.00	10,000.00	
6130	Hispanic American Ministry NETWORK	15,000.00	15,000.00	10,000.00	
6190	Network seeds	5,000.00	5,000.00	5,000.00	
	<b>Total **** - CULTIVATING MINISTRIES</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>35,000.00</b>	
6200	<b>INSPIRE COMMITTEE</b>				
6220	Grants	20,000.00	20,000.00	30,000.00	New Grant for Youth
6230	Special Projects				
	<b>Total 6200 - INSPIRING MINISTRIES</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>30,000.00</b>	
6300	<b>OTHER MINISTRIES</b>				
6310	Pby Leader Formation	6,000.00	4,500.00	6,000.00	
6320	Synod Pby Leaders Forum	10,000.00	11,500.00	15,000.00	
6340	Special Gatherings	25,000.00	6,108.45	5,000.00	Journey Event/Gen. Assembly
	<b>Total 6300 - OTHER MINISTRIES</b>	<b>41,000.00</b>	<b>22,108.45</b>	<b>26,000.00</b>	

Account Number	Account Name	2025 Budget	2025 Budget Est YE	2026 DRAFT Budget	
5451	Permanent Judicial Commission				
5451.100	Trial Expense	-	-		
5451.102	PJC Training	3,000.00	-	3,000.00	
<b>Total 5451 - Judicial</b>		<b>3,000.00</b>	<b>-</b>	<b>3,000.00</b>	
5525	Phones	2,500.00	2,500.00	2,500.00	
5535	Office Supplies/Operations	6,000.00	6,000.00	6,000.00	
5580	Staff Travel	2,500.00	1,095.51	2,500.00	
5590	Software	2,200.00	2,616.00	2,200.00	
5720	Accounting	13,000.00	13,000.00	13,000.00	
5740	Communications	6,000.00	5,000.00	6,000.00	
5610	Insurance	7,000.00	7,194.00	7,000.00	
5611	Audit	7,500.00	7,000.00	7,500.00	
6410	Miscellaneous Expense	500.00	750.00	500.00	Credit Card processing
<b>Total Administration</b>		<b>47,200.00</b>	<b>45,155.51</b>	<b>47,200.00</b>	
<b>COORDINATING COMMITTEE</b>					
5411	Stated Meeting	15,000.00	4,296.50	500.00	In-person alt. years
5412	Committee Expenses	2,000.00	-	2,000.00	
5414	Moderator's Training	2,000.00	3,000.00	3,000.00	
5710	Administrative Assistant	25,000.00	25,000.00	25,875.00	
	Payroll Tax	918.00	2,000.00	2,000.00	
	Treasurer	12,000.00	12,000.00	12,420.00	
	Parliamentarian/Recording Clerk	5,000.00	1,000.00	1,000.00	Contract
5110	SE/SC				
5120	SE/SC Salary	110,745.00	110,745.00	114,621.00	
5121	SE/SC Housing	-	-	-	
5122	SE/SC BOP	25,562.90	25,562.90	25,962.28	2026 BOP changes
5123	SE/SC Payroll Tax	9,400.00	9,400.00	9,500.00	
5124	SE/SC Retirement Benefit	7,142.00	7,142.00	7,393.00	
5125	FSA Fees	46.80	46.80	46.80	
5200	SE/SC EXPENSE REIMBURSEMENT				
5201	SE/SC Continuing ED	2,500.00	2,500.00	2,500.00	
5202	SE/SC Travel	20,000.00	20,000.00	20,000.00	
5203	SE/SC Professional Expense	2,000.00	2,000.00	2,000.00	
<b>Total - COORDINATING MINISTRIES</b>		<b>239,314.70</b>	<b>224,693.20</b>	<b>228,818.08</b>	
<b>Total Expense</b>		<b>440,514.70</b>	<b>378,158.99</b>	<b>400,018.08</b>	
<b>Net Income (Loss)</b>		<b>0.00</b>	<b>69,555.71</b>	<b>0.00</b>	



## Report of the Coordinating Committee of the Synod of South Atlantic (SOSA)

*The Coordinating Committee of the SOSA expresses sincere gratitude and appreciation for the inspired work you as SOSA Commissioners have embodied throughout this year as we cultivate a new nimble Synod that lives into the ministry the PCUSA Book of Order envisions for such a time as this and beyond.*

The following items are for information purposes only:

1. SOSA is a programmatic synod that has the following personnel that support the work of the synod that is carried out by the standing Coordinating, Cultivating, Embody, and Inspire Committees: Valerie Young Executive Presbyter and Stated Clerk and Melissa Clapp, Administrative Assistant (PT)
2. The SOSA web address is <https://www.synodofsouthatlantic.org/>

### The following items are action items requiring a vote by you the Commissioners of SOSA:

1. The Coordinating Committee recommends the following amendments to the SOSA manual of operations:

- a. Strike and replace section 3.6 *Minutes*, with the following new text:

~~**Minutes.** Commissioners, members, and persons who are entitled to have a voice at any meeting of the Synod or its entities will have fourteen (14) days to respond to the minutes prepared by the Stated Clerk from the date the minutes are sent. The minutes will be sent out as an email attachment. After fourteen days have expired, the minutes will stand approved with any corrections brought to the attention of the Stated Clerk.~~

*The Stated Clerk will distribute a draft of the minutes of each meeting of the Synod to all commissioners, members, and persons who are entitled to have a voice at any meeting of the Synod or its entities. Those persons will have fourteen (14) days to respond with any corrections to the draft minutes. After fourteen (14) days, the minutes will stand approved with any corrections as submitted.*

- b. In section 8.5 on the Coordinating Committee, add the following as item “f” under responsibilities:

*On behalf of the Synod, authorize the celebration of the sacraments at meetings of the Synod, its entities, and other events and gatherings under the Synod’s jurisdiction.*

- c. Add a new Section 4.4, “Attendance” to the operations manual



*“To promote the effective conduct of business and respect the time of all involved, Commissioners are expected to attend all meetings of the Synod Assembly and their assigned committees or provide advance notice of their absence to the Stated Clerk whenever possible. The Stated Clerk may declare that a Commissioner is considered to have resigned after missing two consecutive meetings or three total meetings in a twelve-month period without providing advance notice of their absence whenever possible.”*

2. The Coordinating Committee recommends that the Synod of South Atlantic approve the following requests for authoritative interpretation (G-6.02) from the Stated Clerk of the General Assembly:

May a presbytery commission a ruling elder to limited pastoral service under G-2.10 when that ruling elder is a member of a congregation in another presbytery?

If a synod wishes to allow one of its elected leaders who is a ruling elder to serve communion across its region, must the synod request that each of its presbyteries specifically commission that ruling elder for such service under G-3.0301b and W-3.0410?

1st Wednesday  
Sack Lunch Conversation  
(South Atlantic Community Knowledge)

A monthly zoom for sharing across the Synod!

Join, learn and share experience, resources, and best practices on a new topic each month



Conversation Topics

November 5th: Pastoral Leadership Searches

December 3<sup>rd</sup>: Interim/Transitional Leaders



Register to receive the monthly invitation. You aren't obligated to attend every session. Not every topic will suit everyone. No one keeps attendance so, no excused absences necessary! And . . . it's zoom. Bring your lunch!

To register: scan the QR Code or visit [synodofsouthatlantic.org](https://synodofsouthatlantic.org)

# 2025 Synod Commissioners

Committee	First Name	Last Name	Presbytery	Class	Term	Ord	R/E	G	Age
<b>Coordinating</b>	Jackie	Rembert	New Harmony	2026	2	RE	B	F	46-55
<b>Coordinating</b>	Jamil	el-Shair	Savannah	2026	2	TE	B	M	>65
<b>Coordinating</b>	David	Yandle	Charleston-Atlantic	2025	1	RE	W	M	>65
<b>Coordinating</b>	Holly	Dillon	Tampa Bay	2025	1	TE	W	F	>65
<b>Cultivate</b>	Pat	Jones	Charleston-Atlantic	2025	1	TE	B	F	56-64
<b>Cultivate</b>	Billie	Sutter	Cherokee	2026	1	RE	W	F	>65
Cultivate	Dawn	Neff	Central Florida	2025	1	RE	W	F	>65
Cultivate	Bobby	Byrd	Charleston-Atlantic	2025	3	RE	W	M	>65
Cultivate	Sommer	Bower	Flint River	2025	1	TE	W	F	46-55
Cultivate	Jeanne	Simpson	Greater Atlanta	2025	3	TE	W	F	>65
Cultivate	Ella	Busby	New Harmony	2025	U	TE	B	F	>65
Cultivate	Travis	Adams	Northeast Georgia	2026	3	TE	W	M	>65
Cultivate	Jeff	Davis	Tampa Bay	2026	1	TE	W	M	36-45
Cultivate	Barbara	Hassall	Tropical Florida	2027	1	RE	W	F	>65
Cultivate	Geoffrey	McLean	Tropical Florida	2026	1	TE	W	M	46-55
<b>Embody</b>	Andy	James	Greater Atlanta	2025	1	TE	W	M	46-55
<b>Embody</b>	Hansler	Bealyer	St. Augustine	2025	3	RE	B	M	>65
Embody	Brian	Henderson	Charleston-Atlantic	2025	3	TE	B	M	46-55
Embody	Joanne	Kublik	Florida	2025	2	RE	W	F	>65
Embody	Paula Lynn	Jarrett-Coleman	Greater Atlanta	2026	1	RE	B	F	>65
Embody	Carson	Montgomery	Providence	2026	1	TE	W	F	
Embody	Margaret	Brooks	Savannah	2025	3	RE	W	F	>65
<b>Inspire</b>	Christina	Greenawalt	Central Florida	2025	3	TE	W	F	46-55
<b>Inspire</b>	Timothy	Cureton	Providence	2025	3	RE	B	M	>65
Inspire	Benjamin	Kwasi Aye-Addo	Cherokee	2025	U	TE	B	M	56-64
Inspire	Sonya	Dawson	Foothills	2026	2	RE	A/PI	F	56-64
Inspire	Beth	Hoskins	Foothills	2025	3	TE	W	F	56-64
Inspire	Kenya	Colbert	Northeast Georgia	2025	U	RE	B	F	46-55
Inspire	Lois	McGill	Peace River	2025	1	RE	W	F	>65
Inspire	Karen	Wismer	Peace River	2025	1	TE	W	F	>65
Inspire	Croskeys	Royall	Trinity	2026	2	TE	W	M	46-55
Inspire	Susan	Rose	St. Augustine	-		TE	W	F	56-64
	Janice Barge	Clarke	Tampa Bay	2025	3	RE	B	F	
	Ray	Bell	Trinity	2025	3	RE	W	M	>65
	<b>VACANT</b>		Florida	2026		TE			
	<b>VACANT</b>		St. Augustine	2026		TE			
Cultivate	Cece	Armstrong	Charleston Atlantic	None		TE	B	F	46-55
Cultivate	Luis A. "Tony"	Boada Davila	Central Florida	None		RE	H	M	
Cultivate	Joo Hoon	Kim	Northeast Georgia	None		TE	As	M	

## **2025 Synod Permanent Judicial Commission**

FIRST NAME	LAST NAME	PRESBYTERY	C	O	E	G
Bill	Teng	CENTRAL FLORIDA	2030			
EVELYN	WHITE	CHARLESTON-ATLANTIC	2028	RE	B	F
Margaret	Venable	CHEROKEE	2026			F
VIRGIL "LEO"	MARSHALL	FLINT RIVER	2028	TE	B	M
Mark	Broadhead	FLORIDA	2028	TE	W	M
Stuart	Mauney	FOOTHILLS	2028	RE		M
DONNA	WELLS	GREATER ATLANTA	2028	TE	W	F
Frank	Colclough	NEW HARMONY	2030	TE	B	M
WILLIAM T. "BILL"	CRAVENS	NORTHEAST GEORGIA	2026	RE	W	M
VACANT		PEACE RIVER	2026	TE	As	M
Joanne	Sizoo	PROVIDENCE	2026	TE	W	F
Calvin	Dixon	SAVANNAH	2028	TE		M
Don	Johnson	ST AUGUSTINE	2030	TE	B	M
VACANT		TAMPA BAY	2030			
Cassandra	Daniels	TRINITY	2030	RE		F
PAT	ASHLEY	TROPICAL FLORIDA	2026	TE	W	F

## **Previous Synod Permanent Judicial Commission Members**

*May be called upon when necessary to constitute a quorum (D-5.0206b)*

### **Class of 2020**

Karen Cookson  
Charleston Atlantic

Rev. Virgil Marshall  
Flint River

Rev. Barbara Stoop  
Foothills

Ed Kelly  
St. Augustine

### **Class of 2022**

Rev. David Bender  
Providence

Rev. Diane Lovin  
Savannah

Dr. Phyllis W. Sanders  
Trinity

Rev. Sharon Schuler  
Florida

Robert Smalley  
Cherokee

### **Class of 2024**

Howard Barnard  
New Harmony

Michael T. Clarke  
Tampa Bay

Josue "Joe" Raymond  
Central Florida



**PACKAGE POLICY COVERAGE SUMMARY**

**NAME AND MAILING ADDRESS OF INSURED**

SYNOD OF SOUTH ATLANTIC, INC  
 1937 University Blvd West  
 JACKSONVILLE, FL 32217

**Your Agent:** United Church Insurance Services  
**Telephone:** 1 (877) 597-8247  
**Paperless:** Yes

**MEMORANDUM NO./IB NO.** PKP008136613 / S000315000

**POLICY PERIOD** From: 1/1/2025 To: 1/1/2026

12:01 AM Standard Time at your address shown above.

This document is to evidence that the organization named above is or will be an insured under master policies issued to United Church Insurance Association (aka Insurance Board). Churches and affiliated entities and organizations of Protestant denominations covenantally aligned with the United Church of Christ are eligible to participate in this insurance program administered by Insurance Board. Coverage is for the stated time period and the coverages shown below. A detailed Memorandum of Insurance is attached. This document is for informational purposes only and does not amend or alter the terms, exclusions and conditions of the master policies. Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.

**COVERAGE PART DESCRIPTION**

<b>PROPERTY</b>	.....	Included
	<i>Property Limit – Total Value</i>	\$5,250
	<i>Deductible</i>	\$2,500
<b>INLAND MARINE</b>	.....	Not Included
	<i>Scheduled Fine Arts:</i>	
	<i>Scheduled Commercial Articles &amp; Miscellaneous Equipment:</i>	
<b>CRIME</b>	.....	Included
<b>GENERAL LIABILITY</b>	.....	Included
<b>UMBRELLA</b>	.....	Included
<b>ABUSIVE ACTS &amp; PASTORAL LIABILITY</b>	.....	Included
<b>DIRECTORS &amp; OFFICERS LIABILITY</b>	.....	Included
<b>OWNED AND LEASED AUTOMOBILE</b>	.....	Not Included
<b>HIRED &amp; NON-OWNED AUTOMOBILE LIABILITY</b>	.....	Included
	<b>TOTAL PACKAGE POLICY PREMIUM:</b>	\$3,984
	<i>(see separate invoice for payment instructions)</i>	

\* Coverage for Owned or Leased Vehicles, if insured through the IB Program, is on a separate Memorandum of Insurance or IB Program related Insurance Summary.

Date Issued: 12/10/2024



**PROPERTY PROGRAM  
MEMORANDUM OF INSURANCE**

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**NAME AND MAILING ADDRESS OF INSURED**

SYNOD OF SOUTH ATLANTIC, INC  
1937 University Blvd West  
JACKSONVILLE, FL 32217

**Your Agent:** United Church Insurance Services  
**Telephone:** 1 (877) 597-8247

**MEMORANDUM NO./IB NO.** PKP008136613 / S000315000

**OTHER NAMED INSURED(S)**

SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC

---

This document is to evidence that the organization named above is or will be an insured under a master policy issued to United Church Insurance Association (aka Insurance Board). Churches and affiliated entities and organizations of Protestant denominations covenantally aligned with the United Church of Christ are eligible to participate in this insurance program administered by Insurance Board. The organization named above is or will be an insured as of the beginning of the stated policy period and for the coverages shown below. A copy of the master policy is available for your review. This document is for informational purposes only and does not amend or alter the terms, exclusions and conditions of the policy.

**POLICY PERIOD**

**From: 1/1/2025 To: 1/1/2026**

12:01 AM Standard Time at your address shown above.

*Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.*

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**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 12/10/2024

PKP008136613 / S000315000

**COMMERCIAL PROPERTY  
(EQUIPMENT BREAKDOWN INCLUDED)**

**Limit - Total Values:** \$5,250  
**Deductible:** \$2,500

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**PROPERTY SCHEDULE**

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<b>Loc #/Bldg #</b>	<b>Address</b>	<b>Description of Premises</b>	<b>Applicable Coverages</b>	<b>Construction Type</b>	<b>Building Value</b>	<b>Contents Value</b>
004-001	10630 Wild Azalea Ct Jacksonville, FL 32221	Valeries Office	GS FL EQ		\$00	\$5,250

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To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/10/2024

PKP008136613 / S000315000

**SPECIAL COVERAGES – DEDUCTIBLES AND RESTRICTIONS**

Note: In the preceding schedule under 'Applicable Coverage', the following endorsements and coverage options may apply as indicated: FL means Flood; EQ means Earth Movement; FV means Functional Building Value; RL means Roof Surfacing (ACV) Endorsement; GS means Gold Seal.

**Flood**

Election of the "Flood" coverage option must be indicated on the Participant's Memorandum of Insurance for coverage to apply

See Schedule

As scheduled in individual Memorandum of Insurance, coverage not to exceed \$1,000,000 per occurrence and annual aggregate during any policy year.

Deductible is the same as for all other perils except Earth Movement, Hurricane & Named Storm. Deductible is as shown on page 1 of this Memorandum of Insurance.

Note: Coverage is unavailable for locations in Federal Flood Zones starting with A or V.

**Earth Movement (EQ)**

Election of the "Earth Movement" coverage option must be indicated on the Participant's Memorandum of Insurance for coverage to apply.

See Schedule

Deductible is 3% of stated values at each location, and for each occurrence in all states, except for locations in CA, the deductible is 5%.

**Hail**

Hail means precipitation consisting of concentric layers of clear ice and compacted snow. However, direct physical loss, damage or destruction arising from fire, explosion and Sprinkler Leakage not otherwise excluded caused by such Hail shall not be considered Hail within the terms and conditions of this definition.

See Schedule

See Schedule

**Water Damage**

- a. Leakage, escape or discharge of any substance from a fire extinguishing system or equipment, caused by freezing or any other Covered Cause of Loss, except for discharge in response to a fire;
- b. Leakage, escape, discharge, back-up or overflow of water or steam from a plumbing, heating, air conditioning or other system or appliance, caused by freezing or any other Covered Cause of Loss;
- c. Accidental discharge or leakage from roof drains, gutters, downspouts or similar fixtures or equipment;
- d. Incursion, leakage or seepage of water caused by or resulting from thawing of snow, sleet or ice on a building or structure; or
- e. But water damage does not include loss or damage otherwise excluded under the terms of the Water Exclusion and/or Exclusion 2(f) and 2(g), or C. Limitations.

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*To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>*

Date Issued: 12/10/2024

PKP008136613 / S000315000

**Hurricane & Named Storm**

Deductible is a percentage of the stated values for each location and for each occurrence in the following localities:

Included for All Locations

1. **5 percent deductible for entire state of Florida, and the following counties/cities/parishes by state:**

- Alabama: Baldwin, Mobile;
- Georgia: Bryan, Camden, Chatham, Glynn, Liberty, McIntosh;
- Louisiana: Calcasieu, Cameron, Iberia, Jefferson, Lafourche, Livingston, Orleans, Plaquemines, St. Mary, St. Bernard, St. Charles, St. James, St. John the Baptist, St. Tammany, Terrebonne, Vermilion;
- Mississippi: Hancock, Harrison, Jackson;
- North Carolina: Beaufort, Bertie, Brunswick, Camden, Carteret, Chowan, Craven, Currituck, Dare, Hyde, Jones, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Tyrrell, Washington;
- South Carolina: Beaufort, Berkeley, Charleston, Georgetown, Horry, Jasper;
- Texas: Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Jefferson, Kenedy, Kleberg, Liberty, Matagorda, Newton, Nueces, Orange, Refugio, San Patricio, Victoria, Willacy.

2. **2 percent deductible for entire state of Hawaii, and the following counties/cities/parishes by state:**

- Georgia: Brantley, Charlton, Effingham, Long, Wayne;
- Louisiana: Acadia, Ascension, East Baton Rouge, Iberville, Jefferson Davis, Lafayette, Tangipahoa, Washington, West Baton Rouge;
- Mississippi: George, Pearl River, Stone;
- North Carolina: Bladen, Columbus, Duplin, Hertford, Lenoir, Martin, Pitt;
- South Carolina: Colleton, Dorchester, Williamsburg;
- Texas: Bee, Brooks, Fort Bend, Goliad, Hardin, Harris, Hildalgo, Jackson, Jim Wells, Wharton;
- Virginia: Accomack, Chesapeake City, Gloucester, Hampton City, Isle of Wight, James City, Lancaster, Mathews, Middlesex, Newport News, Norfolk City, Northampton, Northumberland, Poquoson City, Portsmouth City, Suffolk City, Surry, Virginia Beach City, Westmoreland, Williamsburg City, York;

Business Income, including	Actual Loss Sustained - Up to \$500,000
Extra Expense	Included
Tuition & Fees (one year from date of restoration)	Included
Upgrade to Green Coverage	Up to \$50,000
Terrorism Coverage	Included
Unscheduled Fine Arts	\$25,000
Valuable Papers and Records	\$25,000
Accounts Receivable	\$25,000
Electronic Data & Media	\$25,000
Ordinance or Law	\$500,000

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**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**



1468 W. 9<sup>th</sup> Street, Suite 350  
 Cleveland, OH 44113  
 (800)437-8830 Fax (216)736-3239  
 www.InsuranceBoard.org

**COMMERCIAL CRIME  
 MEMORANDUM OF INSURANCE**

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**NAME AND MAILING ADDRESS OF INSURED**

SYNOD OF SOUTH ATLANTIC, INC  
 1937 University Blvd West  
 JACKSONVILLE, FL 32217

**Your Agent:** United Church Insurance Services  
**Telephone:** 1 (877) 597-8247

**MEMORANDUM NO./IB NO.** PKP008136613 / S000315000

**OTHER NAMED INSURED(S)**

**SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC**

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**POLICY PERIOD**

**From: 1/1/2025 To: 1/1/2026**

12:01 AM Standard Time at your address shown above.

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**COMMERCIAL CRIME COVERAGE PART**

Employee Theft	\$250,000
Forgery or Alteration	\$250,000
Inside the Premises – Theft of Money and Securities	\$250,000
Inside the Premises – Robbery or Safe Burglary of Other Property	\$250,000
Outside the Premises	\$250,000
Computer Fraud	\$250,000
Funds Transfer Fraud	\$250,000
Money Orders and Counterfeit Currency	\$250,000
Clients' Property	\$250,000
Impersonation Fraud (Social Engineering)	\$250,000
Investigative Costs	\$25,000
Telephone Fraud	\$250,000

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Deductible: \$2,500

**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 12/10/2024

PKP008136613 / S000315000



**LIABILITY PROGRAM  
MEMORANDUM OF INSURANCE**

**NAME AND MAILING ADDRESS OF INSURED**

SYNOD OF SOUTH ATLANTIC, INC  
1937 University Blvd West  
JACKSONVILLE, FL 32217

**Your Agent:** United Church Insurance Services  
**Telephone:** 1 (877) 597-8247

**MEMORANDUM NO./IB NO.** PKP008136613 / S000315000

**OTHER NAMED INSURED(S)**

SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC

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**POLICY PERIOD**

**From: 1/1/2025 To: 1/1/2026**

12:01 AM Standard Time at your address shown above.

**COMMERCIAL LIABILITY COVERAGE PART**

**Commercial General Liability\***

Each Occurrence Limit	\$2,000,000
Damage to Premises Rented to You	\$1,000,000 any one premises
Medical Expense Limit	\$10,000 any one person
Personal & Advertising Injury Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$5,000,000
General Aggregate Limit	\$5,000,000
Included in General Aggregate Limit:	
Nurses Professional Liability*	Included
Cemetery Professional Liability*	Included
Employee Benefit Liability (Claims Made)*	
Retroactive Date: 1/11/2013	Included
Privacy Breach Protection*	\$100,000 each occurrence
	\$100,000 aggregate
	\$500 Deductible

**CRISIS RESPONSE & CRISIS MANAGEMENT**

Crisis Response Limit of Insurance	\$50,000 per participant
Crisis Management Limit of Insurance	\$50,000 per participant

**To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>**

Date Issued: 12/10/2024

PKP008136613 / S000315000

Crisis Response and Crisis Management Combined

\$50,000 aggregate per participant

**PROFESSIONAL LIABILITY**

Pastoral Counseling Liability and Sexual Misconduct Liability are covered unless indicated as "Not Covered".

<b>Pastoral Counseling Liability (Claims Made)*</b>	\$2,000,000 each claim
Retroactive Date: 1/11/2013	
<b>Sexual Misconduct Liability (Claims Made)**</b>	\$2,000,000 each victim
Retroactive Date: 1/11/2013	\$5,000,000 aggregate

**DIRECTORS & OFFICERS LIABILITY**

<b>Directors &amp; Officers Liability (Claims Made)*</b>	\$3,000,000 each loss
Including Employment Practices Liability	\$4,500,000 annual limit (subject to agg.)
Including Educators Professional Liability	
Retroactive Date: 12/8/1998	

**COMMERCIAL AUTOMOBILE (NON-OWNED)**

<b>Hired and Non-Owned Automobile Liability*</b>	\$2,000,000 any one accident
<b>Hired Automobile Physical Damage*</b>	\$100,000 per vehicle
	\$1,000 ded. per occurrence
<b>Owned, Licensed Trailers Absent a Power Unit- Liability*</b>	\$2,000,000 any one accident
<b>Physical Damage</b>	\$50,000 each trailer
	\$1,000 ded. per occurrence
<b>Garagekeepers*</b>	\$35,000 each occurrence
<b>Comprehensive &amp; Collision</b>	\$1,000 ded. per occurrence

**These automobile coverages apply excess of any other valid and collectible insurance and are included in the CGL General Aggregate Limit.**

\*Indicates which coverages are included in the CGL General Aggregate Limit (per participant).

\*\*The Sexual Misconduct Liability limit was determined per the completed Underwriting Renewal Questionnaire, which is included with this document. If the questionnaire is blank, this indicates that a Renewal Questionnaire was not completed by November 1, 2024. In this case, the default abuse limit is \$300,000 per victim.

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/10/2024

PKP008136613 / S000315000



**EXCESS and/or UMBRELLA PROGRAM  
MEMORANDUM OF INSURANCE**

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**NAME AND MAILING ADDRESS OF INSURED**

SYNOD OF SOUTH ATLANTIC, INC  
1937 University Blvd West  
JACKSONVILLE, FL 32217

**Your Agent:** United Church Insurance Services  
**Telephone:** 1 (877) 597-8247

**MEMORANDUM NO./IB NO.** PKP008136613 / S000315000

**OTHER NAMED INSURED(S)**

SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC

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**POLICY PERIOD**

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12:01 AM Standard Time at your address shown above.

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**COMMERCIAL EXCESS LIABILITY COVERAGE PART**

There are **Distinct Excess Liability Parts** within the Insurance Board Program.

**\$10,000,000 Each Occurrence/ \$10,000,000 general aggregate per participant**

**Coverage provides excess limits for Commercial General Liability; Employee Benefits Liability; Cemetery Professional Liability; Automobile Liability for Owned Autos insured under the Insurance Board Program; and for Commercial Hired and Non-Owned Automobile Liability.**

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*To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>*

Date Issued: 12/10/2024

PKP008136613 / S000315000

Coverage provides excess limits for Pastoral Counseling Liability. (**See note below regarding exceptions.**)

Stop Gap coverages are provided to participants in North Dakota, Ohio, Washington State, and Wyoming. For all other states, Excess Employers Liability is available to package participants subject to minimum primary limits of \$1M Each Accident; \$1M per Employee for Disease; and \$1M Aggregate Limit for Disease.

Coverage provides excess limits for Owned Automobile Liability for Automobiles insured under the Insurance Board Program for Owned Automobiles. Coverage for excess limits is not provided for Owned Automobiles insured elsewhere.

**\$5,000,000 Per Participant Annual Limit for Sexual Misconduct Liability. (See note below regarding exceptions.)**

If any one or more "Memoranda of Insurance" applies to the same occurrence, incident, claim or accident, the limit will not exceed the highest limit available under any one "Memorandum of Insurance."

**Note:** The limits provided above for Pastoral Counseling Liability and Sexual Misconduct Liability apply excess of coverage carried in the Primary Liability Programs. If the Primary Liability Memorandum of Insurance indicates "Not Covered", the limits provided above do not apply.

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*To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>*

Date Issued: 12/10/2024

PKP008136613 / S000315000

Insured Copy

**Thank you for taking the time to complete your 2025 Renewal Questionnaire! Your completed questionnaire is below. No further action is required.**

## Insurance Board Underwriting Renewal Questionnaire

Church IB ID: S000315000 Church Name: SYNOD OF SOUTH ATLANTIC, INC

### Section 1

- Yes  No Do you currently have a written policy for preventing abuse in your children's ministries, youth ministry, and vulnerable adult programs?

### Section 2

- Yes  No Do you require that no minor is permitted to be alone with another minor or adult in any sponsored activity (whether on or off ministry premises)?

- Yes  No Have any clergy, employees, or volunteers, past or present, ever faced accusations, charges, convictions, incidents, claims for damages, or lawsuits in civil court related to sexual abuse or misconduct?

- Yes  No Are you aware of any facts, circumstances, or individuals who might lead to an investigation, inquiry, or allegation of sexual misconduct, abuse, or molestation against you or anyone affiliated with your organization(s)?

### Section 3

- Yes  No Do you require background checks for all employees & volunteers? (clergy, lay, teachers, aides, volunteers working with children or vulnerable adults)

- Yes  No Did you consult with legal counsel when developing and implementing your abuse prevention policy?

- Yes  No Do you currently enforce and audit your current abuse prevention policy and training?

### Section 4

- Yes  No Do you require that legal counsel review your abuse prevention policy on an ongoing basis or at regular intervals no longer than every three years?

- Yes  No Have you developed and implemented a plan to regularly communicate your abuse prevention policy to volunteers and employees?

- Yes  No Have you clearly communicated and outlined reporting procedures in the event of a reported abuse incident?

# SYNOD OF SOUTH ATLANTIC

## MANUAL OF OPERATIONS

### 1. NAME

This part of the Body of Christ shall be called the *Synod of South Atlantic of the Presbyterian Church (U.S.A.)* (hereafter referred to as the Synod). It shall consist of the Presbyteries in the states of Florida, Georgia, and South Carolina, as established by the General Assembly of the Presbyterian Church (U.S.A.). Its duties and powers are outlined in the *Book of Order* and defined in this Manual.

### 2. JOURNEY AND VALUES OF THE SYNOD OF SOUTH ATLANTIC

2.1. **Journey Statement:** The Synod of South Atlantic, PC(U.S.A.) **embodies** the grace and love of Jesus Christ, **cultivates** authentic community within and across presbyteries, and **inspires** impactful ministry, developing leaders so that the Church becomes united in faith, hope, love, witness, and service.

#### 2.2. **Guiding Values:**

**Grace:** We embody Jesus Christ's teachings by making grace the foundation of the Synod's work and interactions with others.

*"For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God" - Ephesians 2:8-9*

**Love:** We reflect Christ's love in our lives and work by listening deeply to one another and acting to build up the whole family of God.

*"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs" - 1 Corinthians 13:4-7*

**Authenticity:** We welcome the full selves of all who gather at our table, respecting one another and seeking to be open with each other, so that our relationships and interactions are sincere and true to the Christian faith.

*"Love must be sincere. Hate what is evil; cling to what is good" - Romans 12:9*

**Transparency:** We seek to practice openness in the systems and structures of the Synod so that nothing need be hidden from one another.

*"O God, you know my folly; the wrongs I have done are not hidden from you." - Psalm 69:5*

**Unity:** We work to unite the presbyteries and their congregations in faith, hope, love, witness, and service, emphasizing the importance of togetherness and collective purpose within the Synod.

*"Make every effort to keep the unity of the Spirit through the bond of peace" - Ephesians 4:3*

**Hope:** We welcome the Spirit's presence that keeps us moving forward in hope, becoming the community God intends.

*“Be joyful in hope, patient in affliction, faithful in prayer” - Romans 12:12*

**Faithfulness:** In our faithfulness, we reflect a commitment and devotion to seeing tomorrow today and seek to make that desired future real throughout the Synod.

*“Now faith is confidence in what we hope for and assurance about what we do not see” - Hebrews 11:1*

**Reforming:** As we are open to God’s reforming work, we develop presbytery and congregational leaders who share their faith and disciple others, using the patterns of the past to help us discern where God is guiding the church for the future.

*“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age” - Matthew 28:19-20*

### **3. SYNOD MEETINGS**

Synod meetings shall be governed by the *Constitution of the Presbyterian Church (U.S.A.)* and this Manual, with meetings conducted in accordance with the most recent edition of *Robert’s Rules of Order Newly Revised*.

- 3.1. **Stated Meetings.** The Synod shall meet in Stated Meeting twice each year, ordinarily via electronic meeting. The Coordinating Committee will establish a schedule of meetings and publicize it to the Synod, ordinarily one year in advance. The Synod will meet in-person at least once every two years, at a location to be determined by the Coordinating Committee.
- 3.2. **Special Meetings.** The Coordinating Committee shall call a special meeting of the Synod when it deems it necessary or when requested in writing by three Minister of Word and Sacrament commissioners and three Ruling Elder commissioners, representing three presbyteries, all of whom must have been commissioners to the most recent stated meeting of the Synod.
- 3.3. **Notice.** Notice of Synod meetings shall be sent to all commissioners, alternates, corresponding members, and presbytery staff no fewer than fourteen (14) days prior to each meeting. Materials for meetings will be available electronically no less than one week (7 days) prior to each meeting.
- 3.4. **Quorum.** The quorum for a meeting of the Synod shall be six (6) Ruling Elders and six (6) Ministers of the Word and Sacrament, representing six (6) Presbyteries of the Synod of South Atlantic.
- 3.5. **Use of Electronic Means for Meetings.** Meetings of the Synod and its entities will ordinarily be conducted by electronic means that permits all those present to hear one another and vote. Instructions for participation in the meeting shall be included with the notice of the meeting. Any necessary procedures or special rules for the electronic meeting may be defined by the Stated Clerk and included in the notice of the meeting. No action of the Synod shall be invalidated on the grounds that the loss of or poor quality of a commissioner’s individual connection prevented participation in the meeting.

- 3.6. **Minutes.** The Stated Clerk will distribute a draft of the minutes of each meeting of the Synod to all commissioners, members, and persons who are entitled to have a voice at any meeting of the Synod or its entities. Those persons will have fourteen (14) days to respond with any corrections to the draft minutes. After fourteen (14) days, the minutes will stand approved with any corrections as submitted.
- 3.7. **Expenses.** Expenses for commissioners shall be defrayed by the annual budget of Synod and shall be in accordance with a Synod-approved Travel Policy.

#### 4. **SYNOD ASSEMBLY**

- 4.1. **Working Together.** When the Synod of South Atlantic meets, it shall consist of the commissioners elected from its constituent presbyteries and any at-large commissioners elected in accordance with this Manual. Commissioners serve as leaders of the synod. They seek and discern the will of Christ, interpret the mission and actions of the synod, and serve the needs of the denomination in the region and member presbyteries. Commissioners, in taking action as the full Synod, speak with one voice. It is expected that while not all actions will be unanimous, the decisions of the body will be respected and supported by all. One voice ensures clarity of purpose and direction.
- 4.2. **Embody Leaders.** Every commissioner, in their first year of service to the synod, is expected to take part in the “Embody Leaders” program. Every commissioner also serves on one of the three committees described below based upon the commissioner’s input of personal discernment, the discernment of the Embody Committee, and the needs of the Synod.
- 4.3. **Conflicts of Interest.** Commissioners, while offering their gifts, skills, and abilities to the work of the Synod, will avoid conflicts of interest in exercising their responsibilities, including but not limited to fiduciary responsibilities.
- 4.4. **Attendance.** To promote the effective conduct of business and respect the time of all involved, Commissioners are expected to attend all meetings of the Synod Assembly and their assigned committees or provide advance notice of their absence to the Stated Clerk whenever possible. The Stated Clerk may declare that a Commissioner is considered to have resigned after missing two consecutive meetings or three total meetings in a twelve-month period without providing advance notice of their absence whenever possible.

#### 5. **COMMISSIONERS AND CORRESPONDING MEMBERS**

- 5.1. **Commissioners from Presbyteries.** Each presbytery shall elect two commissioners: one Minister of the Word and Sacrament and one Ruling Elder. Upon election, the stated clerk of each presbytery shall report to the Stated Clerk of the Synod the names and contact information of Synod commissioners from presbyteries by November 1 of the year prior to the year in which their term of service will begin or within seven days of election, whichever is later.

Commissioners to Synod from presbyteries shall serve terms of two (2) years, with each presbytery electing a commissioner each year, rotating between a Minister of the Word and Sacrament and a Ruling Elder. Commissioners from presbyteries may be

re-elected to full or partial terms, not exceeding three consecutive terms.

Commissioner's terms will begin on January 1st after election by their respective Presbyteries unless elected by a presbytery to fill a vacancy, when service begins upon election and is for the remainder of the unexpired term.

In the event that a commissioner from a presbytery is unable to fulfill his or her term as a Synod Commissioner, the Stated Clerk of the Synod shall notify the stated clerk of the commissioner's presbytery of the vacancy so that the presbytery may elect another commissioner to fill the unexpired term.

- 5.2. **At-Large Commissioners.** The following persons shall be at-large Synod Commissioners with voice and vote during their terms of elected service to the Synod:
- a. persons elected as co-chairs of Synod committees who are not commissioners from presbyteries;
  - b. two (2) leadership staff members of presbyteries (i.e. executive/general presbyters or stated clerks) elected to the Coordinating Committee; and,
  - c. the Moderator and Vice-Moderator of the Synod (see below), if not continuing in service as a commissioner from a presbytery.
- 5.3. **Corresponding Members.** The following persons shall be seated as corresponding members of the Synod with voice but not vote:
- a. the Synod Executive/Stated Clerk;
  - b. any Assistant Stated Clerk elected by the Synod;
  - c. the Treasurer of the Synod;
  - d. up to two (2) leadership staff members designated by each of the presbyteries (ordinarily the executive/general presbyter and the stated clerk);
  - e. one member designated by each Synod Network;
  - f. advisory members of Synod committees;
  - g. the Moderator of the Synod's Presbyterian Women; and
  - h. other corresponding members designated by the Coordinating Committee.

## 6. **OFFICERS**

- 6.1. **Moderator and Vice-Moderator.** The Moderator of the Synod shall lead the meetings of the Synod and serve as a symbol of the unity of the Church across the Synod in representing the Synod to the broader church and world, in coordination with the Synod Executive. The Vice-Moderator shall serve in the absence of the Moderator.

Each year, the Synod shall elect one of its commissioners from presbyteries to a two-year term of service, with the first year as Vice-Moderator and the second year as Moderator. Such election shall rotate between a Minister of the Word and Sacrament and a Ruling Elder.

The installation of the Moderator and Vice-Moderator shall occur at the conclusion of the final Stated Meeting scheduled for each calendar year. Their terms of service shall begin on January 1 following the Stated Meeting.

Synod shall budget an amount to pay the expenses of the Moderator and Vice-Moderator incurred in the discharge of official duties.

- 6.2. **Stated Clerk.** The Synod shall elect a Stated Clerk to serve for a designated term upon the appropriate committee's recommendation and may be elected to successive

terms. The duty of the Stated Clerk shall be to discharge those responsibilities described in the *Book of Order* and in the position description approved by the Synod.

**6.3. Assistant Stated Clerks.** The Synod may elect one or more assistant clerks for a designated term to assist the Stated Clerk. Any such clerk shall be nominated by the Stated Clerk for purposes approved by the Coordinating Committee.

## **7. STAFF**

The Synod's staff shall consist of the Synod Executive and such other staff as Synod may authorize. The Synod's staff are responsible for resourcing the work of the Synod, particularly through its committees, and providing specialized services as may be required by the Synod.

The Coordinating Committee is responsible for providing for the assessment and supervision of the staff of the Synod on behalf of the Synod, including maintaining position descriptions, a Personnel Manual, and any other appropriate policies to govern Synod staff.

**7.1. Synod Executive.** The Synod Executive shall be the chief administrative officer of the Synod and is responsible for administration and coordination of the Synod and the supervision of staff. The Executive shall be elected and installed to a definite term by the Synod upon nomination by the appropriate committee and may be elected to successive terms. The Executive shall be accountable to the Synod through and evaluated by the Coordinating Committee.

**7.2. Treasurer.** The Synod shall elect a Treasurer to a designated term and may be elected to successive terms, all upon the nomination of the appropriate committee. The Treasurer shall be accountable to the Synod through the Synod Executive and the Inspire Committee.

**7.3. Other Staff.** Other staff authorized by the Synod may be employed by the Coordinating Committee upon recommendation of the Synod Executive. All staff shall be under the supervision of the Synod Executive or their designee. The work of the staff shall be reviewed and evaluated at least annually by the Synod Executive.

## **8. COMMITTEES**

**8.1. General Provisions.** The Synod's committees are established to support the mission and administration of the Synod. Each committee is assigned the responsibilities outlined in its description below, including the appropriate areas where it is specifically empowered to act on behalf of the Synod.

**8.1.1. Membership.** Each committee consists of Synod commissioners from presbyteries and other persons elected to service in accordance with this Manual. Minimum numbers of commissioners are defined for each committee so that they may have the resources necessary to complete their work while allowing commissioners to serve where their gifts best fit and they feel most called. The Synod Executive shall be an ex officio member without vote of each committee and may designate other Synod staff members to support the work of each committee.

**8.1.2. Leadership.** Each committee shall have co-chairs elected by the Synod for a one-year term, renewable for up to three terms. Co-chairs will begin their term

on January 1 of each year, unless filling a vacancy. At least one co-chair shall be a Synod commissioner from a presbytery.

- 8.1.3. *Meetings.* Each committee establishes its own schedule of standing meetings and may call special meetings with three (3) days notice. The schedule of all meetings is posted on the Synod website. Committee meetings are open to any person with voice in a meeting of the Synod, as described in this Manual. A committee may move into executive session, with only voting members present, for a particular purpose of addressing personnel, legal, security, and/or property matters, upon majority vote of those voting members present, with any decisions reached recorded in the minutes and made public as soon as possible following the end of the closed meeting.
- 8.1.4. *Quorum.* The quorum for any committee of the Synod is a majority of the voting membership of the committee.
- 8.1.5. *Subcommittees.* Each committee may establish subcommittees to support its work. Such subcommittees may include persons who are not elected members of the committee.
- 8.1.6. *Advisory Members.* Each committee may select advisory members to participate in the committee's discernment and work for up to one year renewable and report them to the Synod. Advisory members are members of the PCUSA within the bounds of the Synod and have voice only on committees and at Synod meetings.
- 8.1.7. *Minutes and Records.* Minutes and other records of committees are maintained by the Stated Clerk or their designee.

## **8.2. Embody Committee**

As they embody the grace and love of Jesus Christ, the Embodiers on the Embody Committee help people find their place in the Synod, focusing on the practical and relational work of leadership, representation, and service in the Synod. It shall consist of at least six (6) synod commissioners from presbyteries and up to three (3) advisory members.

The Embody Committee shall:

- a. Work with staff to orient commissioners to the Synod.
- b. On behalf of the Synod, appoint commissioners to standing Synod committees and commissions based on their interest in particular service and attention to unity in diversity.
- c. Prepare nominations for persons to be elected to other service in the Synod.
- d. Serve as the Committee on Representation for the Synod, in accordance with G-3.0103, reviewing the composition of all Synod entities and making recommendations for the Synod to more deeply embody its unity in diversity.
- e. On behalf of the Synod, administer the Embody Leaders program to provide leadership training for Synod Commissioners and others.
- f. Encourage presbyteries to work together to develop leaders to serve in specialized roles (i.e. CREs, presbytery leaders).
- g. Provide space for ecumenical relationships with appropriate partners.

h. On behalf of the Synod, maintain policies required by the Book of Order.

### **8.3. Cultivate Committee**

The Cultivators on the Cultivate Committee prepare, develop, and support space for authentic communities to prosper and grow within and across presbyteries. It shall consist of at least ten (10) synod commissioners from presbyteries and up to five (5) advisory members.

The Cultivate Committee shall:

- a. Cultivate the formation and growth of Synod Networks, which are open, collaborative groups, centered on a shared interest, purpose, mission, or ministry, that build relationships and connections across the Synod, in accordance with the definitions outlined in this Manual.
- b. On behalf of the Synod, administer a process to give appropriate standing and provide seed money to Synod Networks.
- c. Identify resources in presbyteries and around the Synod to assist in cultivating Synod Networks.
- d. Provide space for having authentic, open, honest, candid, and courageous conversations.
- e. Receive and evaluate Synod Ministry Partner proposals and submit them to the Synod for approval.
- f. Ensure Synod Ministry Partners agree to and affirm the Synod Ministry Partner Covenant.
- g. Connect Synod Ministry Partners and Synod Networks to other ministries of the Synod.

### **8.4. Inspire Committee**

The Inspirers on the Inspire Committee seek to discern the unfolding will of God. They use the resources God provides to develop and support impactful ministry within the Synod. It shall consist of at least six (6) synod commissioners from presbyteries and up to three (3) advisory members.

The Inspire Committee shall:

- a. Encourage, support, and develop good fiscal grantsmanship and scholarship practices.
- b. Align the budget and stewardship efforts with the Synod's journey statement and values.
- c. Promote awareness of opportunities and resources to support the work of inspiring and leading others in faith, hope, love, service, and witness.
- d. On behalf of the Synod, administer a process for awarding grants and scholarships.

### **8.5. Coordinating Committee**

The Coordinators on the Coordinating Committee provide a place for the entities of the Synod to share and align their work so that all may be empowered for their purposes and further the journey of the Synod.

The Coordinating Committee is composed of the following persons:

- the Moderator and Vice-Moderator of the Synod;
- the two (2) co-chairs of the Embody, Cultivate, and Inspire Committees; and
- two (2) leadership staff members of presbyteries (i.e. executive/general presbyters or stated clerks).

The Coordinating Committee shall:

- a. Share information about the work of committees of the Synod to encourage coordination across entities.
- b. Make recommendations to the Synod to support missional alignment across its entities.
- c. Annually assess the Synod's work towards its common journey, making recommendations to the Synod as necessary to encourage continued development of common language and deepened purpose.
- d. Plan meetings of the Synod, including calling special meetings as appropriate.
- e. On behalf of the Synod, provide for the assessment and supervision of Synod staff and other related responsibilities specified in this Manual.
- f. On behalf of the Synod, authorize the celebration of the sacraments at meetings of the Synod, its entities, and other events and gatherings under the Synod's jurisdiction.

#### **8.6. SYNOD PERMANENT JUDICIAL COMMISSION**

The purpose of the Synod Permanent Judicial Commission is to consider and decide Synod judicial matters in accordance with the *Constitution of the Presbyterian Church (U.S.A.)*.

The Synod Permanent Judicial Commission shall:

- a. Have a membership nominated by presbyteries and elected by Synod.
- b. Have up to sixteen (16) members, one from each presbytery, balanced between Ministers of the Word and Sacrament and ruling elders in accordance with the Book of Order, each elected to a six-year term.
- c. Elect from its members such officers as it may determine.

#### **9. SYNOD NETWORKS**

Synod Networks are open, collaborative groups, centered around a shared interest, purpose, mission, or ministry, building relationships and connections across the Synod. Networks are organized by people and/or ministries that come from multiple presbyteries. They may form for various lengths of time to accomplish their purposes.

Synod Networks are approved by the Cultivate Committee. A designated person from each approved Synod Network may have voice in the deliberations of the Synod. Participants in Synod Networks are invited to offer themselves for service in the Synod.

#### **10. SYNOD MINISTRY PARTNERS**

Synod Ministry Partners are independent organizations that have entered into a relationship with the Synod of South Atlantic by adopting a standardized covenant. (PCUSA entities directly above and below the Synod are already in relationship with the Synod and are not considered ministry partners.)

Synod Ministry Partners are approved by the Synod upon recommendation of the Cultivate Committee.

## **11. BUDGET AND FINANCE**

- 11.1. *Processing of Contributions.* Per Capita and Mission Contributions from Presbyteries are ordinarily retained in a board designated fund to be applied to the budget for the following year. Unless otherwise specified, all gifts received (undesignated, designated as general mission or other), other than Presbytery per capita and/or mission support, will be applied to income during the year in which they were received.
- 11.2. *Budget.* The Inspire Committee will ordinarily present a budget based on projected income to the full assembly at the fall meeting. At the winter/spring meeting any necessary adjustments, based on the total received the previous year, will be proposed for approval by the assembly.
- 11.3. *Financial Review.* The synod will conduct an annual, professional, external financial review, in accordance with the provisions of G-3.0113.
- 11.4. *Grant Requirements.* Synod grants shall be disbursed only to organizations that conduct annual financial reviews or formal audits. The synod may require copies of these financial reviews or audits.
- 11.5. *Scholarship Requirements.* All scholarships are ordinarily paid directly to the event or institution.
- 11.6. *Financial Reports.* The synod will provide complete and accurate reporting to include budget and financial statements for the synod, as well as those ministries for which the synod provides legal/financial oversight, reflecting all restricted and unrestricted funds, at each Stated Meeting and to the Inspire Committee at least quarterly. Other persons and entities may request such information through the Synod Executive and/or Inspire Committee.

## **12. INVESTIGATION AND ADMINISTRATIVE REVIEW**

Upon proper notification and/or request, the Stated Clerk, in consultation with the Moderator, shall appoint a committee for the purposes of special administrative review (G-3.0108b) or investigation under reference (D-7.0401). The creation of such committee shall be reported to the next regular meeting of the Synod or a special meeting called for that purpose, with all directed response (G-3.0108c) to be approved by the Synod.

## **13. EXCEPTIONS AND AMENDMENTS**

- 13.1. *Suspension of the Manual.* Any provision of this Manual, except those related to amendments of the Manual, may be temporarily suspended by a two-thirds majority vote of the Synod.

- 13.2. *Amendments to the Manual.* Recommendations for proposed amendments to this Manual or the Bylaws of the Synod shall be submitted to the Stated Clerk and transmitted to the Coordinating Committee for their review and recommendation. Following review by the Coordinating Committee, the proposed amendment shall be included in the materials for the Synod meeting where the changes will be considered. A three-fourths majority vote of the Synod is required for adoption.

Approved by Synod Assembly, November 16, 2024

Revised by Synod Assembly, October 20, 2025

## **CHILD PROTECTION POLICY**

*Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Mark 10:14b*

### **Purpose**

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years.

For the few times that employees or volunteers might be involved with Synod of South Atlantic programs and activities with children, the Synod seeks to provide a safe and secure environment for the children during those times. These activities would include, but not limited to employees or volunteers who are:

- Involved in overnight activities with children
- Counseling children
- Involved in one-on-one mentoring of children
- Having occasional one-on-one contact with children

By establishing and implementing this Child Protection Policy, the Synod commits to the safety of all children while under its care and also protecting employees and volunteers from false accusations.

### **Two Adult Rule**

It is our goal to have a minimum of two unrelated adult workers in attendance at all times when children are being supervised during our programs and activities. Some classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. Children should not be alone with one adult on Church premises or in any sponsored activity unless in a counseling situation.

### **Open Door Rule**

Classroom doors should remain open unless there is a window in the door or a side window. Doors should never be locked while persons are inside the room.

### **Teenage Workers**

There may be times when it is necessary or desirable for babysitters (whether paid or volunteer), who are themselves under age 18, to assist in caring for children during programs or activities. The following guidelines apply to such teenage workers. They:

- Must be at least age 14
- Will be screened as appropriate
- Must be under the supervision of an adult

## **Medications Policy**

Medications are not to be administered, either prescription or nonprescription, to children while under care of the Synod. Medications should be administered by a parent at home. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the appropriate paid staff member to develop a plan of action.

## **Restroom Guidelines**

For the protection of all, workers should never be alone with a child in a bathroom with the door closed, and never be in a closed bathroom stall with a child.

## **Accidental Injuries to Children**

In the event that a child or youth is injured while under Synod care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, workers will provide First Aid (bandages, etc.) as appropriate, and will notify the child's parent or guardian of the injury.
- For injuries requiring medical treatment beyond simple First Aid, the parent or guardian will immediately be summoned, in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.

## **Responding to Allegations of Child Abuse**

For purposes of this policy, "child abuse" is any action or lack of action which endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – Any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – Emotional injury occurring when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, persistent teasing, or bullying.
- **Sexual abuse** – Any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – Depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care. Childcare workers may have the opportunity to

become aware of abuse or neglect of the children participating in programs and activities. In the event that an individual involved in the care of children becomes aware of or suspects abuse or neglect of a child under his or her care, or even outside of his or her care, this should be reported immediately to a full-time staff person for further action, and other authorities as mandated by Florida state law, or Georgia and South Carolina state laws.

- **Reporting** – It is mandatory that child abuse be reported to ecclesiastical and civil legal authorities,
  - 1) when information is gained outside of a confidential communication, as defined in the *Book of Order, G-4.0301*,
  - 2) when informant is not bound by an obligation of privileged communication under law, and
  - 3) when informant reasonably believes there is risk of future physical harm or abuse, *G-4.0302*.
- **Inappropriate Touching** – When caring for children, the childcare worker needs to be sensitive to any touching of them that might be deemed as inappropriate. Special care should be given when touching a child while attending to the child that is injured or emotionally upset.
- **Training** – Child protection training is mandatory for all volunteers working with children. The Synod office will utilize an online resource, [ministrysafe.com](http://ministrysafe.com) for all volunteers.

### **Criminal Background Check**

A national criminal background check is required for all employees and volunteers that are in contact with children at Synod events; for example, those:

- Involved in any day care program
- Involved in overnight activities with children
- Counseling children
- Involved in one-on-one mentoring of children
- Having occasional one-on-one contact with children

Before a background check is processed, prospective workers will be asked to sign an authorization form allowing the Synod to run the check. If an individual declines to sign the authorization form, he or she will be unable to work with children. The event organizer is required to send in the needed information to process a national background check at least one month before an event. The Synod office will process and send the results to the event chair.

The Synod *Administration and Relationships Committee* will determine on a case-by-case basis what constitutes a disqualifying offense preventing an individual from working with children. Generally, convictions for an offense involving children and/or offenses involving violence, dishonesty, substances, indecency, and any conduct

contrary to the carrying out of Synod's mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application will also be a disqualifying event. The background check authorization form and results will be maintained in confidence on file in the Synod office.

*Approved updates October 6, 2017, Stated Meeting*

## **FINANCE AND INVESTMENT POLICY**

### **RESERVE FUNDS**

#### **Unspent Selected Giving:**

These are funds received for a specific restricted use of funds, but not disbursed by the end of the current year. If the Synod declares the purpose no longer valid, these funds shall be held, reassigned, or returned to the donor, following consultation with the donor.

### **FINANCIAL CONTROLS**

Presbyteries are encouraged to send per capita and mission contributions by ACH direct deposit or other electronic means. All mail is sent to the synod c/o the Presbytery of St. Augustine 1937 University Blvd. W, Jacksonville, FL 32217.

The Accounting Firm will have “accountant access” (*defined by the banking institution*) to all operating accounts for purposes of bill pay, payroll processing, and account reconciliation. The Accounting Firm will also be included as recipient of any account information related to the synod’s investments, for purposes of reconciliation.

#### **Deposits:**

- Mail is opened by either the Synod Executive/Stated Clerk or the Synod Treasurer at least every two weeks.
- Deposits will be made electronically through the banking institution app. If the app is not available, the deposits will be made directly at a bank branch.
- Each check must be endorsed with a restrictive endorsement (“For Online Deposit only at (Named) Bank”).
- Once deposited, the check is marked and dated (“Mobile Deposit 9-6-2023”).
- The physical checks, once deposited, are held by the depositor in a secure location for a period not to exceed 30 days. Checks will be destroyed 30 days after deposit.
- Checks will be added to a separate “Deposits” dated report in SmartReceipts app and sent to a shared file in OneDrive, both the Synod Exec and/or Treasurer, as well as the Administrative Assistant.
- The Administrative Assistant will enter the deposits into accounting software based on information provided in the SmartReceipts report.
- The OneDrive folder will be accessible by the Synod Executive, Treasurer, and the Accounting Firm.

#### **Disbursements:**

Wherever possible, payments for operations of the synod, e.g., background checks, insurances, etc., will be made by credit card.

Alternatively, disbursements will ordinarily be made as indicated below.

Online Bill Pay/Bank Check:

- Expense reimbursements
- Budgeted ministry expenses
- Scholarship/Grants disbursed directly to the those awarded

Synod Check:

- Grants or Scholarships sent to a third party, e.g., Seminary, Church, or Educational Institution

**All invoices or requests for reimbursement will be processed in the following way(s):**

1. Sent to the synod's administrative assistant as they are received from the vendor or requestor.
2. Twice per month (exact dates to be determined based on the Accounting Firm calendar) any invoices, vouchers, etc. will be logged into an Excel spreadsheet.
3. A pdf document with the spreadsheet and all invoices, vouchers, etc. will be sent to the Treasurer for review and electronic signature.
4. The electronic signature will be set to automatically send a copy of the signed document to the Synod Executive and the Accounting Firm for payment as determined under "Disbursements"

**Synod Checks:**

Hardcopy (blank) checks will be held in a secure location by the Synod Treasurer.

In the event that a payment by physical check is deemed necessary, having been processed by the accountant, the Treasurer will receive notification from the accountant that checks are ready to print.

The Treasurer will print checks and arrangements will be made for an Officer other than the Treasurer, to endorse.

## INVESTMENT POLICY

### I. Introduction

The Synod of the South Atlantic (hereafter referred to as the “Synod”) holds investment funds (“Funds”) for a variety of designated purposes as part of its mission to faithfully serve Jesus Christ and the Presbyterian Church (USA) by supporting the ministries of our sixteen presbyteries and encouraging cooperation among sessions, presbyteries, and the General Assembly. The Synod has established an Executive Administrative Commission (“EAC”) which acts on behalf of the Synod between Stated Meetings of the Synod Assembly.

The purpose of this investment policy statement is to establish guidelines for the Synod’s investment portfolio (the “Portfolio”) in the areas that most influence investment returns and risks. The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio’s investment program and for evaluating the contributions of the manager(s) hired on behalf of the Synod and its beneficiaries.

### II. Role of the Investment Committee

The EAC has appointed a Working Group to temporarily serve as the Synod's Investment Committee (“Committee”) in writing this Investment Policy Statement (“Policies”). Once the Policies are approved by the EAC, the Synod's Budget and Finance Committee (“BFC”) will serve as the permanent Committee.

The BFC is acting in a fiduciary capacity with respect to the Portfolio, and is accountable to the Synod and to the EAC for overseeing the investment of all assets held in the Portfolio.

- A. The Policies set forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the BFC and any other parties to whom the BFC has delegated investment management responsibility for Portfolio assets.
- B. The Policies for the Fund contained herein have been formulated consistent with the Synod’s anticipated financial needs and in consideration of the Synod’s tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee.
- C. The Policies contained in this statement are intended to provide boundaries, where necessary, for ensuring that the Portfolio’s investments are managed consistent with the short-term and long-term financial goals of the Fund. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the Institution.

- D. The BFC will review these Policies at least once per year. Changes to the Policies can be made only by affirmation of a majority of the members of the BFC with approval of the EAC, and written confirmation of the changes will be provided to all BFC members and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

### III. Role of the Investment Committee

- A. The Portfolio is to be invested with the objective of preserving the long-term, real purchasing power of assets while providing a relatively predictable and growing stream of annual distributions in support of the Synod and its beneficiaries.
- B. For the purpose of making distributions, the Synod shall make use of a total return based spending policy, meaning that it will fund distributions from net investment income, net realized capital gains, and proceeds from the sale of investments.
- C. The distribution of assets of the Funds will be permitted to the extent that such distributions do not exceed a level that would significantly erode the Funds' real assets over time. The general and approximate annual spending target across all funds is 4%. The BFC will review its spending assumptions annually for the purpose of deciding whether any changes therein necessitate amending the Synod's spending policies, its target asset allocation, or both.
- D. Periodic cash flow, either into or out of the Portfolio, will be used to better align the investment portfolio to the target asset allocation outlined in the Asset Allocation Policy at Section IV. A. herein.

### IV. Role of the Investment Committee

#### A. Asset Allocation Policy

- 1. The BFC recognizes that the strategic allocation of Portfolio assets across broadly-defined financial asset and sub-asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.
- 2. The BFC expects that actual returns and return volatility may vary widely from expectations and return objectives across short periods of time. While the BFC wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to the Funds, to the assumptions underlying Fund spending policies, and/or to the capital markets and asset classes in which the Portfolio invests.

3. Fund assets will be managed as a single, balanced portfolio comprised of two major components: an equity portion and a fixed income portion. The expected role of Fund equity investments will be to maximize the long-term real growth of Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of Portfolio equity investments.
4. Cash investments will, under normal circumstances, only be considered as temporary Portfolio holdings, and will be used for Fund liquidity needs or to facilitate a planned program of dollar cost averaging into investments in either or both of the equity and fixed income asset classes.
5. Outlined below are the long-term strategic asset allocation guidelines, determined by the Committee to be the most appropriate, given the Fund's long-term objectives and short-term constraints. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines:

Asset Class	Target Allocation	Minimum	Maximum
<b>Total Equity</b>	<b>70%</b>	<b>50%</b>	<b>80%</b>
U.S.	42%	30%	48%
Non-US	28%	20%	32%
<b>Total Fixed Income</b>	<b>30%</b>	<b>20%</b>	<b>50%</b>
U.S. Aggregate	20%	16%	24%
Non-US Aggregate	10%	8%	12%
<b>Cash</b>	<b>0%</b>	<b>0%</b>	<b>10%</b>

6. While both actively and passively managed investment vehicles may be included in the portfolio, the BFC will maintain a bias towards passive management in the construction of the Portfolio.

#### B. Diversification Policy

Diversification across and within asset classes is the primary means by which the BFC expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the BFC will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:

1. With the exception of fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more

than 5% of total Portfolio assets.

2. With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment pool or investment company (mutual fund) shall comprise more than 20% of total Portfolio assets.
3. With respect to fixed income investments, the minimum average credit quality of these investments shall be investment grade (Standard & Poor's BBB or Moody's Baa or higher).

#### C. Rebalancing Policies

It is expected that the Portfolio's actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns earned on its investments in different asset and sub-asset classes. The Portfolio will be re-balanced to its target normal asset allocation under the following circumstances:

1. Utilize incoming cash flow (contributions) or outgoing money movements (disbursements) of the portfolio to realign the current weightings closer to the target weightings for the portfolio.
2. The portfolio will be reviewed quarterly to determine the deviation from target weightings. During each quarterly review, the following parameters will be applied:
  - a. If any asset class (equity or fixed income) within the portfolio is +/-5 percentage points from its target weighting, the portfolio will be rebalanced.
3. The investment manager shall act within a reasonable period of time to evaluate deviation from these ranges.
4. The investment manager with discretionary authority to manage the assets may rebalance the portfolio at any other time if it deems it appropriate to do so.

#### D. Other Investment Policies

The Synod and its investment managers are prohibited from:

1. Purchasing securities on margin, or executing short sales
2. Pledging or hypothecating securities, except for loans of securities that are fully collateralized.
3. Purchasing or selling derivative securities for speculation or leverage.
4. Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected given the objectives of their portfolios

## V. Monitoring Portfolio Investments and Performance

The BFC will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives. At its regular meetings, the BFC, will formally assess the Portfolio and the performance of its underlying investments for the most recently available quarter as follows:

- A. The Portfolio's composite investment performance (net of fees) will be judged against the following standards:
  1. The Portfolio's absolute long-term real return objective of modest growth after spending.
  2. A composite benchmark consisting of the following unmanaged market indices weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines
    - a. U.S. Equity: CRSP US Total Market Index or a similar broad domestic equity index
    - b. Non-U.S. Equity: FTSE Global All Cap ex US Index or a similar broad international equity index
    - c. U.S. Investment Grade Fixed Income: Bloomberg Barclays US Aggregate Float Adjusted Index or similar broad domestic fixed income index
    - d. Non-U.S. Investment Grade Fixed Income: Bloomberg Barclays Global Aggregate ex-US Float Adjusted RIC Capped Index or similar broad international fixed income index
    - e. Cash: Citigroup 3-Month T-Bill Index
- B. The performance of professional investment managers hired on behalf of the Portfolio will be judged against the following standards:
  1. A market-based index appropriately selected or tailored to the manager's agreed-upon investment objective and the normal investment characteristics of the manager's portfolio
  2. The performance of other investment managers having similar investment objectives
- C. In keeping with the Portfolio's overall long-term financial objective, the BFC will evaluate Portfolio and manager performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling three-year basis.

- D. Investment reports shall be provided by the investment manager(s) on a (calendar) quarterly basis or as more frequently requested by the BFC. Each investment manager is expected to be available to meet with the BFC once per year to review portfolio structure, strategy, and investment performance.

*Approved by EAC December 2, 2019  
Financial Controls Updated/Approved by Assembly Nov. 14, 2023*

# PERSONNEL POLICIES AND PRACTICES

## INTRODUCTION

The purpose of the *Personnel Policies and Practices* is to establish personnel policies for all employees of the *Synod of South Atlantic* responsible for the mission and development of the Presbyterian Church (U.S.A.) in Florida, Georgia and South Carolina. These policies have been developed to help each employee understand what is expected of him/her and what he/she may expect from the employer. They are provided by the Synod on recommendation of the Executive Administrative Commission, approved by Synod, and are to be appended to this Manual of the Synod.

These policies are also established to provide a system that insures that all personnel relationships provide equal employment opportunities, conform to the Fair Labor Standards Act, and implement the principles of the *Book of Order* of the Presbyterian Church (U.S.A.) in philosophy, as well as in specific details.

The employment practices are administered without discrimination in the areas of "race, color, national origin, sex, age, marital status, sexual orientation, creed, religious affiliation (except where religious affiliation is determined to be a *bona fide* occupational qualification) or disability" (*Uniform Personnel Policies*, General Assembly Council).

Full consideration is given to the applicant's education, skills, training, experience, and health. Every effort is made to find the most qualified person for the job and to offer competitive salaries.

## PERSONNEL POLICIES

### GENERAL INFORMATION

All applicants for employment are required to submit a written application and/or a resume prior to the initial interview.

A pre-employment physical may be required for all full-time employees, if there is any evidence that a prospective employee may have difficulty accomplishing the work.

A criminal background check will be performed on each employee.

Employees who work thirty-five (35) or more hours per week are classified as full-time; part-time is considered less than 34 hours per week.

Ordinarily Synod does not employ persons closely related and never employs personnel related to other staff members in an administrative or supervisory capacity.

### EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

The Fair Labor Standards Act provides for exempt and non-exempt positions with respect to overtime.

a. Non-Exempt Staff

Positions relating to the operation and management of the office are ordinarily classified as non-exempt. They are employed by the Synod Executive in consultation with the Executive Administrative Commission. They are accountable to the Synod Executive and ultimately to the Synod through the Executive Commission.

Non-exempt employees shall be paid overtime wages for hours worked in excess of 40 hours per week. Overtime pay is at the rate of one-and-a-half times the regular hourly rate. All overtime work must be approved by a supervisor in advance. Compensatory time off for hours worked in excess of 40 hours a week is allowed only within the limits established by law, and in no event more than one full day per month, unless two meetings take place within a given month.

If the normal work week for a non-exempt position is less than 40 hours a week, all hours worked up to 40 hours a week will be paid at the regular hourly rate. However, compensatory time off, i.e., one hour for each hour worked, may be given in lieu of payment for hours worked in excess of the normal work schedule, but less than 40 hours a week.

b. Exempt Staff

Executive and Program Staff are classified as exempt and are not paid overtime wages for hours worked either in excess of the normal work schedule or 40 hours a week. Such employees are expected to manage their schedules to provide them with a minimum of one day off each week, but absence from regularly scheduled work must be approved by their supervisor.

Ordinarily these persons are Minister of the Word and Sacrament. In accordance with the federal and state statutes and church policy all ordained clergy are considered employed persons engaged in the exercise of their ministry and are not subject to withholding of certain taxes, nor are they covered by unemployment insurance. They are, however, included in all other policies that apply to "employees," except where excluded by federal or state law.

c. Administrative Staff

Administrative Staff, as authorized by the Synod, and after consultation with the Executive Administrative Commission shall be employed by the Synod upon recommendation of the Synod Executive as provided in Synod's Manual. The *Book of Order* shall be followed.

d. Employment of Non-Exempt Staff

Full-time employees are those who work a regular schedule of at least 35 hours per week. They are entitled to full benefits including credit towards vacation and sick leave. Employees who work a regular schedule of less than 20-34 hours per week are classified as part-time and have limited benefits. Temporary employees are employed intermittently and are not eligible for such benefits.

e. Term of Office

Unless an employee is elected for a specific period, or has a contract of employment, all employment is at the will of the Synod or its Executive Administrative Commission.

f. Classification of Personnel

Executive Staff are elected by the Synod. The terms of call (for Ministers of the Word and Sacrament) are approved by that body and submitted to Presbytery of membership for approval. The terms of call will be reviewed annually by the Executive Administrative Commission and by the Presbytery of membership. Their employment terminates only by action of Synod.

Terms of employment for Ruling Elders elected by the Synod as Executive Staff are also approved by that body and their employment terminates only by action of Synod.

Support Staff (ordinarily non-exempt) are employed by the Synod Executive in consultation with the Synod Executive Administrative Commission. They are accountable to the Synod Executive and ultimately to the Synod through the Executive Administrative Commission.

## **PERSONNEL INFORMATION**

a. Position Descriptions

The Executive Commission shall develop a position description for each staff person in consultation with the Synod Executive. These should be reviewed at least bi-annually and altered as the need arises.

Major changes in the position description and compensation require Synod approval; all other changes may be made by the Executive Administrative Commission.

b. Probationary Employment

The first three months of employment of a non-exempt staff person shall be considered a probationary or trial period. During this time both the employee and supervisor will evaluate interest and qualifications for the position under actual working conditions. During this time employment may be terminated with no obligation on the part of either party.

Upon satisfactory completion of the probationary period, an appraisal will be prepared and discussed with the employee prior to permanent employment, which begins with the next pay period.

c. Orientation

The Synod's orientation consists of instruction in the policy manual, an explanation of the organizational structure of the Presbyterian Church USA, and particularly of the Synod of South Atlantic. This orientation is to be conducted by the employee's immediate supervisor.

### **CALLS FOR MINISTERS OF THE WORD AND SACRAMENT**

All Ministers of the Word and Sacrament, except those for whom a contract has been written, shall be provided with a written call stating the terms of employment. Such a call is to be prepared by the Executive Administrative Commission and approved by the Synod. In accordance with the *Book of Order* (G-2.0503a) the call shall be submitted to the Presbytery of membership for approval as a validated ministry, and reviewed annually.

Calls issued to all ministers will be signed by the Stated Clerk. In accordance with the *Book of Order* changes in Terms of Call for a Minister of the Word and Sacrament ministers serving on Synod Staff must be approved by the minister's Presbytery of membership.

### **SALARY ADMINISTRATION**

a. Salary Scale

Salaries of all positions are recommended by the Executive Administrative Commission, accepted and approved by Synod.

b. Method of Payment

Payroll checks will be distributed to each employee on the 15th and the last day of each month. These checks will show gross wages, deductions, and net pay. Any adjustments in compensation required by absenteeism, etc., will be made in the next pay period.

c. Payroll Deductions

Synod is required by law to withhold Federal Income and Social Security taxes for all employees who are not ordained ministers.

### **PERFORMANCE REVIEWS**

- a. Evaluation is a continuous process; however, an annual evaluation will be conducted for all employees within guidelines provided by the Executive Administrative Commission. Evaluators are to discuss their ratings and recommendations with the staff member. Written copies are placed in the employee's personnel file.

- b. A performance rating will be completed for each employee after 90 days of employment and annually thereafter. Personnel Review Guidelines are found in Addendum J.
- c. A complete personnel file is maintained on each employee. These files are confidential, with access limited to those persons who have authority in personnel matters and the individual to whom the information applies. These files are destroyed three years following separation from employment. Employees may have access to his/her file in the presence of the Synod Executive or his/her designee.

### **SEPARATION PRACTICES**

The term "separation" shall refer to any and all terminations of the relationship between an employee and the governing body.

#### a. Voluntary Resignation

A voluntary choice of separation freely made by the employee may take place after one-month's written notice for exempt employees or two-weeks' written notice for non-exempt employees. All such employees will receive pay for accrued vacation. Vacation pay is forfeited if notice is not given.

#### b. Dismissal for Cause

Dismissal for cause may take place by written notice from the Synod Executive and the Synod Executive Administrative Commission. Specific reasons for termination must be given. Notice, or pay in lieu of that, up to one month must be given to exempt employees; up to two weeks for non-exempt staff members who are dismissed. Employees who are dismissed will receive the cash equivalent of their unused earned vacation. No severance pay will be paid.

Causes for dismissal may include, but not be limited to:

- (1) Unsatisfactory performance, as determined by the ongoing performance review process.
- (2) Insubordination, including, but not limited to refusal to do any work which the employee is capable of doing and which falls within the purview of his/her position description.
- (3) Neglect in the care and use of Synod property and funds.
- (4) Unexcused absence.
- (5) Repeated tardiness.
- (6) Illegal, dishonest, or unethical conduct.
- (7) Failure to observe personnel practices.
- (8) Use of alcohol or narcotics on the job, or addiction to either.

Discharge of an employee is always considered to be an action of last resort - taken after remedial measures have been proven ineffective, or when the employee's

conduct is such as to preclude further employment. Written documentation is required, whenever possible, prior to recommendation for dismissal.

c. Termination Without Prejudice

An employee's employment may be terminated by the employer for reasons other than those enumerated above. Termination without prejudice will be upon the recommendation of the supervisor and agreement of the Synod Executive. Employees terminated without prejudice will be entitled to notice and severance pay as outlined in section "e" below.

d. Suspension

If unacceptable behavior (ie, insubordination, harassment of other employees, apparent involvement in dishonest or unethical acts, etc.) occurs, an employee may need to be suspended pending verification and evaluation of the circumstances. Suspended employees will receive pay during the investigative process.

Suspension without pay may be invoked by the Synod Executive, in accordance with Synod procedure, in circumstances in which an offense has been clearly established that warrants disciplinary action, but not dismissal. The employee may be suspended without pay for a period of up to two weeks.

Consultation between the employee and the immediate supervisor should precede suspension. Notice of the reason for the suspension must be given to the employee in writing.

The employee shall be notified in writing of his/her right to defend his/her position with or without an advocate, but at the employee's own expense.

e. Reduction in Force

Separation because of the discontinuation of a project, retrenchment in budget, or for other circumstances arising from no fault of the employee is at the discretion of the employer.

Written notice of such separation will come from the Synod Executive and the Executive Administrative Commission. Up to six-months' notice, or pay in lieu of notice will be given to exempt employees, and up to three-months pay for non-exempt personnel. If the position is reinstated within a period of one year, the individual who was previously employed in that position will be given first opportunity for the job.

Severance Allowance: in addition to the period of notice, a severance allowance will be given in relation to the length of continuous service with the Synod of South Atlantic as follows:

Years of Service

Weeks of Severance Allowance

Less than 1	2
1, but less than 4	4
4, but less than 5	6
5 years and over	8

Payment of these severance allowances will terminate the date the former employee begins a new position.

f. Death in Service

In the event of the death of either an exempt or non-exempt employee, the salary of that person will be continued to the spouse or dependent for four weeks from the date on which the death occurs.

Payment of death benefits is through the Death and Disability Plan of the Presbyterian Church (U.S.A.).

g. Exit Interview

Exit interviews are optional. Such an interview may be initiated by the employee leaving, the Synod Executive, or the Moderator of the Executive Administrative Commission.

## **RETIREMENT**

- a. *The Benefits Plan of the Presbyterian Church (U.S.A.)* is designed to make retirement possible at age 65 with full benefits in relation to accrued pension credits. Those who work beyond age 65 will continue to accrue additional pension credits.
- b. Subject to Normal Performance Standards, employees who desire to work beyond age 65 may do so. Those who desire to work beyond age 70 may continue on a year-to-year basis subject to the following approvals:
- (1) Synod Executive and Associate Executives -- by action of their Presbytery Committee on Ministry, and Synod.
  - (2) Other employees upon recommendation of the supervisors involved and the action of the Synod Executive.

Employees who wish to plan for a gradual transition to retirement are encouraged to explore with the Synod Executive possibilities for alternative responsibilities, part-time special project assignments, or other arrangements which would be beneficial to the employee and the Synod.

c. Early Retirement

An employee may retire as early as age 55, but with some loss of benefits. [See provisions of The Presbyterian Church (U.S.A.) Pension Plan.]

**BENEFITS AND SERVICES**

## a. Social Security

The Federal Social Security Act requires employers to deduct social security tax from non-ordained personnel at a rate established by law. The amount so deducted, plus an equal amount contributed by the Synod, is paid to the Federal Government in order to provide a federal pension for employees upon retirement.

## b. Workers' Compensation

Provision is made under the Workers' Compensation Law for an employee's care in case of injury while on the job, or should that person contract certain occupational diseases. Any injury received during work, no matter how slight, should be reported immediately to the Synod Executive or an Associate Executive.

## c. Group Life Insurance, Major Medical Plan, and 403B Retirement Savings Plan

The Synod will provide all full time employees (35 hours a week or more) with the denomination's Group Life Insurance coverage, Major Medical Plan, or if insured, the 403B Retirement Savings Plan administered by payroll deduction.

- (1) Dependents of exempt staff members are included in this plan at no additional cost to the staff member, according to their terms of call.
- (2) Dependents of non-exempt staff members may be covered at the expense of the employee and the cost will be administered by the accountant through payroll deduction.
- (3) 403B Retirement Savings Plan administered by payroll deduction.

## d. Libel and Slander Insurance

The Executive and Associate Executives are covered by libel and slander insurance as it pertains to the practice of his/her professional duties.

## e. Continuing Education

The Synod may provide all full time employees (35 hours a week or more) with annual paid Continuing Education.

- (1) Continuing Education use is for the sole benefit of enhancing the education relating directly to the employee's current position.
- (2) The employee is limited to five (5) working days per year.
- (3) Continuing Education benefits must be used within the calendar year, unless special permission is given by the Synod Executive.

**VACATIONS**

All full-time employees are eligible for an annual paid vacation. Vacation will not be granted until earned, and must be taken in its entirety in the year earned. Vacation scheduling is subject to the approval of the Synod Executive. Seniority will be the governing factor in determining the choice of dates. Vacation schedules must not impair the operational efficiency of the office.

- a. The length of vacation for members of the Executive Staff is determined by the call approved by Synod and their Presbytery.
- b. The Support Staff has ten working days with pay after one year of service. Each additional year of service entitles the employee to one additional paid vacation day until a maximum of 20 days are earned. Employees with less than one year of employment are also entitled to vacation.

[Note all approved vacation time on the schedule below]

<u>Service under 1 year</u>		<u>Service over 1 year</u>	
Months	Working days	Years	Working days
1	0	1	10
2	0	2	11
3	1	3	12
4	2	4	13
5	3	5	14
6	4	6	15
7	5	7	16
8	6	8	17
9	7	9	18
10	8	10	19
11	9	11 & over	20

- c. Vacations are with pay, and checks for earned vacation pay will be disbursed before the employee leaves for vacation, if so requested.

**HOLIDAYS**

The following days are designated as holidays, and the Synod Office will not be open:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Thanksgiving Day
Good Friday	Veteran's Day
Memorial Day	Christmas Eve Day

## Independence Day

## Christmas Day

These days are subject to change by action of the Executive Administrative Commission. All full-time employees receive full pay for these holidays; part-time and temporary staff members receive paid holidays only when the holiday is a regularly scheduled workday.

When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively. When a holiday occurs during an employee's vacation or sick leave, the employee will be granted an offsetting day off.

**SICK LEAVE**

Sick leave is granted to full-time staff members for absence because of personal illness or physical disability resulting in the incapacity of the staff member to perform the usual duties.

Medical, dental, or optical treatment/or examination is granted when approved in advance by the Synod Executive.

## a. Rate of Accrual

Sick leave will accrue at the rate of one day per month of service up to 120 days, and will be credited to each staff member's account as it is earned.

## b. When Sick Leave May Be Taken

Sick leave may be taken only to the extent that it is earned or advanced in accordance with the provisions of these rules and regulations.

## c. Payment of Salary for Sick Leave Days

No payment will be made for accrued sick leave of an employee upon termination of his/her employment with the Synod.

## d. Advanced Sick Leave

Sick leave may be advanced with prior approval of the Synod Executive. The maximum number of advanced sick leave days allowed to an employee is six (6) days.

## e. Sick Leave Without Justification

If it is determined that the illness or disability for which sick leave is taken by a staff member is unjustified, that staff member will be subject to remedial action, including termination of employment.

## f. Extended Illness or Disability

In the event of extended illness or physical disability, a staff member will be required to exhaust all earned sick leave and annual vacation. The absence will then be charged to advanced sick leave up to six days. Thereafter, the staff member may be put on one-half pay at the discretion of the Synod Executive without further charge upon his sick leave or annual vacation. The employee may then go on “no pay leave” in accordance with the provisions of these rules.

### **PERSONAL LEAVE**

There are times when an employee may need to be absent from work to care for personal matters. Personal leave may be granted to full-time employees or permanent part-time employees for the following reasons:

- a. Jury duty (up to two weeks annually)
 

An employee called for jury duty or short-term military service will receive the difference between military pay or jury duty pay and the normal salary.
- b. Marriage of an employee who has been with the Synod one year or longer (up to three days).
- c. Personal or family emergencies or for other personal business which cannot be cared for outside of working hours (up to three days annually).
- d. Death in the immediate family (wife, husband, child, brother, sister, parent, parents-in-law, or relative in same household). Four days will be given with pay in the event of death.
 

Each case will be evaluated by the Synod Executive in consultation with the Executive Administrative Commission.
- e. Active training as a member of the National Guard or organized reserve of any branch of the United States Armed Forces. When such leave is granted, payment by the Synod is limited to two weeks' salary computed in accordance with the regulations regarding vacation.
- f. **Parental Leave.** Within one year of birth or adoption, an employee may take up to twelve consecutive or intermittent weeks of paid leave. Requests for such leave shall be reviewed and approved in accordance with need by the Synod Executive in consultation with the Executive Administrative Commission.
- g. A request for a leave of absence is to be submitted by the employee in writing for review and approval by the Synod Executive.
- h. An employee on personal leave will receive full pay, except as noted above.

### **PART-TIME EMPLOYEES**

Part-time employees are those who are employed to work less than a 20-hour week. If employed at least 20 hours a week on a regular, continuing schedule, they are eligible for the following:

- a. Holiday pay if the holiday falls on one of the regularly scheduled working days for that employee. [See #11]
- b. Jury duty pay.
- c. Salary increases.
- d. Regular pay up to 40 hours; time and one-half compensation after time over 40 hours in any work week.
- e. Vacations and sick pay in proportion to hours worked each week.
- f. Workers' Compensation.
- g. Severance allowance in proportion to hours worked each week.
- i. Participation in the Presbyterian Church (U.S.A.) pension plans to the extent permitted for part-time employees by the plans.

If a part-time employee is later placed on a full-time basis, pro-rated credited service will be given from the first day of her/his part-time employment for the purpose of sick leave, vacation and other benefits.

### **BENEFITS FOR PART-TIME EMPLOYEES**

Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for the Presbyterian Pension and Benefits Plan or medical insurance. If a temporary employee joins the regular staff his/her temporary employment is not considered in computing vacation, sick leave, or other benefits.

### **INTERIM STAFF PERSONS**

- a. General Provisions
  - (1) To provide continuity of administrative and/or program services. Interim staff may be appointed to fill vacant, approved positions to serve until the position is filled or abolished.
  - (2) This policy is applicable to all positions whether filled by full-time, part-time, ordained or non-ordained staff.

b. Selection

The selection and hiring of an interim staff person should be in accordance with the provisions of the *Book of Order* and/or policy and practice of the Synod.

### **INTERPRETATION**

The final authority to interpret the Personnel Policies of the *Synod of South Atlantic* resides with the Executive Administrative Commission for all employees, not ordained as Ministers of the Word and Sacrament; and with the Executive Administrative Commission, in consultation with the Committee on Ministry, for Ministers of the Word and Sacrament serving the Synod.

### **DISPUTES AND/OR SEXUAL HARASSMENT**

Synod staff are encouraged to reconcile their differences with other staff individuals in a climate of openness and mutual trust. If this effort fails, the matter may be brought to the Synod Executive for mediation, or if the issue pertains to the Synod Executive, then the Moderator of the Executive Administrative Commission may be asked to mediate in the situation. If the situation remains unresolved, a staff member has the right to appear before the Executive Administrative Commission. In the event the appeal is not satisfactorily resolved, it may be forwarded to Synod for resolution. The Synod is the final authority for all staff except Ministers of Word and Sacrament who may appeal to their Committee on Ministry.

Sexual misconduct is defined in Addendum D (Sexual Misconduct Policy) of the *Synod Manual of Operations*. All forms of sexual misconduct are considered unacceptable within the work place and are subject to appropriate disciplinary action, in accordance with Synod Policy and the *Book of Order*.

### **GRIEVANCE PROCEDURES**

For purposes of this policy, a grievance is defined as an alleged violation of these Personnel Policies, the *Book of Order* of the Presbyterian Church (U.S.A.), or a State or Federal Law not adequately dealt with in those policies. In order to deal promptly and fairly with all grievances, the following steps are to be taken:

- a. The aggrieved party must first discuss the complaint with his/her immediate supervisor.
- b. If dissatisfied with the supervisor's response, the aggrieved party is to specify in writing the nature of the complaint and the steps previously taken toward its resolution and submit it to the Executive Administrative Commission through the Moderator. The Commission, in its capacity as the Synod Personnel Committee, will seek to resolve the issue in consultation with all parties involved.

- c. After consultation with the immediate supervisor of the aggrieved party, the Executive Administrative Commission shall review the findings with the Synod Executive and shall then communicate its decision in writing to all parties involved. This shall be done as expeditiously as possible.
- d. If the Synod Executive is a party to the dispute, no review of findings will take place. At this point, if there are allegations of misconduct on the part of the Synod Executive, the Rules of Discipline would apply.
- e. If dissatisfied with the decision of the Executive Administrative Commission, the aggrieved party may request the intervention of a mediator acceptable to the parties involved. A mediation hearing of the complaint will be held within 45 days from the date of reception of a written appeal. The mediator will make recommendations in writing regarding resolution of the issues to Synod for its discussion and decision on the matter. The decision of Synod is final, except for Ministers of the Word and Sacrament who may appeal to their Committee on Ministry.
- f. Right of Advocacy: It is understood that the aggrieved party may have an advocate with him/her at all steps of the formal process at his/her expense.

### AMENDMENTS

This manual may be amended by recommendation made by the Executive Administrative Commission, approved and adopted by the Synod.

*Approved updates October 6, 2017, Stated Meeting*

## PERSONNEL REVIEW GUIDELINES

In its capacity as the Personnel Committee of the Synod of South Atlantic, the Executive Administrative Commission (EAC) will adhere to the following schedule as it exercises oversight of Synod staff personnel functions:

1. 90-day review of non-exempt employees and professional contractors
  - a. No later than 90 days after a newly hired employee's/contractor's start date, the Synod Executive will submit to the EAC a written review of the employee's/contractor's performance to date, with a recommendation to retain or not retain.
  - b. The review will evaluate the individual's performance of each task for which s/he is responsible, as specified in the position description.
2. Annual performance review of non-exempt employees and professional contractors
  - a. Each employee and contractor will receive an annual written review and personal debrief of his/her job performance in February by the Synod Executive.
  - b. The Synod Executive will provide to the EAC a copy of the review(s), signed by the Synod Executive and the employee/contractor, no later than March 1, prior to the March meeting of the EAC.
  - c. The Synod Executive will meet with the EAC at the March meeting to present the annual performance review(s), offer compensation recommendations, and answer questions.
  - d. The EAC will afford each employee/contractor an opportunity to meet with the EAC privately without the Synod Executive present, if desired.
  - e. Based upon the results of the performance review(s), the EAC will recommend for Synod approval, compensation for each employee/contractor in the upcoming year's budget.
3. Review of compensatory time for non-exempt employees
  - a. At each of its two meetings during the year (March and September), the EAC as part of its routine personnel oversight will receive a written report from the Synod Executive regarding compensatory time/overtime offered to non-exempt employees.
  - b. The EAC will afford each employee an opportunity to meet with the EAC privately regarding compensatory time/overtime without the Synod Executive present, if desired.
4. Annual review of Synod Executive/Stated Clerk
  - a. The Synod Executive/Stated Clerk will receive an annual written review and personal debrief of his/her job performance in March by the EAC.
  - b. The annual review will be based on input from the EAC, presbytery executives and stated clerks within the Synod of South Atlantic, racial-ethnic consultants of the Synod, Synod commissioners, members of the Synod PJC, and Synod employees/contractors.

- c. The evaluation tool will be developed and approved annually by the EAC at its September meeting.
  - d. Based upon the results of the performance review, the EAC will recommend for Synod approval, compensation for the Synod Executive/Stated Clerk in the upcoming year's budget.
5. Alleged violations of Sexual Misconduct Policy
- a. Any alleged violation of the Synod Sexual Misconduct Policy by a member of Synod staff, or by someone participating in a Synod-sponsored event will be reported immediately to the EAC.
  - b. The EAC will follow the process outlined in the Sexual Misconduct Policy paragraph titled, "Reporting Abuse."
6. Alleged violations of Child Protection Policy
- a. Any alleged violation of the Synod Child Protection Policy by a member of Synod staff, or by someone participating in a Synod-sponsored event will be reported immediately to the EAC.
  - b. Any such alleged violation will also be reported to civil authorities, within the parameters outlined in the Synod Child Protection Policy paragraph titled, "Responding to Allegations of Child Abuse."

*Approved October 6, 2017, Stated Meeting*

## **SEXUAL MISCONDUCT POLICY**

It is the policy of the *Synod of South Atlantic of the Presbyterian Church (U.S.A.)* that all Synod leadership - personnel, commissioners, committee members, non-member employees, volunteers of the Synod, and entities of the Synod - are to assume high ethical and moral standards in all of life, including all expressions of our sexual behavior. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct. Our commitment is to model the example of Christ, and to be rooted in the love of Christ in all relationships.

### **DEFINITION OF SEXUAL MISCONDUCT**

Sexual Misconduct is the comprehensive term used to include the following:

- (1) Sexual abuse is an offense to a child under 18 years of age, or anyone without the mental capacity to consent, which includes force, threat, coercion, intimidation, or misuse of office or position. *Book of Order*, “D-10.0401b”
- (2) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- (3) Rape or sexual contact by force, threat, or intimidation.
- (4) Sexual conduct, such as offensive, obsessive or suggestive language or behavior, unwelcome touching, or fondling or unacceptable visual contact.
- (5) Misuse of technology that results in sexual harassment or abuse of another person, such as texting or emailing suggestive messages and images to another person.
- (6) Sexual Malfeasance is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

### **PREVENTION**

By establishing this policy, what constitutes sexual misconduct should be fully understood and avoided. Every person participating in the life of the *Synod of South Atlantic* will be given a copy of this statement and asked to read and sign the *Acknowledgement and Acceptance form*. This not only includes direct employees of *Synod of South Atlantic*, but also those attending any event sponsored by this Synod.

### **REPORTING ABUSE**

Following receipt of an allegation of, or complaint about misconduct, the Moderator of the Synod Executive Administrative Commission (EAC), and the Commission acting as the Personnel Committee, shall decide how to proceed.

For Synod employees, regardless of their position in the church or affiliation with the Presbyterian Church (U.S.A.), the Synod Executive Administrative Commission as the Personnel Committee shall be involved in the matter. If the matter involves

Presbyterian Ruling Elders and Laypersons, they shall be referred to their local Session. If the situation involves Ministers of the Word and Sacraments, they shall be referred to the Presbytery of membership. The Presbyterian Church (U.S.A.) Rules of Discipline shall be followed as detailed in the *Book of Order*.

For a person who is not a member of the Presbyterian Church (U.S.A.), a three-person Investigative Team shall be appointed by the EAC Moderator and Commission, as the Personnel Committee, from among the Ruling and Ministers of the Word and Sacrament of the Synod, and the situation shall be turned over to the Investigating Team. This Team shall make a report within one month to the EAC. The report should include what steps need to be taken to remedy the situation. If a criminal act is the basis of any allegation or complaint, the matter will be immediately turned over to the proper civil authorities.

Confidentiality is important and must be maintained at all times in order to protect all parties involved.

It is mandatory that child abuse be reported to ecclesiastical and civil legal authorities when 1) information is gained outside of a confidential communication, as defined in the *Book of Order*, G-4.0301, 2) when informant is not bound by an obligation of privileged communication under law and 3) when informant reasonably believes there is risk of future physical harm or abuse, G-4.0302.

## **REHABILITATION**

In meeting the needs of the *Victim*, the Synod is responsible for assuring that adequate treatment and care are available for the alleged victim(s) and family members. The Synod should demonstrate a Christian approach, treating all parties in a fair and equitable manner. The *Victim* may require spiritual and professional assistance as a result of sexual misconduct. The Synod should offer to help arrange for such support should this be desired. The Synod should also be aware of the impact this event has on the family of the *Victim* should he/she be a staff member, and recommend resources to support these needs.

Whether the allegations about the *Accused* are eventually found to be true or not, the *accused* deserves to be treated with Christian kindness and respect. Seeking spiritual support or professional counseling may be recommended. Staff members should not be engaged in personal counseling because of their potential involvement in the disciplinary process. Should the *Accused* be found *innocent*, it is important that this decision be disseminated as soon as possible to the appropriate persons in an effort to restore the reputation of the accused.

If a case of sexual misconduct becomes a matter of public knowledge within the workplace, appropriate meetings with individuals, small groups, or with the entire staff shall be held. Such meetings should provide information about sexual misconduct in general, Presbyterian polity and our judicial process, and how those who may have been victimized may be heard and supported.

## EMPLOYMENT PRACTICES

The *Synod of South Atlantic* shall maintain a confidential personnel file containing documents related to this policy for every employee. All persons considered for employment at the Synod should pass a Criminal Background check at the very least, paid for by the Synod. Falsification of any information, including the record of any previous complaints or allegations of misconduct on the employee's application is grounds for immediate dismissal. The signed *Acknowledgement and Acceptance form* will be retained for each Synod staff member in his/her individual personnel file for as long as the person is employed or volunteering.

At the first Synod meeting of each year, the Synod Stated Clerk shall call the Commissioners' attention to the contents of the Sexual Misconduct Policy and note who has not signed the *Acknowledgement and Acceptance form*. This form must be signed by all who are involved in any form of Synod affairs. It should be understood by all that the *Synod of South Atlantic* has a policy of NO TOLERANCE regarding the issues covered in this Sexual Misconduct Policy.

*Approved updates October 6, 2017, Stated Meeting*

**BY-LAWS**  
**OF**  
**THE SYNOD OF SOUTH ATLANTIC,**  
**PRESBYTERIAN CHURCH (U.S.A.), INC.**  
**(A Florida Not for Profit Corporation)**

**ARTICLE ONE**

**OFFICES**

The principal office of the Corporation shall be the principal administrative office of The Synod of South Atlantic of the Presbyterian Church (U.S.A.), ("the Synod"), an ecclesiastical governing body of the Presbyterian Church (U.S.A.), as the same shall be from time to time designated. The Corporation may have such other offices, either within or without the State of Florida, as the Board of Trustees may determine with the concurrence of the Synod.

**ARTICLE TWO**

**MEMBERSHIP**

As provided in the Corporation's Articles of Incorporation, the membership of the Corporation shall consist of those qualified to sit as commissioners in called and stated meetings of the Synod, according to the provisions of the Book of Order of the Presbyterian Church (U.S.A.) and the Manual of the Synod.

**ARTICLE THREE**

**ELECTION OF TRUSTEES**

- A. Members of the Executive Administrative Commission of the Synod of South Atlantic shall serve as Trustees of the Synod of South Atlantic and comprise the Board of Trustees until such time as their successors are elected as hereinafter provided.

- B. Successor Trustees shall be elected and appointed by the Synod in the manner provided in its Manual.
- C. The Board of Trustees shall consist of such a number as the Synod may designate.
- D. The Trustees shall be elected to serve for a one (1) year term and shall serve until his/her successor has been elected. Trustees may be re-elected to full or partial terms, but are limited to no more than six (6) consecutive years.
- E. A vacancy on the Board of Trustees shall be filled by a majority vote of The Synod and each Trustee so elected shall hold office for the unexpired term of his/her predecessor.

#### **ARTICLE FOUR**

##### **POWERS OF BOARD OF TRUSTEES**

Subject to the limitations contained in the Articles of Incorporation and of the provisions of law or rules of the Synod requiring corporate action to be exercised, authorized, or approved by the members of the Corporation, and except as otherwise expressly provided in these By-Laws, all of the lawful powers of the Corporation shall be vested in and exercised by or under the authority of the Board of Trustees, and the business and affairs of the Corporation shall be conducted and controlled by such Board. The foregoing general grant of power to the Board of Trustees shall not be deemed to be curtailed or restricted by other provisions of these By-Laws that declare the power of or impose the duty upon the Board of Trustees in any specific matter.

#### **ARTICLE FIVE**

##### **ORGANIZATION OF BOARD OF TRUSTEES**

As provided in the Corporation's Articles of Incorporation the Board of Trustees shall elect a president, a vice-president, and a secretary-treasurer from its members.

- A. The president of the Board of Trustees shall preside at all meetings of the Board of

Trustees, shall see that all orders and resolutions of the Board of Trustees are carried into effect, and shall have such other powers, duties and authority as may be prescribed by the Board of Trustees from time to time.

- B. The vice president of the Board of Trustees shall exercise the powers and perform the functions that are from time to time assigned to him by the president and shall have the powers and exercise the duties of the president in the absence of the president.
- C. The secretary-treasurer of the Board of Trustees shall be the custodian of and shall maintain the corporate books and records and shall be the recorder of the Corporation's formal actions and transactions.

## **ARTICLE SIX**

### **MEETINGS OF THE TRUSTEES**

- A. The Board of Trustees shall hold a regular annual meeting each year. Unless otherwise agreed by a majority of the Board of Trustees, this meeting shall be held immediately following the adjournment of, and at the same place as a stated meeting of the Synod. At such meeting the Board of Trustees, including any Trustee newly elected, shall organize itself for the coming year, shall elect its officers, and shall transact all such further business as may be necessary and appropriate.
- B. The place of any regular annual or special meeting of the Board of Trustees may be held at any reasonable and convenient location within the States of Florida, Georgia or South Carolina. Notwithstanding any other provision of these By-Laws, the Board of Trustees may permit any or all Trustees to participate in a regular or

special meeting by, or conduct the meeting through the use of, any means of communication by which all Trustees participating may simultaneously hear each other during the meeting. A Trustee participating in a meeting by this means shall be deemed to be present in person at the meeting.

- C. All meetings of the Board of Trustees may be called and the place and manner of meeting designated by the president, or his/her delegate, or by no less than two members of the board.
- D. Special meetings of the Board of Trustees may be held from time to time, in addition to the regular semi-annual meeting prescribed in these By-Laws, on notice and call as herein provided. Notice of any special meeting of the Board of Trustees shall be given in writing at least ten (10) days before the date of the meeting. Special meetings of the Board of Trustees may be called informally by the president, or his/her delegate, by telephone or like method and, if all Trustees meet at the time and place and manner specified and do not object in writing prior thereto, the same shall constitute a waiver of all notice requirements in regard thereto, and such meeting may be held with like effect as if formal written notice of the same had been given, and any corporate business may lawfully be transacted at such meeting. Any action required to be taken at a meeting of the Board of Trustees may be undertaken and consummated by the Trustees without a meeting if all the Trustees sign a consent, in writing, setting forth specifically the action so taken and agreeing that the same shall become effective without a formal meeting of the Board of Trustees.
- E. A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees and the act of a majority of the Trustees at a duly called meeting shall be the act of the Board of Trustees.

**ARTICLE SEVEN**

**INDEMNIFICATION OF TRUSTEES**

Each Trustee now or hereafter serving as such shall be indemnified by the corporation (which for purposes of this article shall include the Synod) against any and all claims and liabilities (including expenses and fees actually and reasonably incurred by the Trustee even though successful on the merits or defense of any proceeding making such claim) to which the Trustee has or shall become subject by reason of serving or having served as such Trustee, to the extent that such indemnification is allowed by Florida law, more particularly Florida Statutes, §617.0831, §607.0831 and §607.0850, or any similar Florida law now existing or existing in the future.

**ARTICLE EIGHT**

**AMENDMENTS**

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted, by the Synod in accordance with its Manual as it may be from time to time be amended.

PASSED AND ADOPTED by THE SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH (U.S.A.), INC., at its meeting on the 5th day of November 2021.

WITNESS my hand this 5th day of November 2021.

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Joyce Lieberman, Stated Clerk