



MEETINGS

THIRTY-SIXTH STATED MEETING

**APRIL 28-29, 2022
EPWORTH-BY-THE SEA
ST. SIMONS ISLAND, GEORGIA**

**STATED MEETING
NOVEMBER 3, 2022
VIDEOCONFERENCE**

**SYNOD OF SOUTH ATLANTIC
1937 UNIVERSITY BOULEVARD WEST
JACKSONVILLE, FLORIDA
904.356.6070**

www.synodofsouthatlantic.org

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Synod Meeting Minutes Approval

The *Synod of South Atlantic* adopted the following procedure at its 30th 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, 11th 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 April 2022 Stated meeting were sent out on June 29, 2022 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 July 13, 2022, with any corrections or editions brought to the attention of the Stated Clerk.

Joyce Lieberman

Joyce Lieberman (Jun 18, 2023 08:26 MDT)

The Rev. Joyce Lieberman
Synod Executive/Stated Clerk
Synod of South Atlantic







Synod APRIL SM Minutes approval form 2022

Final Audit Report

2023-06-18

Created:	2023-06-17
By:	Valerie Young (valerie@synodsa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8plVbRjou8WmWgECC80-lhpabIAUrYkR

"Synod APRIL SM Minutes approval form 2022" History

-  Document created by Valerie Young (valerie@synodsa.org)
2023-06-17 - 4:57:58 PM GMT
-  Document emailed to lieberjoyce@gmail.com for signature
2023-06-17 - 4:58:59 PM GMT
-  Email viewed by lieberjoyce@gmail.com
2023-06-18 - 2:25:48 PM GMT
-  Signer lieberjoyce@gmail.com entered name at signing as Joyce Lieberman
2023-06-18 - 2:26:19 PM GMT
-  Document e-signed by Joyce Lieberman (lieberjoyce@gmail.com)
Signature Date: 2023-06-18 - 2:26:21 PM GMT - Time Source: server
-  Agreement completed.
2023-06-18 - 2:26:21 PM GMT

**THE MINUTES OF THE SYNOD OF SOUTH ATLANTIC
36th STATED MEETING**

***NALLS AUDITORIUM
Epworth-by-the-Sea
St. Simons Island, Georgia***

**Thursday, April 28, 2022, 3:00 pm to
Friday, April 29, 2022, noon**

WELCOME

The Rev. Dr. David Shelor, Synod Moderator, welcomed first-time and returning Commissioners and Presbytery Leaders, Corresponding Members, Staff and Guests, who were gathered at St. Simons Island, Georgia, to conduct the business of the Synod on April 28-29, 2022.

CALL TO ORDER AND OPENING PRAYER

The 36th Stated Meeting of the Synod of South Atlantic was called to order and opened with prayer at 3:03 pm by Moderator Shelor.

DECLARATION OF A QUORUM

(ATTACHMENT A)

Moderator Shelor declared a quorum was present, with 12 Teaching Elders and 14 Ruling Elders, representing 15 presbyteries.

In addition, two Consultants for Racial Ethnic Ministries, seven Presbytery Leaders, five Stated Clerks, the Moderator of the Synod Presbyterian Women, and three Synod Staff were also present.

THE ROLL OF COMMISSIONERS (*voice and vote*)

<u>Presbytery</u>	<u>Present (P) or Absent (A) Teaching Elder (TE) or Ruling Elder (RE)</u>
CENTRAL FLORIDA PRESBYTERY	(TE) Christina Greenawalt (P) (RE) Mary Bell Streetman (P)
CHARLESTON-ATLANTIC PRESBYTERY	(TE) Brian Henderson (A) (RE) Robert “Bobby” Byrd (A)
CHEROKEE PRESBYTERY	(TE) Jennifer Lee Walker (A) (TE) David Grove, <i>Alternate</i> (P) (RE) William “Bill” Byars (P)

FLINT RIVER PRESBYTERY	(TE) Don West (P) (RE) Andy Moye (P)
FLORIDA PRESBYTERY	(TE) Brad Clayton (P) (RE) Don Mowat (P)
FOOTHILLS PRESBYTERY	(TE) Beth Hoskins (P) (RE) James “Jimmy” Cheeks (P)
GREATER ATLANTA PRESBYTERY	(TE) Jeanne Simpson (P) (RE) Ken Whitehurst (P)
NEW HARMONY PRESBYTERY	(TE) Ashley L. Cheek (P) (RE) Jackie Rembert (P)
NORTHEAST GEORGIA PRESBYTERY	(TE) Travis Adams (A) (RE) Jan Lewis (P)
PEACE RIVER PRESBYTERY	(TE) Andy Casto-Waters (P) (RE) Charmaine Ponkratz (P)
PROVIDENCE PRESBYTERY	(TE) Steve Austin (A) (RE) Timothy Cureton (P)
SAINT AUGUSTINE PRESBYTERY	(TE) Jessi Higginbotham (A) (RE) Hansler Bealyer (P)
SAVANNAH PRESBYTERY	(TE) Kathi Parchem (P) (RE) Margaret Brooks (P)
TAMPA BAY PRESBYTERY	(TE) David Shelor (P) (RE) Janice Barge Clarke (P)
TRINITY PRESBYTERY	(TE) Croskeys Royall (P) (RE) Ray Bell (P)
TROPICAL FLORIDA PRESBYTERY	(TE) Greg Rapier (P) (RE) Maria Sit (P)

THE ROLL OF CORRESPONDING MEMBERS (voice, no vote)

SYNOD OF SOUTH ATLANTIC STAFF

Synod Executive and Stated Clerk	(TE) Joyce Lieberman
Treasurer	(RE) Jodi Dodge
Administrator	Lisa Lovelady

PRESBYTERY LEADERS

Central Florida, <i>Executive Presbyter and Stated Clerk</i>	(TE) Dan Williams
Cherokee, <i>General Presbyter</i>	(TE) Wilson Kennedy
Florida, <i>General Presbyter</i>	(TE) Roy Martin
Foothills, <i>Presbytery Leader and Stated Clerk</i>	(TE) Deborah Foster
New Harmony, <i>Transitional Executive Presbyter</i>	(TE) Gavin Meek
Northeast Georgia, <i>Stated Clerk</i>	(TE) Ed Rees
Trinity, <i>General Presbyter</i>	(TE) Danny Murphy
Trinity, <i>Acting Stated Clerk</i>	(RE) Jim Rowell
Tropical Florida, <i>General Presbyter and Stated Clerk</i>	(TE) Daris Bultena

CONSULTANTS FOR RACIAL ETHNIC MINISTRIES

<i>Consultant for Hispanic Ministries, Central Florida</i>	(RE) Luis “Tony” Boada Davila
<i>Consultant for Korean-American Ministries, Northeast Georgia</i>	(TE) Joo Hoon Kim

SOSA PRESBYTERIAN WOMEN REPRESENTATIVE

<i>Synod Presbyterian Women Moderator, Trinity</i>	(RE) Shelagh Wirth
--	--------------------

PRESBYTERIAN CHURCH (USA) STAFF ASSIGNED TO SYNOD

Board of Pensions, <i>Church Consultant</i>	Clark Simmons
Presbyterian Foundation, <i>Development Program Associate</i>	Cherith Foster
Presbyterian Foundation, <i>Ministry Relations Officer</i>	Robert Hay
Presbyterian Mission Agency, <i>Mission Engagement Advisor</i>	Sy Hughes

VOICE TO CORRESPONDING MEMBERS

*Ashley Cheek moved and was seconded to accept the corresponding members as named by Synod Executive Joyce Lieberman. **Approved by unanimous consent.***

ADOPTION OF THE PROPOSED DOCKET

(ATTACHMENT B)

*Ken Whitehurst moved and was seconded to accept the Synod proposed docket. **Approved by unanimous consent.***

Synod meeting attendees gathered for fellowship for a short time before discussing the business of the Synod.

WELCOME TO FIRST-TIME COMMISSIONERS AND PRESBYTERY LEADERS

Moderator Shelor announced the following changes:

New commissioners:

Ray Bell, *ruling elder*, Trinity
Christina Greenawalt, *teaching elder*, Central Florida
Jan Lewis, *ruling elder*, Northeast Georgia
Croskeys Royall, *teaching elder*, Trinity
Jennifer Lee Walker, *teaching elder*, Cherokee

New Consultant for Racial Ethnic Ministries:

Joo Hoon Kim, *teaching elder, Korean-American Consultant*, Northeast Georgia

New Presbytery Leaders:

Don Esa, *teaching elder*, Stated Clerk, Cherokee
Wilson Kennedy, *teaching elder*, General Presbyter, Cherokee
Ed Rees, *teaching elder*, Stated Clerk, Northeast Georgia
Jim Rowell, *ruling elder*, Acting Stated Clerk, Trinity

FAREWELL TO RETIRING SYNOD LEADERS

Consultants for Racial Ethnic Ministries:

Dong Yung Kim, *teaching elder, Korean-American Consultant*, Trinity
Andrew Stephens, *teaching elder, African-American Consultant*, Greater Atlanta

Covenant Partner Leaders:

Camille Gaffron, Executive Director, *Villa International*
Elliot Smith, President, *Thornwell*

SYNOD EXECUTIVE AND STATED CLERK'S REPORT

(ATTACHMENT C)

In addition to her written report, Joyce further highlighted a few items. She reported that there are a number of lawsuits being filed against churches and denominations relating to the Boy

Scouts of America (BSA) abuse allegations from 1994-2003, and since the date that the BSA filed for bankruptcy. Our insurance records of coverage during those years is incomplete.

*Joyce presented a motion to approve the 2020 Presbytery minutes as presented. **Approved by unanimous consent.***

The *South Atlantic Puerto Rico Region of the Association of Partners of Christian Education (SOAP APCE)* is planning an event November 1-5, 2022 and requests permission to serve communion.

- **Motion:** *Jeanne Simpson moved and was seconded to approve the serving of communion at the South Atlantic Puerto Rico Region of the Association of Partners of Christian Education (SOAP APCE) event, Playology, November 1-5, 2022 at Epworth-by-the-Sea, St. Simons Island, Georgia.*

Action: *Motion carried*

The remedial case, *Tolley v. Tropical Florida Presbytery* was dismissed by the Synod's Permanent Judicial Commission (SPJC), and the matter was appealed to the General Assembly PJC.

Joyce noted also that the Synod will meet every other year, opposite years of the General Assembly. We are meeting this year because we have not met in three years. Our next Stated Meeting will be February 23, 2023 and the odd year schedule will follow after that.

In regard to Synod business, she attended more Presbytery meetings because of ZOOM and working at home. Physical separation from one another continues to be a challenge, but she is pleased to see how well churches have survived and thrived during COVID. The Synod webinars have been well received. In 2021, the Synod office moved from First Presbyterian Church in downtown Jacksonville to the Presbytery offices of St. Augustine.

Joyce expressed her joy at being able to meet again and strengthen bonds that may have thinned and weakened due to the pandemic, but that we will continue to live into the post-pandemic way of ministry for some time. She announced her retirement in the fall, with October 1st as the target date. Because of that, her contract as Stated Clerk will need to be extended through the end of September. She has loved her five years here at the Synod where there are wonderful ministries and energetic and imaginative church and presbytery leaders in the forefront.

- **Motion:** *Jimmy Cheeks moved and was seconded to extend the contract for the Rev. Joyce Lieberman, Stated Clerk, through the end of September 2022.*

Action: *Motion carried*

REPORTS

BOARD OF PENSIONS (BOP)

(ATTACHMENT D)

Clark Simmons, Senior Consultant for the Board of Pensions (BOP) reported that the pension plan has been affected by investment performance; retiree and pension credits increased by 4.5%.

The medical has shifted to Quantum Health care to manage all areas, as a sort of concierge, but BOP is still working with Express Scripts and Highmark. Health care costs have increased due to inflations, deferred visits due to Covid, and Covid long-term care, among other reasons. This will affect the plan in the future.

PRESBYTERIAN FOUNDATION (PF)

Robert Hay, Jr., Ministry relations officer, reported that the Presbyterian Foundation is the oldest faith based organization in the US since its inception in 1799. The goal is to acquire and attract investments, good stewardship and endowments. PF manages \$2.5 billion in assets with the New Covenant Mutual Funds returning 11% interest at the end of 2021. Online giving through Vanco was important for many churches during the pandemic. Through PF, Vanco was the least expensive online giving platform, and giving more than doubled during the pandemic period. PF has many resources: the Stewardship navigator online, the church financial leadership academy, Ted talk style videos, as well as the annual conference, *Stewardship Kaleidoscope*. He introduced Cherith Foster, the new Program Development Associate who now assists him in his work.

PRESBYTERIAN MISSION AGENCY (PMA)

(ATTACHMENT E)

Mission Engagement Advisor, Sy Hughes reported that the PMA moved to one fund for mission coworkers around globe so all workers could receive an even support. *The Quarterly Resource Preview* is a snapshot of what is happening in PMA. Commissioners can meet with him, and you can be added to the mailing list for the Quarterly Resource. The PMA is in process of reorganization and there are many proposals. The Synod of South Atlantic now has seven Presbyteries who have become Matthew 25 presbyteries, with 50 congregations participating.

SYNOD OF SOUTH ATLANTIC PRESBYTERIAN WOMEN (SOSA PW) **(ATTACHMENT F)**

Shelagh Wirth, SOSA PW Moderator, brought greetings from the Presbyterian Women. Their coordinating team will meet directly following the Synod meeting, here at Epworth. The PW Synod-wide gathering is October 21-23, 2022 at Epworth-by-the-Sea, with registration set at only \$100; see <https://sosa.org> to register. She corrected her report noting that the Rev. CeCe Armstrong is at St. James Presbyterian Church, not James Island Presbyterian Church.

HISPANIC-LATINO MINISTRY

(ATTACHMENT G)

Tony Boada Davila, Consultant for the Hispanic-Latino Ministry reported that during the pandemic, the various chapters began hosting drives to raise funds. After the Atlanta caucus, they began meeting again and helping one another. New worship groups began also with two new worshipping congregations. This year's pastor/leaders retreat topic will be "Taking Care of Yourself." The Hispanic Presbyterian Women will meet in October 2022, which will be a ZOOM/in-person hybrid, their third one with one church hosting and then livestreaming to the other churches within the Synod. They were excited to come together again as a family.

KOREAN AMERICAN MINISTRY

(ATTACHMENT H)

The Rev. Joo Hoon Kim, Consultant for the Korean-American ministry reported on meetings for the past year, such as the meeting with the Living Waters Alabama Presbytery and the continuing education event for pastors in February 2022. The July youth and family retreat will take place the week of July 4th at the Ridgecrest Conference Center in Black Mountain, North Carolina. The retreat was held during the pandemic with good attendance, around 600. The adults speak only Korean at the events, but the youth speak English. Youth are 6th grade to college, with many returning as counselors.

After the reports, committees recessed to their respective meetings and the body met again for a closing prayer for dinner, with worship following.

WORSHIP SERVICE

(ATTACHMENT I)

The Synod welcomed the Rev. Joyce Lieberman, Synod Executive and Stated Clerk, as our guest preacher. Her sermon, *Chasing After Bread*, contrasted the focus upon our daily physical bread to seeking Jesus, the eternal bread. Commissioners and Presbytery leaders assisted with music, liturgy and prayer. Communion was served.

FRIDAY, APRIL 29TH

Moderator Shelor opened the meeting with prayer at 9:06 am.

SYNOD REPORTS

TRANSFORMATIONAL LEADERSHIP TASK FORCE

(ATTACHMENT J)

David Shelor, facilitator, reported that the Transformational Leadership Task Force has been working through online opportunities during the pandemic. The cohort group, formed after the April 2021 webinar, *Leading the Church into the Post-Covid World*, is finishing up. The January 2022 webinar, *Together is Better: How Small Membership Churches Fulfill Their Missional Call Through Partnership*, was for smaller churches. The group is looking toward the future to think about next year's Synod meeting, which is Thursday, February 23 to Saturday, February 25, 2023 at Epworth-by-the-Sea, St. Simons Island, Georgia. Tentative plans are to offer leadership development opportunities with a Keynote speaker and workshops.

EXECUTIVE ADMINISTRATIVE COMMISSION (EAC)

(ATTACHMENT K)

Moderator-Elect David Shelor referred to the written report of the EAC decisions made since the Stated Meeting of November 2021. He also reported that the EAC is meeting at conclusion of

this meeting to discuss formation of search committee for the Synod Executive/Stated Clerk position.

COMMITTEE ON REPRESENTATION (COR) **(ATTACHMENT L)**

Brad Clayton, COR Chair, reported that all of our presbyteries are represented by commissioners. New ones will need to be elected when terms end in December 2022; a letter will go out to the Stated Clerks. He referred to the Synod ID role form and asked that all present would fill out, as this information helps them to do their work as a committee.

BUDGET AND FINANCE COMMITTEE (BFC) **(ATTACHMENT M)**

Charmaine Ponkratz, BFC Chair, reported the Synod's investment performance was 13% last year, but there will likely be a soft year. She reminded us that the money is invested for the long haul with confidence in the PCUSA and Vanguard to perform solidly over this time. The BFC clarified the Gainesville Distribution formula with the following: *Payouts from the Gainesville Campus Ministry Fund be calculated as the greater of \$81,000 or 4% of the fund balance averaged over the past 36 months.* This change moves us in concert with the other funds while maintaining a minimum of \$81,000 distribution to the Campus ministry. The Synod performs a five-year review of the Gainesville Campus Ministry, which falls on this year, so we will meet in the summer. At our last gathering, there was a question about the details of all of the available funds. She referred to the Overview of Funds attachment that details and identifies the purpose and distribution of all of the funds. We have received a clean review of our 2021 audit report, the Synod does not depreciate assets since we do not have significant equipment/assets. We are reporting with a modified cash basis.

TREASURER **(ATTACHMENT N)**

Synod Treasurer, Jodi Dodge, noted that her report is summarized on page 114. There are two errors; the per capita and mission giving percentages should be 84% and 48% for 2021, which puts us right in line with the 2020 results. Beginning on pages 115 and 116, is the Synod's balance sheet which is basically part one of the financial statement. It shows a snapshot of what balances in our accounts and restricted funds are as of December 31, 2021. Because it is a snapshot, those amounts can change on a daily basis as checks clear or as contributions are received. Pages 117 and 118, is the Synod's income statement. This is a review over time of what comes in and out of our accounts. This particular report shows not only what occurred during the month of December, but also takes a look at the entire year of 2021 and compares that to the budget as well as to the year 2020. The top section shows what came in, as in per capita and mission giving from each Presbytery. The bottom section shows what went out, like operational expenses. The two section are netted out and hopefully we end up with a positive amount, "in the black," as we did in 2021. Page 119 shows a more detailed view of the restricted funds that are managed by the Synod. These were reviewed in the BFC report, pages 94-96. Page 120, shows details of each presbytery's contributions for per capita and mission giving. This report added in the contributions that we received through March 2022 and it shows the correct

percentages. She expressed her thanks to all of our presbyteries for their continued support, but called out a special thanks to those nine presbyteries who reached 100% of their per capita, and the five presbyteries who reached 100% of their mission giving goals. She challenged all of the presbyteries to reach 100% in 2022, which will keep the financials ending in positive amounts.

ADMINISTRATIVE AND RELATIONSHIPS COMMITTEE (ARC) (ATTACHMENT O)

Bill Byars, ARC Chair, reported that the Administrative and Relationships Committee (ARC) is responsible for covenant relationships with nine ministry partners. He reported that the Synod's support of Villa International during Covid was appreciated as it supports the Centers for Disease Control (CDC). In the past, the Synod supported ministry partners with funds as long as there was a covenant relationship with written bylaws and Presbyterian presence on the boards. This is no longer true. This became apparent about four years ago with the covenant renewal effort for Eckerd College. Eckerd was concerned about meeting the requirements, so the covenant was tabled. The Committee discussion revolved around the question: *Are covenants effective and necessary to be in partnership with our agencies?* Discussion centered on how to have a relationship with them and that we should not if we can't fulfill all of the promises. Do we need to change the way we represent Synod to and with our ministry partners? Bill reminded us that there are three things to remember – change will happen, change is good, and God is present.

MINISTRY SUPPORT COMMITTEE (MSC) (ATTACHMENT P)

Ken Whitehurst, MSC Chair, reported that they met in December to determine grant awards. The St. James Presbyterian Church, Charleston-Atlantic Presbytery's excellent Peacemaking application, "A+ Mentoring program" was approved for \$2,000. The Church of the Reconciler, Tampa Bay Presbytery, needed assistance for roof repair, and requested a larger amount than available, but were awarded all of the funds remaining in the Udertiz Fund (for Florida church repair), \$3,420. He encouraged all to go to the Synod website and share grant information with others so they may apply. There is an upcoming deadline of July 1, 2022 for the Hawkins Theological Grant fund. The MSC approved changes in supporting work of *Consultants for Racial Ethnic Ministries* and the *Association of Smaller Congregations (ASC)*. Members of committee have taken on roles as liaisons and working on ways to serve them. Addendum reports in the packet include one for the African American group and the ASC.

THE FUTURE OF THE SYNOD

The Rev. Debbie Foster, Presbytery Leader and Stated Clerk, Foothills Presbytery, facilitated rotating table discussions regarding the Synod's future. After each group answered their particular questions, they regathered to look for themes and any missing questions or thoughts.

Group 1A focused upon identity and purpose related issues; in particular, the Synod rediscovering its identity and purpose. Three items connected to this is a focus on presbyteries; to assist, support and resource presbyteries and presbytery leaders by connecting and

encouraging, and sharing experiences and resources. Identify areas of ministry that Synod can do collectively. Moving from diversity to inclusion. Do we know the difference?

Group 2A, in response to qualities of a future Synod leader, the group focused upon relationships, adaptability, the vision to see, a dream of where we are headed, communication so we can hear, and having a finger on the pulse of the denomination. Presbyterian leaders need pastoral care, so needs to have pastoral care ability.

Group 1B answered the question, *How do you envision the Synod moving forward in the next one to five years?* The group emphasized virtual gatherings, and asked the question, “What is necessary to bring people to Christ?” The Synod should serve as a central clearinghouse for best practices. If we cannot help our churches and presbyteries grow, the Synod will not be here. Smaller presbyteries need to be consolidated, but there is the issue of size and resource differences.

Group 2B responded to the question, *What characteristics and qualities do you want to see in your next Synod leader?* Suggestions ranged from someone who has relationships as a priority and boldness with that, to being widely and deeply flexible and adaptable, to someone understands our polity and the meaning of being Presbyterian in our culture and context.

Group 3A and 3B answered the question, *What have you appreciated about our past five years of the Synod leadership with Joyce?* Rating from highest.

- Her constitutional knowledge
- Her experience
- Her humble leadership
- Her collegiality – her ability to connect, her availability, knowledge of the Book of Order
- Her pastoral care of Presbytery leaders and spouses
- Joyce chose engagement, offered humble leadership, and was a polity resource.
- Other comments noted Joyce’s genuine and honest manner, her good sense of humor and her constant calm under pressure.

Group 4A discussed the question, *Are we going to be an administrative or a programmatic Synod?* We need to be heavier on the programmatic side of ministry on the Synod as well as the Presbytery level. The mission and vision, in Christ, informs and makes it inclusive. Is the leader to be focused in polity and resourcing the Synod Permanent Judicial Commission (SPJC) or is the primary focus to create opportunities to live into opportunities? There needs to be a serious look at consolidating expenses. There needs to be inclusive relationships across racial boundaries.

The “What else table” was asked to consider items not mentioned in regard to the Synod’s role or to a new Synod leader, from the highest rated:

- Being the connectional church – General Assembly to Synod to Presbytery to Churches
- Relationships across boundaries - racial, ethnic, gender, geography, theology
- Be “out and about”
- Mission/Christ centered theology informs polity

- Share Presbytery experience and resources (consolidation)
- Create clear expectations
- Pray for person/process

Joyce noted that there needs to be clear expectations of the time resources of the person coming in, and that an office is not really necessary. Prayer is needed by the Synod body, and we need to ask churches to pray also during this transition.

Ideals for the Synod’s future, from the highest rated:

- What can the Synod do better/best that the Presbytery cannot do alone?
- Define why the Synod matters – its purpose
- Diversity to inclusion, what is the difference?
- Assist and resource Presbytery leaders
- Be a central resource hub
- Continue virtual connections
- Invite people to experience Christ
- Share Presbytery structure, stewardship . . . merge?

Ideals of a future Synod Leader, from the highest rated:

- Someone with a priority focus on relationships
- Adaptable and flexible
- Someone who understands our polity/culture/context
- Practical pastoral care for Presbytery leaders
- Have a vision to dream for today and tomorrow and articulate
- Connect to the PCUSA
- Fun/humorous

ANNOUNCEMENTS

Moderator Shelor called the body back together for announcements. The ZOOM fall Stated Meeting will be Thursday, November 3, 2022 at 10:00 am eastern.

- **Motion** *Ashley Cheek moved and was seconded to have the ZOOM fall Stated Meeting on Thursday, November 3, 2022 at 10:00 am eastern.*

Action: *Motion carried*

David reminded all of the confirmed Stated Meeting dates:

2023 Synod dates:

- *In-person*, winter Stated Meeting, **February 23-25, 2023**, Epworth-by-the-Sea, St. Simons Island, Georgia. To include a Keynote and possible Saturday workshops.
- *ZOOM* fall Stated Meeting, **Tuesday, November 14, 2023, at 10:00 eastern.**

ADJOURNMENT

Moderator-Elect Shelor offered a special prayer for Joyce as she heads into retirement. He then closed the meeting in prayer at 11:50 pm.

Submitted by:

Joyce Lieberman

The Rev. Joyce Lieberman
Synod Executive/Stated Clerk

Signature: Joyce Lieberman
Joyce Lieberman (Jun 18, 2023 08:27 MDT)

Email: lieberjoyce@gmail.com







Stated Meeting Minutes 4.28.22

Final Audit Report

2023-06-18

Created:	2023-06-17
By:	Valerie Young (valerie@synodsa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhQkQDJnrT7uJObwnNkNKFR1yWtT-kByK

"Stated Meeting Minutes 4.28.22" History

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2023-06-17 - 5:04:53 PM GMT
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2023-06-17 - 5:05:32 PM GMT
-  Email viewed by lieberjoyce@gmail.com
2023-06-18 - 2:26:36 PM GMT
-  Signer lieberjoyce@gmail.com entered name at signing as Joyce Lieberman
2023-06-18 - 2:27:22 PM GMT
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**SYNOD OF SOUTH ATLANTIC
ATTENDANCE RECORD**

***36th Stated Meeting of the Synod
April 28-29, 2022***

**Epworth-by-the Sea
St. Simons Island, Georgia**

COMMISSIONERS PRESENT

Barge Clarke, Janice – *Tampa Bay*
Bealyer, Hansler – *St. Augustine*
Bell, Ray – *Trinity*
Brooks, Margaret – *Savannah*
Byars, William “Bill” – *Cherokee*
Casto-Waters, Rev. Andy – *Peace River*
Cheek, Ashley – *New Harmony*
Cheeks, Jimmy – *Foothills*
Clayton, Rev. Brad – *Florida*
Cureton, Timothy – *Providence*
Greenawalt, Christina – *Central Florida*
Hoskins, Beth – *Foothills*
Grove, David – *Alternate, Cherokee*
Lewis, Jan – *Northeast Georgia*
Moye, Andy – *Flint River*
Parchem, Kathi – *Savannah*
Ponkratz, Charmaine – *Peace River*
Rapier, Greg – *Tropical Florida*
Rembert, Jackie – *New Harmony*
Royall, Croskeys – *Trinity*
Shelor, David – *Tampa Bay*
Simpson, Jeanne – *Greater Atlanta*
Sit, Maria – *Tropical Florida*
Streetman, Mary Bell – *Central Florida*
West, Don – *Flint River*
Whitehurst, Ken – *Greater Atlanta*

COMMISSIONERS ABSENT

Adams, Travis – *Northeast Georgia*
Austin, Steve – *Providence*
Byrd, Bobby – *Charleston-Atlantic*
Henderson, Brian – *Charleston-Atlantic*
Higginbotham, Jessi – *St. Augustine*
Lee, Jennifer – *Cherokee*
Mowat, Don – *Florida*

CORRESPONDING MEMBERS

Boada Davila, “Tony” Luis – Hispanic-American Consultant, *Greater Atlanta*

Kim, Joo Hoon – Korean-American Consultant, *Northeast Georgia*

Wirth, Shelagh – Moderator, Synod of South Atlantic Presbyterian Women, *Trinity*

CORRESPONDING MEMBERS

ABSENT

Armstrong, CeCe – Consultant for African Americans, *Charleston-Atlantic*

PRESBYTERY LEADERS

Bultena, Rev. Dr. Daris – General Presbyter, *Tropical Florida*

Foster, Rev. Deborah – Presbytery Leader and Stated Clerk, *Foothills*

Kennedy, Wilson – General Presbyter, *Cherokee*

Martin, Rev. Dr. Roy – General Presbyter, *Florida Presbytery*

Meek, Rev. Gavin – Transitional Executive Presbyter, *New Harmony*

Murphy, Rev. Dr. Danny – General Presbyter, *Trinity*

Williams, Rev. Dr. Dan – Executive Presbyter/Stated Clerk, *Central Florida*

PRESBYTERY STATED CLERKS

Rees, Rev. Ed – Stated Clerk, *Northeast Georgia*

Rowell, Jim – Acting Stated Clerk, *Trinity*

Wildhack, Rev. Dr. Bill – Stated Clerk and Temporary General Presbyter, *Tampa Bay*

SYNOD STAFF

Dodge, Jodi – Treasurer, *St. Augustine*

Lieberman, Rev. Joyce – Synod Executive and Stated Clerk, *St. Augustine*

Lovelady, Lisa – Synod Administrator

SYNOD GUESTS

Byars, Jane – *Guest*

Cureton, Ann – *Guest*

Hay, Robert – Southeast Region Representative, *Presbyterian Foundation*

Foster, Cherith – Development Program Associate, *Presbyterian Foundation*

Murphy, Judith – *Guest*

Simmons, Clark – Senior Church Consultant, *Board of Pensions*

SYNOD OF SOUTH ATLANTIC

36TH STATED MEETING

PROPOSED DOCKET

Thursday, April 28, 2022, 3:00 pm to

Friday, April 29, 2022, Noon

NALLS AUDITORIUM

Epworth-By-The-Sea

St. Simons Island, Georgia

ACTION ITEMS IN BOLD and ITALICS

THURSDAY, APRIL 28th

- 3:00 pm** **Stated Meeting Convenes**
Call to Order and Opening Prayer.....David Shelor, *Moderator*
Declaration of a Quorum
Seating Corresponding Members with voice.....Joyce Lieberman, *Synod Executive*
Adoption of Proposed Docket (A).....Moderator Shelor
- 3:10 pm** Getting Acquainted.....Moderator Shelor
- 3:40 pm** Synod Executive and Stated Clerk Report ***(B, B1-B4)***Joyce Lieberman
- 4:00 pm** **Reports**
Board of Pensions ***(C)***Clark Simmons, *Consultant*
Presbyterian Foundation.....Robert Hay, *Relations Officer*
Presbyterian Mission Agency ***(D)***Sy Hughes, *Advisor*
Presbyterian Women SOSA ***(E)***Shelagh Wirth, *Moderator*
Hispanic-Latino Caucus ***(F)***.....Luis “Tony” Boada Vila, *Consultant*
Korean-American Component ***(G)***Joo Hoon Kim, *Consultant*
- 4:30 pm** Recess to Committee meetings.....Designated rooms in Nalls
- 5:30 pm** Closing prayer.....Moderator Shelor
- 5:30 pm** Dinner.....Epworth Dining Hall
- 7:30 pm** Worship with communion.....Nalls Auditorium

FRIDAY, APRIL 29th

- 7-8:45 am** Breakfast and room checkout*Dining room/Epworth entrance
 *Bags may be left securely at the front desk, if needed
- 9:00 am** Meeting reconvenes with prayer.....Moderator Shelor

9:00 am **Synod Reports**

Leadership Task Force (**H**)David Shelor, *Facilitator*
 Executive Administrative Commission (EAC) (**I**)Moderator Shelor
 Committee on Representation (COR) (**J, J1-J2**)Brad Clayton, *Chair*
 Budget and Finance Committee (BFC) (**K, K1-K2**).....Charmaine Ponkratz, *Chair*
 Treasurer (**L, L1-L2**)Jodi Dodge, *Treasurer*
 Administration and Relationships Committee (ARC) (**M, M1-M8**)Bill Byars, *Chair*
 Ministry Support Committee (MSC) (**N**)Ken Whitehurst, *Chair*

Addendum Reports

African American (O)

Association of Smaller Congregations (ASC) (P)

9:25 am **BREAK with refreshments**.....Hosted by *Presbyterian Foundation*

9:45 am Looking Ahead.....Moderator Shelor
 Facilitator, Debbie Foster, *Presbytery Leader and Stated Clerk, Foothills*

11:45 am Announcements and Upcoming Events.....Moderator Shelor

Upcoming Synod Meeting Dates:

2022: Stated Meeting

Action Item Confirming date: **Thursday, November 3, 2022, 10:00 am, ZOOM meeting**

2023: Stated Meetings

Thursday to Saturday, February 23-25, 2023, Epworth-by-the
 Sea, St. Simons Island, Georgia; will include Synod-wide worship and
 educational opportunities.

Tuesday, November 14, 2023, 10:00 am, ZOOM meeting

11:55 am Other announcements.....Moderator Shelor

12:00 pm Adjourn with prayer/lunch**Moderator Shelor

**Bagged lunches are available to eat after adjournment or “to go”

If you need assistance, please **text Lisa Lovelady, 904.515.9070 or Joyce Lieberman, 904.515.7165.

WELCOME FIRST-TIME COMMISSIONERS AND LEADERS

Commissioners:

Elder Ray Bell, *Trinity*
The Rev. Christina Greenawalt, *Central Florida*
The Rev. Jennifer Lee Walker, *Cherokee*
Elder Jan Lewis, *Northeast Georgia*
The Rev. Croskeys Royall, *Trinity*

Consultant for Racial Ethnic Ministries:

The Rev. Joo Hoon Kim, Korean-American Consultant, *Savannah*

Presbytery Leaders:

The Rev. Dr. Don Esa, Stated Clerk, *Cherokee*
The Rev. Wilson Kennedy, General Presbyter, *Cherokee*
The Rev. Ed Rees, Stated Clerk, *Northeast Georgia*
Elder Jim Rowell, Acting Stated Clerk, *Trinity*

FAREWELL TO RETIRING LEADERS

Retiring Consultants for Racial Ethnic Ministries:

The Rev. Dr. Andrew Stephens, African-American, *Greater Atlanta*
The Rev. Dong Yung Kim, Korean-American, *Trinity*

Retiring Covenant Partner Leaders:

The Rev. Elliot Smith, President, *Thornwell*
Camille Gaffron, Executive Director, *Villa International*

Synod of South Atlantic
Synod Executive and Stated Clerk Report
April 28-29, 2022

STATED CLERK REPORT

1. The Synod of South Atlantic

The Synod of South Atlantic consists of sixteen presbyteries in Florida, Georgia and South Carolina serving 825 congregations, 164,009 members and 2,061 ministers of the Word and Sacrament (2020 statistics). The presbyteries of the Synod of South Atlantic are: Central Florida, Charleston Atlantic, Cherokee, Flint River, Florida, Foothills, Greater Atlanta, New Harmony, Northeast Georgia, Peace River, Providence, Savannah, St. Augustine, Tampa Bay, Trinity, and Tropical Florida (**Attachment C-1**).

2. The Synod of South Atlantic Corporation

The Synod of South Atlantic, Presbyterian Church (USA), is a registered not for profit corporation in the state of Florida. The 2022 fees have been paid, and corporate offices are located at 1937 University Blvd. W, Jacksonville, FL 32217. Bylaws of the Corporation are current (**Attachment C-2**).

3. Insurance Coverage

The Synod of South Atlantic has insurance coverage with the Insurance Board to protect its facilities, programs, staff, and elected and appointed officers per G-3.0112 in the Presbyterian Church (USA) *Book of Order*. The Synod also has insurance coverage on the Synod owned car (**Attachment C-3**).

4. Synod Manual of Operations

The Synod of South Atlantic Manual of Operations establishes the basic organization of the Synod and provides for its functioning during and between meetings. The Manual includes our policies: Personnel, Finance and Investment, Credit Card Agreement Release, Travel, Sexual Misconduct, Child Protection, Investment Grant, and Guidelines for Employee Cell Phone Use, Synod Automobile, and Personnel Review (**Attachment C-4**).

5. Civil Lawsuit

The Presbyterian Church (USA), Synod of South Atlantic, and Trinity Presbytery have been named as defendants in civil action entitled *Justin Calixte v. Blue Ridge Council, Boy Scouts of America, et al.*, case No. 21 CVS 05053 filed in the Superior Court of Buncombe County, North Carolina.

The Synod has engaged Kirschbaum, Nanney, Keenan & Griffin law firm in Raleigh, NC to represent the Synod in this matter.

6. Synod Minutes

November 9, 2021 Minutes

The minutes of the November 9, 2021 Synod Meeting were emailed to commissioners. No corrections were offered within the required 14 days and so stand approved according to the process of the Synod's Manual of Operations.

2020 and 2021 Synod Minutes

The Synod Stated Clerks met March 28, 2022 in Kansas City, MO to review Synod 2020 and 2021 minutes for submission to the 225th General Assembly (2022). Peer review of the Synod of South Atlantic 2020 and 2021 minutes recommends approval without exception or comment for 2020 and 2021.

7. Presbyteries Minute Review

2020 Presbytery Minutes

Review of 2020 Presbytery minutes was completed by Presbytery Stated Clerks and the Synod Stated Clerk as follows:

- Charleston Atlantic: Approved without exception
- Cherokee: Approved with exception: Needs to include budget, declaration of quorum, financial review, Synod review from previous year.
- Flint River: Approved without exception
- Florida: Approved without exception
- Foothills: Approved without exception
- Greater Atlanta: Approved with comment: Index arranged by each meeting and not for entire volume
- New Harmony: Approved without exception
- Northeast Georgia: Approved without exception
- Peace River: Approved without exception
- Providence: Approved without exception
- Savannah: Approved with comment: Missing a report of the Committee on Representation; evidence committee exists.
- Trinity: Approved without exception
- Tropical Florida: Approved without exception

MOTION: to approve the 2020 presbytery minutes as presented.

Remaining 2020 Presbytery Minutes

The following presbyteries have not submitted their 2020 Presbytery minutes for review:

- Central Florida
- St. Augustine
- Tampa Bay

8. Synod Permanent Judicial Commission

Tolley v. Tropical Florida remedial case 2021-02. The trial is scheduled for Friday, April 22, 2022 with the decision being unavailable for the Synod Packet. The decision will be shared with commissioners and corresponding members via email the week before the Synod meeting and will be included in the April 28-29, 2022 Synod Minutes (**Attachment C-5**).

EXECUTIVE AND STATED CLERK REPORT

Although many meetings and gatherings are still held by Zoom, in person meetings have started to happen with increasing frequency. As such, my travel to in person meetings and events has begun to pick up in 2022. Below are the meetings and events I have engaged in since our November Synod meeting.

1. Denominational Meetings

Denomination-wide meetings with other Mid Council leaders provide opportunities for learning, connecting and getting broader perspectives about the work of the church

- Synod Executives meet monthly via Zoom. We also met in person April 3-6, 2022 at Zephyr Point Conference and Retreat Center for sharing, support, and learning. The Synod Executives are scheduled to meet in person October 9-15, 2022 to visit Presbyterian Native American communities in Arizona and New Mexico
- Association of Mid Council Leaders (AMCL) and Association of Stated Clerks (ASC) meet monthly via zoom to discuss a variety of topics that affect Mid Councils (presbyteries and synods)
- The 225th General Assembly will be meeting beginning June 18, 2022. I will be in Louisville, KY July 4-10 to assist with the online plenary sessions July 5-9, 2022

2. Ecumenical Gatherings

As Presbyterians, we seek to manifest our unity in Christ through ecumenical relationships. As such, I have represented the Synod in the following ways:

- Continuing to serve on the Florida Council of Churches (FCC) Executive Committee
- April 19, 2022 meeting with Bishop Suarez, Florida-Bahamas Synod of the ELCA, regarding joint congregational witness congregations and sharing of pastors in Florida

3. Presbytery Meetings

Presbyteries are beginning have meetings in person and/or as hybrid meetings (online and in person). I enjoy meeting together, once again, as presbyteries worship together, hear the good news of presbytery and congregational ministries, and even break bread together. I have attended the following presbytery meetings since we last met together:

Via Zoom:

- Greater Atlanta, November 9, 2021
- Charleston Atlantic, December 14, 2021
- Savannah, February 15, 2022
- Providence, March 13, 2022

In person:

- Tampa Bay, December 2, 2021
- Charleston Atlantic, March 22, 2022

Georgia Presbytery Executives/General Presbyters met November 29, 2021 in Macon, GA

4. Transitions in Presbytery Leadership

I am grateful for the presbytery leaders we have in the Synod of South Atlantic all of whom are gifted, skilled and faithful leaders in their presbyteries. At the end of 2021, we had a number of departures from our midst:

- Joel Alvis, Mission Coordinator and Stated Clerk, Cherokee Presbytery
- Patrice Hatley, Coach and Coordinator, Tampa Bay Presbytery

- Stu Ritter, Stated Clerk, Northeast Georgia Presbytery
- David Torrey, Stated Clerk, Trinity Presbytery

During transitions, I provide guidance and support to Presbytery search committees searching for new Executives/General Presbyters. Currently Tampa Bay, New Harmony and Savannah presbyteries are actively seeking new presbytery leaders.

The following are the new Presbytery leaders to the Synod:

- Ed Rees, Stated Clerk, Northeast Georgia Presbytery
- Don Esa, Stated Clerk, Cherokee Presbytery
- Jim Rowell, acting Stated Clerk, Trinity Presbytery
- Wilson Kennedy, General Presbyter, Cherokee Presbytery

Transitions in Presbytery leadership will continue in the coming months following announcements of upcoming retirements:

- Donna Wells, Stated Clerk, Greater Atlanta, May 31, 2022
- Donnie Woods, Executive Presbyter, Charleston Atlantic, later in 2022
- Catherine Byrd, Stated Clerk, Charleston Atlantic, December 31, 2022

5. Presbytery Leader Development and Support

Presbytery leaders who are new to Mid Council work are invited to participate in the denomination's Presbytery Leader Formation (PLF) program. The Synod bears the cost of coaching in this program and will be supporting the following presbytery leaders in PLF in 2022:

- Wilson Kennedy, Cherokee
- Debbie Foster, Foothills
- Alan Baroody, Savannah
- Holly Dillon Inglis, St. Augustine

Twenty-six presbytery leaders of the Synod gathered in person March 23-25, 2022 at Epworth by the Sea, St. Simons Island, GA. It was the first time since November 2019 we have gathered together in person. We worshiped, talked, laughed, learned, and shared. We also had a wonderful dinner hosted by Clark Simmons and Elizabeth Little, our regional reps from the Board of Pensions.

A regular part of my work is being a sounding board/listener/consultant/advisor/supporter of the presbytery leaders of the Synod. The Executive Administrative Commission (EAC) asked me to monitor how often I do this which, it turns out, is essentially every day, with anywhere from one to three different calls from our Presbytery leaders.

6. Synod Sponsored Leadership Development Events

- Consultation with Presbyteries to explore Commissioned Ruling Elder cohort group, December 15, 2021
- *Together is Better: How Small Membership Churches Fulfill Their Missional Call Through Partnerships* via Zoom webinar with Rev. Dr. Lisa Baroody Culpepper, was held January 13, 2022 with 96 attendees
- *Association of Smaller Congregations*, Epworth by the Sea, St. Simons, GA, March 18-20, 2022

7. Other Meetings, Consultations, and Service to the Larger Church

There were also other meetings and gatherings which included consultations, conversations, strengthening relationships within the Synod of South Atlantic:

- FLAPDAN (Florida Presbyterian Disaster Assistance Network): monthly conference calls
- Insurance Board: I serve on the board of the Insurance Board, including serving on the Marketing Committee and chairing the Audit Committee. We met February 9-10 in Hawaii, where the board is required to meet every three years.

8. Training and Orientation

I provided leadership for the following educational events:

- *Permanent Judicial Commission Training*, Charleston Atlantic, January 14, 2022 via Zoom
- *Committee on Ministry Training*, the five South Carolina presbyteries, February 19, 2022 via Zoom
- *Presbytery GA Commissioners*, March 12, 2022 via Zoom. A second session is scheduled for May 14, 2022

9. Worship

I regularly worship with South Jacksonville Presbyterian Church, Jacksonville, FL, and have become more actively involved in the life of this congregation, which is located near my home. I have also worshiped with:

- Florida: First, Dunedin FL, December 5, 2021
- Westminster, Rome GA, December 26, 2021

10. Preaching

I have preached at the following congregations:

- First, Dunedin, FL, December 5, 2021
- South Jacksonville, Jacksonville, FL, January 23, 2022 (Pastor's Installation)

11. Installations

I attended the following installation services:

Via Zoom:

- Rebecca Putnam, Westminster, Gainesville, FL, St. Augustine Presbytery November 7, 2021
- Bryant Anderson, Palms, Jacksonville Beach, FL, St. Augustine Presbytery January 30, 2022

In Person:

- Adam Anderson, installation, South Jacksonville, Jacksonville, St. Augustine Presbytery January 23, 2022

12. Continuing Education

- Women Mid Council Leaders Retreat, March 6-8, 2022 at Calvin Center, Hampton, GA
- I am scheduled to attend Southern Lights conference at Epworth by the Sea, St. Simons Island, GA, May 27-29, 2022

Synod of South Atlantic Membership

Presbytery	2020			2019			2018		
	Congs	Ministers	Members	Congs	Ministers	Members	Congs	Ministers	Members
Central Florida	62	175	14,589	63	178	15,945	62	186	16,157
Charleston-Atlantic	45	104	14,963	46	106	15,305	46	100	15,237
Cherokee	30	82	3,863	30	83	4,038	29	83	4,142
Flint River	43	46	3,119	44	46	3,208	44	46	3,342
Florida	39	80	4,759	39	79	5,039	40	80	5,231
Foothills	58	139	13,288	58	138	13,523	58	146	13,770
Greater Atlanta	86	423	31,748	88	427	32,697	89	428	33,988
New Harmony	62	65	7,023	65	72	7,221	65	72	7,293
Northeast Georgia	50	129	6,413	51	131	6,587	51	124	6,612
Peace River	37	140	13,251	37	142	14,152	37	136	14,328
Providence	56	56	5,688	55	56	6,033	56	57	6,266
St Augustine	58	152	11,253	58	148	12,123	59	144	13,044
Savannah	35	58	3,838	35	58	4,189	35	54	4,451
Tampa Bay	61	174	12,160	61	183	12,614	63	188	13,223
Trinity	61	117	11,884	61	118	12,041	61	119	12,092
Tropical Florida	42	121	6,170	42	125	6,661	42	126	7,010
TOTAL	825	2061	164,009	833	2090	171,376	837	2089	176,186

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 ~~and a 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.

Signature on file

Joyce Lieberman, Stated Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC One South Jefferson Street Roanoke VA 24011	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Lexington Insurance Company		19437
INSURER B : Lexington Insurance Company		19437
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED UNITECHURC1
 S000315000 SYNOD OF SOUTH ATLANTIC, INC
 1937 University Blvd West
 JACKSONVILLE, FL 32217

COVERAGES

CERTIFICATE NUMBER: 2009007544

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y		011971558 048409888	1/1/2022 1/1/2022	1/1/2023 1/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Please contact your Insurance Board Agent, United Church Insurance Services at 877-597-8247 for questions regarding your Certificate of Insurance. If you would like to speak to someone at the Insurance Board, please call 800-437-8830.

. RE: Leased Space The Certificate Holder is included as Additional Insured under the General Liability if required per written contract.

CERTIFICATE HOLDER**CANCELLATION**

Presbytery of St. Augustine
 1937 University Boulevard West
 Jacksonville FL 32217

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

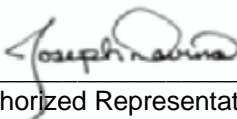
A. Andrew Perry

This endorsement, effective January 1, 2022, 12:01 a.m.,
Forms a part of Policy No.: 011971558
Issued to: United Church Insurance Association
By: LEXINGTON INSURANCE COMPANY

**ENDORSEMENT
ADDITIONAL INSURED REQUIRED BY WRITTEN CONTRACT OR WRITTEN OR ORAL
AGREEMENT ENDORSEMENT**

- A. Section II – Who is an Insured** is amended to include any person or organization you are required to include as an additional insured on this policy by a written contract or a written or oral agreement in effect during this policy period and executed prior to the “occurrence” of the “bodily injury” or “property damage”.
- B.** The insurance provided to the above described additional insured under this endorsement is limited as follows:
1. This insurance provides coverage with regard to Coverage **A** Bodily Injury And Property Damage (Section I - coverages only).
 2. The person or organization is only an additional insured with respect to liability arising out of “your work”, “your product”, or your operations.
 3. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written or oral agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance shown in the Declarations pertaining to the coverage provided herein.
 4. This insurance does not apply to “bodily injury” or “property damage” arising out of “your work”, “your product”, or your operations included in the “product-completed operations hazard” unless you are required to provide such coverage by written contract or written or oral agreement and then only for the period of time required by the written contract or written or oral agreement and in no event beyond the expiration date of the policy.
 5. Any coverage provided by this endorsement to an additional insured shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis, unless the written contract or written or oral agreement with additional insured specifically requires that this insurance be primary and non-contributory with any other insurance carried by the additional insured.
- C.** In accordance with the terms and conditions of the policy and as more fully explained in the policy, as soon as practicable, each additional insured must give us prompt notice of any “occurrence” which may result in a claim, forward all legal papers to us, cooperate in the defense of any actions, and otherwise comply with all of the policy’s terms and conditions. Failure to comply with this provision may, at our option, result in the claim or “suit” being denied.

All other terms and conditions of the policy remain the same.



Authorized Representative

SYNOD OF SOUTH ATLANTIC MANUAL OF OPERATIONS

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 all the congregations of the Presbyteries in the states of Florida, Georgia, and South Carolina. It is established by the General Assembly and has duties and powers specified by the *Book of Order*.

MISSION STATEMENT FOR THE SYNOD OF SOUTH ATLANTIC

The mission of the *Synod of South Atlantic* is to faithfully serve Jesus Christ and the Presbyterian Church (U.S.A.) by supporting the ministries of our member presbyteries and encouraging cooperation among sessions, presbyteries, and the General Assembly.

In community, through connections and relationships, the purpose of the Synod of South Atlantic is to:

- Ensure full integration of diversity in all of its life and work;
- Equip and empower transformational leadership;
- Provide for mutual enrichment among the leadership of our 16 presbyteries; and,
- Use innovative technology to accomplish its purpose, model effective communication strategies, and share best practices.

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*.

Stated Meetings. The Synod shall meet in Stated Meeting annually, spanning over two days and in special meetings as provided in the *Book of Order*. For convenience of commissioners and for organizational planning, the date, time and place of the stated meeting will ordinarily be set one year in advance. Any church or agency in the Synod, through the presbytery in which it is located, may invite the Synod to meet in its facilities. Meeting places should be rotated among the three states as far as is practical.

Special Meetings. The Executive Administrative Commission (EAC) 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.

Notice. Notice of Synod meetings shall be sent to all commissioners, alternates, corresponding members, and presbytery staff no fewer than thirty (30) days prior to each meeting. Written materials for meetings will be available electronically no less than one week (7 days) prior to each meeting. Late documents not requiring Synod action may be

made available after the deadline has passed.

Quorum. The quorum for a meeting of the Synod shall include an equal number of Ruling Elders and Ministers of the Word and Sacrament representing at least one-third of the constituent presbyteries of the Synod. (Equivalent to six (6) Ruling Elders and six (6) Ministers of the Word and Sacrament from six (6) Presbyteries of the Synod of South Atlantic.)

Use of Electronic Means for Meetings. Ordinarily stated meetings of the Synod will be face-to-face meetings. Other meetings, including committee and commission meetings, may be held by electronic means as long as the meeting maintains the character of a deliberative assembly, engaged in full and free discussion, to determine a course of action to be taken. This includes both internet and telephone connections.

The following guidelines are to be followed:

- All participants must be able to connect to the technology being used. Participants are responsible for their own audio and internet connection.
- All participants must be able to hear and be heard during the entire meeting.
- Normal parliamentary processes of the meeting are to be maintained.
- Video conferencing will be the preferred technology used by the Synod, with the option of connecting by phone offered to those who prefer.
- Participants connected by telephone should identify themselves each time when speaking.
- Voting may be by voice vote, raising hands, polling, or roll call, if needed.
- 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.

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.

Expenses. Expenses for commissioners, Synod Consultants for Racial Ethnic Ministries, Moderator of the Synod's Presbyterian Women and pre-determined corresponding members shall be defrayed by the annual budget of Synod and shall be in accordance with the Synod approved Travel Policy. (Addendum E)

EAC Authority: If there is a need for Synod action between the annual stated meeting the Executive Administrative Commission (EAC) may act as the Synod, reporting any such actions to the next Stated Meeting.

COMMISSIONERS

When the Synod of South Atlantic meets, it shall consist of the commissioners elected

from its constituent presbyteries. Each presbytery shall elect two commissioners: one Minister of the Word and Sacrament and one Ruling Elder, giving consideration to the issue of representation and inclusiveness as required by the *Book of Order*.

Commissioners shall be elected by each presbytery and their names, and contact information reported to the Stated Clerk of the Synod by November 1st of the year prior to the year in which their term of service will begin.

Commissioners to Synod shall serve terms of two (2) years, with presbyteries electing commissioners on a rotating schedule every two years. Commissioners may be re-elected to full or partial terms, but are limited to no more than six (6) consecutive years of service.

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. Outgoing commissioner terms end when the newly elected commissioner terms begin.

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 and shall ask the presbytery to select another commissioner to fill the unexpired term.

CORRESPONDING MEMBERS OF SYNOD

The following persons shall be seated as corresponding members of the Synod with voice but not vote:

- The Synod Volunteer Treasurer.
- Consultants for Racial Ethnic Ministries engaged by the Synod.
- Up to two leadership staff members designated by each of the presbyteries (ordinarily the executive/general presbyter and the stated clerk).
- Moderator of the Synod's Presbyterian Women.
- Other corresponding members the Synod Assembly may choose to seat.

SYNOD EXECUTIVE/STATED CLERK

For all Synod meetings, the Synod Executive/Stated Clerk has voice but no vote. For Committee and Commission meetings, the Synod Executive/Stated Clerk is an *ex officio* member with voice only.

MEETING FORMAT

- The format for meetings of the Synod, including a docket and time schedule, shall be proposed by the Executive Administrative Commission at the beginning of the meeting. The Stated Clerk shall ensure that all constitutional requirements are met. Provision shall be made for review of the work of all Synod agencies, and for a process of setting priorities and goals for the work of the Synod.
- The Moderator may appoint temporary committees as needed to facilitate meetings of the Synod.

OFFICERS

MODERATOR

- After hearing the nomination of the Committee on Representation, the Synod shall elect a Moderator and a Moderator-Elect from among commissioners to the Synod. Nominations from the floor shall be permitted.
- The Moderator and Moderator-Elect shall each serve a term of two years and shall not be eligible for a consecutive term.
- The Moderator shall serve according to provisions of this manual, and, with the Synod Executive, shall represent the Synod in relation to other groups. When the Moderator is absent or unable to fulfill the duties of office, the Moderator-Elect shall moderate the meeting of Synod and assume the duties of office.
- In the absence of both the Moderator and Moderator-Elect, the Executive Administrative Commission shall appoint a Moderator-*Pro Tem*.
- The installation of the Moderator and Moderator-Elect of the Synod of South Atlantic shall occur at the conclusion of the Annual Stated Meeting. Their terms of service shall begin on January 1 following the Annual Stated Meeting.
- Synod shall budget an amount to pay the expenses of the Moderator and Moderator-Elect incurred in the discharge of official duties.

STATED CLERK

- The Synod shall elect, upon nomination by the Executive Administrative Commission, a Stated Clerk to serve for a designated term. The Stated Clerk may be elected to successive terms.
- This office may be filled by the Synod Executive or another staff member upon the recommendation of the Executive Administrative Commission and election by Synod.
- The duty of the Stated Clerk shall be to discharge those responsibilities described in the *Book of Order* and in this Manual.
- The Stated Clerk shall be the official correspondent for the Synod.

Other Clerks

- The Synod may elect assistant clerks, temporarily or for a designated term, to assist the Stated Clerk. Any such clerk shall be nominated by the Stated Clerk, with compensation, if any, being set by the Executive Administrative Commission.
- When staff persons serve in this capacity, there shall be no additional compensation.

STAFF

The Synod's staff shall consist of the Executive and such other staff as Synod may authorize.

The role of the Synod's staff shall be to facilitate and enable the work of the Synod and to provide specialized services as may be required by the Synod.

Staff will advise, resource, and assist the various commissions, committees, task forces, and agencies of the Synod.

The Personnel Policies and Practices adopted by the Synod shall be followed.
(Addendum A)

Other Synod adopted policies may apply to Synod staff, depending on position description and responsibilities, including:

- Credit Card Agreement Release (Addendum C)
- Lost Receipt Affidavit (Addendum D)
- Sexual Misconduct Policy (Addendum F)
- Child Protection Policy (Addendum G)
- Cell Phone Guidelines (Addendum H)
- Synod Auto Guidelines (Addendum I)
- Personnel Review Guidelines (Addendum J)

SYNOD EXECUTIVE

- The Synod Executive shall be the chief administrative officer of the Synod, and shall be responsible for administration and coordination of the Synod's organizational system, the supervision of staff, and with the Moderator, shall represent the Synod in relation to other groups.
- The Executive shall be nominated by the Executive Administrative Commission, after consultation with the General Assembly and the presbyteries, and shall be elected and installed by the Synod to an open term.
- The Executive shall be accountable to the Synod through the Executive Administrative Commission and shall be an ex officio member of that commission with voice only. The work of the Synod Executive shall be reviewed and evaluated annually by the Synod through its Executive Administrative Commission.

VOLUNTEER TREASURER

- The Synod shall elect, upon nomination of the Executive Administrative Commission, a volunteer Treasurer to serve a term of four (4) years. The volunteer Treasurer may be elected to successive terms.
- The Treasurer will provide the Synod and its staff with the financial oversight needed to plan and carry out the mission of the Synod.
- The Treasurer guides and directs the Bookkeeper to keep the Synod bookkeeping in accordance with applicable laws and Synod policies.
- The Treasurer shall be accountable to the Synod through the Synod Executive and the Budget and Finance Committee.

OTHER STAFF

- Other staff authorized by the Synod may be employed by the Executive Administrative Commission upon recommendation of the Synod Executive.
- All staff shall be under the supervision of the Executive Administrative Commission through the Synod Executive, who shall be responsible for building and leading a Synod staff team.
- The work of the staff shall be reviewed and evaluated at least annually by the Synod Executive and reported to the Executive Administrative Commission.

COMMITTEES AND COMMISSIONS

The Synod shall have committees and commissions to support the administration and mission of the Synod. Each Committee (with the exception of Committee on Representation) shall have nine (9) members selected from Synod Commissioners, making up a balance of ruling elders and Ministers of the Word and Sacrament. Each committee shall meet annually before the Stated Meeting, and throughout the year electronically or face-to-face as necessary.

Minutes of all Committee Meetings shall be recorded and given to the Synod office for proper filing. All committees shall submit an annual written report to the Synod for the Stated Meeting and give an oral report when requested.

Committee Chairs (with the exception of the Committee on Representation) shall be nominated by the Committee on Representation and elected by the Synod for a term of one (1) year, at a Stated Meeting. Chairs will begin their term on January 1 of each year, unless filling a vacancy. They shall also serve as a voting member of the Executive Administrative Commission. Committee Chairs may be re-elected to a full or partial term, but are limited to no more than four (4) consecutive years of service as committee chair.

Notice of Committee and Commission Meetings. Notice of any Synod committee or commission meeting shall be sent to members no less than one week (7 days) prior to each meeting. Written materials for meetings will be available electronically no less than one week (7) days prior to the meeting.

Administration and Relationships Committee (ARC)

The purpose of the Administration and Relationships Committee is to assist all administrative procedures and provide a connectional relationship between the Synod, Presbytery, General Assembly, and Covenant Institutions.

The Administration and Relationships Committee shall:

- Assist the Synod Stated Clerk to conduct the annual review of the minutes of presbyteries.
- Assist communications of the Synod to its constituencies and the public.
- Assist and represent Synod in the work and meeting of clusters of presbyteries within the Synod.
- Coordinate relationships with other denominations and ecumenical bodies within the bounds of the Synod.
- Designate any ecumenical guests to the Stated Meeting of the Synod and representatives of this Synod to ecumenical bodies and denominations.
- Facilitate communication, consultation and coordination between all Councils, functioning as the link for mission partnership.
- Screen and recommend to the General Assembly applicants for grants from Restricted Funds from General Assembly.
- Maintain the on-going, covenantal relationships of the Synod with its institutions:
 - Agnes Scott College
 - Columbia Theological Seminary
 - Eckerd College

- Florida Presbyterian Homes
- Johnson C. Smith Theological Seminary
- Presbyterian College
- Presbyterian Homes of Georgia
- Thornwell
- Villa International-Atlanta
- Westminster Communities of Florida
- Review each covenant every fourth year, negotiating any revisions and approving renewal of the revised covenants on behalf of the Synod.
- Advise Synod's institutions regarding scheduling and strategies for active financial campaigns within the Synod.
- Support any administrative task as necessary.

Ministry Support Committee (MSC)

The purpose of the Ministry Support Committee is to ensure that proper oversight is given to all ministries supported by the Synod.

The Ministry Support Committee shall:

- Support transformational leadership within the Synod for Presbytery leaders in ordered ministries.
- Manage procedures for handling and dispersing grants or loans from the General Assembly or the Synod for the development of new churches, the transformation of existing churches, and for specialized ministries.
- Recommend long-range goals for the Synod's role that shall project the establishment of racial ethnic congregations in proportion to the general (not necessarily Presbyterian) population of the three states.
- Review grant application and annual progress reports on behalf of the Synod and make recommendations for appropriate action.
- Administer any Synod-held funds for the financial assistance of theological students from within the bounds of this Synod, who attend seminaries of the Presbyterian Church (U.S.A.).
- Promote and support the work of all Consultants for Racial Ethnic Ministries.
- Promote and support the Association of Smaller Congregations (ASC), which will facilitate mutual support and encouragement for congregations and pastors of smaller congregations, through care, training and leadership.
- Promote and support any other mission adopted by the Synod.

Budget and Finance Committee (BFC)

The purpose of the Budget and Finance Committee is to ensure that proper oversight is given to the finances of the Synod in regards to current and future budgets and investments.

The Budget and Finance Committee shall:

- Propose the budget to the Synod and administer the budget as adopted. Recommend to Synod a budget for adoption at the Stated Meeting.
- Monitor the budget expenditures during each fiscal year in light of income and shortfall and recommend to EAC any changes necessary during the year.

- Provide for the review of the annual Audit. Provide for outside auditing of the Synod's books and receive/review the audits of the books of all Synod agencies and manage the Synod budget, finances and auditing.
- Serve as the investment committee of the Synod
 - Review annually the Synod's Investment Policy (Addendum B)
 - Oversee and monitor the investments of all assets in the Synod's portfolio
 - Make recommendations for any changes to the EAC.
- Oversee the reserve funds of the Synod and the allocation of these funds.
- Oversee the Volunteer Treasurer of Synod.

Committee on Representation (COR)

The purpose of the Committee on Representation is to ensure all-inclusiveness and full representation in the Synod structure in accordance with the *Book of Order*.

The Committee on Representation shall:

- Have a Committee membership of five (5) persons.
- Have Committee members that will be appointed by the Executive Administrative Commission, represented by all three states.
- Have a Chair that will be nominated by the Moderator of the Synod for a term of no more than one (1) year. The CoR chair may be re-elected to a full or partial term, but is limited to no more than four (4) consecutive years of service as Committee on Representation chair.
- Have the Committee Chair serve as a member of the Synod's Executive Administrative Commission.
- Receive recommendations from individuals, Sessions, presbyteries, Moderator, the Executive Administrative Commission and appropriate institutions and agencies.
- Provide balance to all committees based upon the states, male/female, Minister of the Word and Sacrament, Ruling Elder, and Race. Ensure Commissioners from the same Presbytery do not serve on the same committee. Use the Presbytery Rotation Chart for each Presbytery Demographic needed for proper balance.
- Help to maintain and create the rotation schedule as needed for the future work of the COR in the Synod.
- Submit annually to the Executive Administrative Commission at a Stated meeting nominations for committee and commission chairs to be filled, with the understanding that nominations may be made from the floor for any position.
- Ensure, in the event a vacancy occurs on the Committee, that the Moderator is empowered to name a person to serve in the vacancy until the next Executive Administrative Commission meeting.
- Meet at least biannually.

Executive Administrative Commission (EAC)

The purpose of the Executive Administrative Commission is to be empowered and act on behalf of the Synod between the stated meetings.

Membership of the EAC consists of the Moderator, the Moderator-elect, the Stated Clerk and the chairs of each Synod committee.

Ex-officio members, without vote are the Synod Executive/Stated Clerk, the volunteer treasurer, Moderator of the Synod's Presbyterian Women, and the Consultants for Racial Ethnic Ministries engaged by the Synod.

A quorum of the Executive Administrative Commission shall be majority of its voting membership.

The Executive Administrative Commission shall:

- Meet at least twice a year: Before the Synod Stated Meeting in order to prepare for the Stated Meeting and a meeting in the Fall. The Synod Moderator shall call other meetings when deemed necessary or when requested by two voting members of the EAC.
- Prepare and propose a docket for each meeting of Synod, and shall carry out such other responsibilities as may be assigned by the Synod.
- Recommend mission priorities to the Synod.
- Assist with denominational efforts within our region as necessary.
- Respond to ecumenical concerns as appropriate.
- Provide a means of review and evaluation of the Synod's work.
- Receive reports from all Synod committees, task forces, work groups, advisory groups and review recommendations for concurrence or non-concurrence.
- Act for the Synod in approving requests for the celebration of The Lord's Supper, in accordance with the *Book of Order*.
- Order and conduct appropriate worship services at Synod meetings.
- Provide for evaluation of the work of Synod every four (4) years and recommend priorities for the mission of Synod based on this evaluation. Evaluation should provide for consultation with the Presbyteries, the General Assembly, and the institutions and ministries of the Synod.
- Advise the Synod and the Synod Executive with regard to the operation, location, facilities, and services of the Synod Office.
- Determine communication strategies for the Synod.
Function as the Personnel Committee of the Synod which includes the following responsibilities: maintain position descriptions; ensure adherence to personnel policies; conduct an annual review of the work of each Synod staff member and contract service provider.
- Recommend to Synod the addition or reduction of staff positions as necessary.
- Recommend staff salary adjustments.
- Nominate to the Synod the Synod Executive, and elect other exempt staff authorized by Synod.
- Oversee the Synod office and support staff through the Synod Executive.

Synod Permanent Judicial Commission (SPJC)

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:

- Have a membership nominated by presbytery and approved by Synod.
- Have at least eleven (11) members, with at least five (5) Ministers of the Word and Sacrament, and five (5) ruling elders.
- Have no more than one (1) member elected from a presbytery. Ordinarily, no Commission member may serve on any other committee of the Synod.
- Rotate its membership between the presbyteries (6-year term).
- Meet at least bi-annually.
- Elect from its members a Moderator, Vice Moderator, Clerk, and Assistant Clerk.

AMENDMENTS

This Manual shall establish the basic organization of the Synod and provide for its functioning, both during and between meetings.

This Manual may be amended as follows: a proposed amendment shall be presented in writing to the Executive Administrative Commission, which may consult with presbyteries of the Synod and present the proposal to a Stated Meeting of the Synod with a recommendation. An amendment shall become effective when it has received the affirmative vote of the majority of the commissioners present at the Synod meeting.

*Approved December 3, 2020
Amended July 29, 2021*

ADDENDUM A

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

ADDENDUM B

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

Deposits:

All mail is opened by the Office Administrator. The Synod Administrator is to record each check as received into an excel sheet and stamp each check for deposit. All checks are placed in a drawer until the Bookkeeper is at work to make a deposit. (In her absence, that duty falls first to the Synod Executive).

Deposits are prepared as needed or at least weekly. Larger checks are deposited as soon as possible.

The deposit is made by the Bookkeeper. All checks for deposit are attached to any backup documentation received with the checks.

The copies with backup are then attached to the spreadsheet, which is used to prepare the deposit for data entry into the ACS People module. The spreadsheets are filed chronologically in the Bookkeeper's office, with a back-up copy in the Administrator's office.

The Office Administrator checks the deposits against the Banks' "Closed Batch Status" and then verifies each check that was deposited against the check log, initialing each check entry that is verified in the deposit. Any corrections that need to be made to the logbook are done in red ink and initialed by the person correcting the entry. The Deposit check log should match the bank's "Closed Batch Status."

The bank statement remains unopened in the office until the Administrator opens it and reviews all checks that have cleared the bank, paying particular attention to payee, signatures and endorsements. Checks are compared to the statement to verify that all cleared checks are accounted for. If any checks have cleared the bank and are not included in the statement, then a copy of the check is ordered from the bank. The statement is then given to the Bookkeeper to reconcile.

Check Disbursements:

With the exception of regular monthly MPF/Grants payments, some monthly operating expenses and normal travel vouchers all checks are approved by the Office Administrator. All check copies, with back-up documentation, are reviewed by the Synod Executive or the Treasurer before being placed in the vendor files.

Any request for funds is approved by the Synod Executive or the Office Administrator, making sure that the request follows the proper channels established in the Description of Assets and the Designated Accounts sheets for individual accounts.

Invoices to be paid are held by the Administrator, then given to the Bookkeeper when approved for payment. After checks are written, a copy of the check is stapled to the invoice. A back-up copy of each check is kept by the Administrator. After review by the Synod Executive or Treasurer, the check copy with backup documentation is filed in the vendor files. The Treasurer reviews all check stubs in sequential order to ensure no checks are missing.

Voided checks are filed in numeric sequence with all cleared checks in a box in the Bookkeeper's office.

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
Total Equity	70%	50%	80%
U.S.	42%	30%	48%
Non-US	28%	20%	32%
Total Fixed Income	30%	20%	50%
U.S. Aggregate	20%	16%	24%
Non-US Aggregate	10%	8%	12%
Cash	0%	0%	10%

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

ADDENDUM C

SYNOD OF SOUTH ATLANTIC

CREDIT CARD AGREEMENT RELEASE

I, _____, in consideration of the use of a Synod credit card in my name, do hereby agree to the following terms and conditions:

1. The card will be used exclusively for business purposes. Any personal use will result in revocation of the card and will subject me to disciplinary action, up to and including, termination.

2. I will exercise due caution in the use and security of my card. In the event my card is lost or stolen, I will immediately notify the issuing financial institution and the Synod office. This agreement and release applies to any replacement or reissued cards.

3. I understand that payment for the credit card charges are remitted by the Synod directly to the issuing institution, and that I will need to submit the original receipts for accounting records.

4. Upon termination from Synod employment, I will return the card, and agree that prior to such termination, I will pay all outstanding personal charges, if any. I further understand that any unsettled personal charges will be deducted from my final pay.

Further, I hereby release the Synod from any and all liability from any misuse of the card, and understand that the Synod may attempt to recover from me any loss due to misuse of, or unauthorized purchases with the card, including attorney, and other legal fees necessary to do so.

Synod Administrator Signature

Date

Synod Executive Signature

Date

Approved by EAC March 2017

ADDENDUM D
SYNOD OF SOUTH ATLANTIC
LOST RECEIPT AFFIDAVIT

This is to certify that:

I paid the sum of \$ _____ for _____

to

Vendor's Name _____

Vendor's
Address _____

DATE	ITEMS	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL COST		_____

I further certify that the itemized receipt for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt to obtain reimbursement for this expenditure. A copy of the Credit Card Statement must accompany this Lost Receipt Affidavit. I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the *Synod of South Atlantic*. I also certify that I have not been previously reimbursed for these expenses and am still currently due this reimbursement.

SIGNATURE _____ DATE _____

PRINTED NAME _____

Approved by EAC March 2017

ADDENDUM E
SYNOD OF SOUTH ATLANTIC
TRAVEL POLICY

Overnight reservations at a meeting location shall be made by the Synod Office only and not made by the registered meeting “participant.”

1. Meals shall be reimbursed only for the participant, and when receipts are included with the Expense Report. Applicable meals shall be reimbursed when the participant is in travel status during the customary times of said meal, with reimbursement limited to the lesser of actual cost, and do not exceed the following rates per meal:

Breakfast	-	\$10.00
Lunch	-	\$14.00
Dinner	-	<u>\$26.00</u>
NOT TO EXCEED		\$50.00 PER DAY

2. Meals, accommodations, and/or other travel considerations are provided, or reimbursed, only for participants **with receipts.**
3. The Synod Stated Meeting, or any Synod-hosted meeting with more than 20 (twenty) participants requires double-occupancy. If participants choose a private room, when double-occupancy is required, then they pay ½ of the room cost. All other meetings are permitted to have single-occupancy
4. The participant may use overnight hotel accommodations in route to and from the applicable meeting, if necessary. The reimbursement for such accommodations is limited to the lesser of the actual cost or \$100.00 per night. For in route lodging accommodations, other than those made by the Synod Office, a copy of the motel/hotel bill is required for reimbursement.
5. Participants are asked to drive if they live within 300 miles of the meeting location, so far as this is possible. If necessary, participants may stay overnight at the Synod selected hotel the night before the meeting (see Meeting Registration Form for details). Participants will be reimbursed at 35 cents per mile plus meals, as noted above.
6. If the distance (mileage) one-way exceeds 300 miles, meeting participants must fly, unless there is justification to drive. Reimbursement however, is a limited amount as related to the comparable air travel reimbursement.

7. The participant must coordinate air travel arrangements with the Synod Administrator who will search for flights that minimize costs. A list of possible flights will be sent to the participant, who will book their own flight for later reimbursement. *A copy of the airline receipt must be attached to the expense report for reimbursement.*
8. The Synod will not reimburse for flight insurance, seat upgrades, more than one checked bag, or early check-in. Flights need to be booked six (6) weeks in advance, as reimbursement may be limited after this point.
9. Participants with special travel needs should contact the Synod office to make suitable arrangements and/or accommodations.
10. If you have questions concerning your travel and lodging arrangements, please contact the Synod Office at 904.356.6070.

Approved April 2018

ADDENDUM F

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

ADDENDUM G

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, ministriesafe.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

ADDENDUM H

EMPLOYEE CELL PHONE GUIDELINES

1. The Synod will provide a cell phone to any employee whose position with the Synod requires them to be available at any time when out of the office, outside of normal working hours and for Synod related emergencies. Such a determination is to be made by the Executive Administrative Commission (EAC) functioning as the personnel committee.
2. When provided with a cell phone for Synod business reasons, any personal use of the cell phone by the employee is generally nontaxable to the employee as an excludible fringe benefit, per IRS guidelines.
3. A Synod provided cell phone belongs to the Synod of South Atlantic and as such:
 - A. The cell phone number belongs to the Synod;
 - B. There is to be no expectation of privacy with how your phone is used and the messages sent and received;
 - C. Monthly cell phone bills will be reviewed regularly;
 - D. The ability to track your location through the cell phone may be possible.
 - E. The employee will immediately report a lost or stolen cell phone to their immediate supervisor.
4. Employees are expected to use the Synod provided cell phone appropriately and safely including:
 - A. Being good stewards of the Synod's property by securing the Synod cell phone from possible theft and keeping it in good condition.
 - B. Using hands-free technology to answer or place calls while driving. Any other cell phone usage while driving is prohibited.
 - C. Not using the cell phone to:
 - a. Record confidential information or meetings using the cell phone's camera or microphone;
 - b. Send harassing or threatening texts, calls or emails;
 - c. Visit inappropriate websites or upload inappropriate or illegal material.

Approved updates October 6, 2017, Stated Meeting

ADDENDUM I

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 to commute from home to the Synod office, the Synod Executive and Stated Clerk is expected to report such usage as income to the IRS *or reimburse the Synod at the IRS rate.*
3. Other Synod employees, contractors or volunteers may use the Synod car for Synod business, on a case-by-case basis, with the 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 Executive Administrative Commission (EAC).
8. When the Synod car is available and the Synod Executive and Stated Clerk chooses to use his/her own personal vehicle, no mileage will be reimbursed.

Approved October 6, 2017 Stated Meeting

ADDENDUM J

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

**THE PERMANENT JUDICIAL COMMISSION
OF THE SYNOD OF SOUTH ATLANTIC
OF THE PRESBYTERIAN CHURCH (U.S.A.)**

STATE OF FLORIDA

**CARY TOLLEY,
COMPLAINANT,**

vs

**PRESBYTERY OF TROPICAL FLORIDA,
ACTING AS SESSION OF FIRST MIAMI
PRESBYTERIAN CHURCH, THROUGH
ADMINISTRATIVE COMMISSION,
RESPONDENT**

DECISION AND ORDER

Remedial Case 21-01

ARRIVAL STATEMENT

This remedial case has come before this Permanent Judicial Commission (“PJC”) as a result of a Remedial Complaint filed by email to the Stated Clerk dated October 25, 2021, by the above-named Complainant against the Presbytery of Tropical Florida, acting as Session of First Miami Presbyterian Church through Administrative Commission, Respondent. Complainant additionally sought a stay of enforcement, which was granted by three (3) members of the PJC. The Respondent timely filed its response on or about December 2, 2021, challenging the Preliminary Questions and seeking to dissolve the stay. After a hearing of those matters, the PJC affirmed the Preliminary Questions and let stand the stay pending trial.

The Trial was conducted in Atlanta, Georgia on April 22, 2022. Eight (8) of Eleven (11) members of the Permanent Judicial Commission were present for the commencement of the trial and those same eight (8) members of the PJC, constituting a quorum of the PJC, participated in the deliberations thereafter.

JURISDICTIONAL STATEMENT

This Permanent Judicial Commission finds that it has jurisdiction, that the Complainant has standing to allege that the congregational meeting of October 17, 2021 was either called or conducted irregularly, the Complaint was properly and timely filed, and the Complaint states at least one (1) claim upon which relief can be granted.

APPEARANCES

Complainant represented himself pro-se. Respondent was represented by James Wilson, Nancy Fine, and Nicholas B. Merchant, the Committee of Counsel for Respondent.

PRELIMINARY DECISIONS

The trial proceedings were not closed at any time during the trial of this matter.

HISTORY

The Complaint was filed on October 25, 2021 and the Answer was filed on or about December 2, 2021. The Moderator and Clerk issued an Order regarding Preliminary Questions dated November 2, 2021. A Stay of Enforcement was granted as of November 13, 2021 after being signed by three (3) members of the PJC. On February 16, 2022, the PJC conducted a hearing upon Respondent's Challenge to Preliminary Questions and Request to Lift the Stay. On March 31, 2022, the PJC deliberated upon Complainant's Request for Additional Minutes and Papers and Respondent's Objection thereto. Thereafter, a pre-trial conference was held on April 8, 2022. The date of the trial was set for April 22, 2022 in Atlanta, Georgia. The parties were not able to stipulate any facts at the time of the pre-trial conference but were able to stipulate the admissibility of certain documents proposed by the parties for admission into evidence. Thus, all documents tendered by the parties were admitted at trial. At the conclusion of the Trial, neither party raised any exception to the conduct of the Trial.

ALLEGED IRREGULARITIES

1. *The action of the Administrative Commission, acting as the Session, to call the congregational meeting of October 17, 2021 was irregular in some material manner.*

This specification of error is not sustained.

2. *The action of the Administrative Commission, acting as the Session, in conducting the congregational meeting on October 17, 2021 was irregular in some material manner.*

This specification of error is not sustained.

DECISION

This PJC commends the statement as affirmed in the ***Book of Order*** section F-1.0403: "The unity of believers in Christ is reflected in the rich diversity of the church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction." In

so doing, the PJC also honors the witness of Scripture, "For God shows no partiality."
(*Romans 2:11.*)

Holding at least two virtual (2) pretrial hearings and trial in person, this PJC considered the extensive documentary evidence presented to it, evaluated the testimony of all witnesses, and carefully deliberated and voted on each alleged irregularity. This PJC is grieved by the many conflicts and difficulties by and between the First Miami Presbyterian Church and the Presbytery of Tropical Florida and will pray for reconciliation.

By unanimous decision of the PJC, it has been determined that Complainant has failed to carry the burden of proof by a preponderance of the evidence. The PJC finds that the Congregational meeting of October 17, 2021 was timely called, properly advertised and conducted virtually in accordance with Florida law, and otherwise conducted in a manner consistent with norms of orderliness, fairness, and good faith consistent with the *Book of Order*.

ORDER

IT IS THEREFORE ORDERED that the Remedial Complaint herein shall stand Dismissed.

IT IS FURTHER ORDERED that the Stated Clerk of the Synod of the South Atlantic report this Decision and Order to the Presbytery of Tropical Florida at its first stated meeting following the date of this Order, that the Presbytery enter the full Decision and Order upon its minutes, and that an excerpt from the Presbytery's minutes showing entry of the Decision and Order be sent to the Stated Clerk of the Synod of the South Atlantic of the Presbyterian Church (U.S.A.) in accordance with D-7.0701.

All members of the PJC voting herein join this Decision.

CERTIFICATE

We certify that the foregoing is a true and correct copy of the Decision of the Permanent Judicial Commission of the Synod of South Atlantic of the Presbyterian Church (U.S.A.) in Remedial Case 2021-01, Cary Tolley (Complainant) versus the Presbytery of Tropical Florida (Respondent), made and announced this 22nd day of April, 2022.

Robert H. Smalley, III, Moderator

Signed document on file

Rev. Diane Lovin, Clerk



Clark Simmons

m: 215-587-7046

csimmons@pensions.org



Elizabeth Little

m: 252-723-8653

elittle@pensions.org

We at the Board are working hard to support our ministers and employees of the Presbyterian Church (USA) in new and creative ways. If you have other ideas about how we can help, please let me know. I am happy to meet with presbytery and church committees to discuss your thoughts and hopes of how we can strengthen the benefits offered to those that serve the Church.

The Board of Pensions is a national agency of the Presbyterian Church (U.S.A.), offering a broad range of benefits to PC(USA) churches, agencies, and mid councils, as well as affiliated employers.

Member/Employer Services: 800-773-7752, M-F
8:30-7:00pm EST

Assistance Program

Through the Assistance Program, the Board of Pensions provides need-based grants to help active and retired members of the Benefits Plan and their families. Extensive changes effective January 2022 expand support available broaden eligibility to include more ministers and employees of the PC(USA) and affiliated organizations. [Read more](#)

A Season of Change

Nearly eight years ago, The Board of Pensions of the Presbyterian Church (U.S.A.) entered an era of transformation. A Theology of Benefits was developed as a scriptural foundation on which to build, and the Benefits Plan of the Presbyterian Church (U.S.A.) was redesigned. More employers entered the plan, and the membership decline reversed. Benefits began to be added or expanded yearly. And as of April 1, 2022, Medical Plan members now have access to care navigation services. Learn more about the rapid evolution of Board benefits and programs in recent years. [Read more](#)

Other important information:

- **Experience Apportionment** – The Board of Directors granted a 4.5% experience apportionment for all pension plan participants, effective July 1, 2022. It is the 10th consecutive apportionment with a cumulative increase of over 34 percent.
- **Diversity, Equity, and Inclusion:** We are taking tangible, intentional steps to ensure a workplace culture that inspires a sense of belonging. And we are continuing to actively engage throughout the Church to ensure access to benefits plans and programs that provide wholeness. [Read more](#)
- **Retirement Savings Program:** This 403(b)(9) plan can help participants build savings and achieve long-term retirement goals. When offered to church employees, you provide them with a savings tool — with both tax-deferred and Roth after-tax contribution features. [Read more](#)
- **Medicare Supplement Plan:** The plan has added Employee Assistance Plan and vision coverage mirroring that provided to active members of the Medical Plan with no extra cost. [Read more](#)



2022 Benefits That Serve the Church

SELECT OTHER BENEFITS

Flexibility and choice to build your own package for employees and ministers in non-installed positions

Included in package and employer required to offer

Pastor's Participation ~

Minister's Choice +

RETIREMENT PROGRAMS

Defined Benefit Pension Plan ● ~ +

This defined benefit plan offers financial security in retirement as guaranteed monthly income, funded through employer dues and investment earnings.

Retirement Savings Plan ● ~ cost may be shared

Our 403(b)(9) plan can help participants build savings and achieve long-term retirement goals, with pre-tax and Roth after-tax contribution features. *Fidelity Investments*

FINANCIAL PROTECTION PROGRAMS

Death and Disability Plan ● ~ +

A comprehensive plan that offers peace of mind and financial security through salary continuation, lump-sum death benefit, monthly benefit in the event of a long-term disability, and more, as well as supplemental coverages.

Term Life Plan ●

A low-cost coverage option available in tiers from \$5,000 to \$50,000, or an income-based benefit amount, one times a member's effective salary, available at a lesser cost than your employees likely could secure on their own.

Temporary Disability Plan ● ~ +

For a disability up to 90 days, this benefit provides employees with up to 60 percent of effective salary capped at the IRS maximum (\$285,000 in 2020) after a 14-day waiting period. *Lincoln Financial Group*

Long-Term Disability Plan ●

This benefit offers financial protection during a long-term disability that extends beyond 90 days, providing a benefit of up to 60 percent of effective salary capped at the IRS maximum (\$285,000 in 2020) throughout their disability. *Lincoln Financial Group*

HEALTH PROGRAMS

Medical Plan ● ~

All three coverage options — a preferred provider organization (PPO), an exclusive provider organization (EPO), and a high deductible health plan (HDHP) — feature generous preventive care and prescription drug benefits, a telemedicine option, and Call to Health, our online well-being program. *Highmark Blue Cross Blue Shield*

Vision Eyewear Plan ● ~ cost may be shared

Save hundreds of dollars every year on the cost of eyeglasses, contacts, and more through this low-cost benefit. *VSP*

Dental Plan ● ~ cost may be shared

Provides coverage for a wide range of basic and major services and orthodontic treatment for children, saving members money on dental care and helping to support overall health and well-being. *Aetna*

TAX-ADVANTAGED ACCOUNTS

Flexible spending account: dependent care ●

Can be used to pay for eligible expenses for children under age 13 and certain older family members, such as in-home child care, before- and after-school programs, and adult day care. *Further*

Flexible spending account: healthcare ●

Pay for eligible medical, dental, and vision expenses, such as deductibles, copayments, and copay amounts — all with pretax dollars. *Further*

Health savings account ●

When offered along with the high deductible health plan (HDHP), these accounts can be used to pay for qualified healthcare expenses, including the annual HDHP deductible, copayments, dental treatments, and prescription drugs, for themselves or any eligible dependent. *Further*

Work requirement key

- 20 hours or more per week; no requirement for ministers in self-employed validated service
- 20 hours or more per week
- No hourly work requirement
- Requires participation in PC(USA) or other employer-sponsored plan

Presbyterian Mission Agency Synod of South Atlantic Report Quarterly Resource Preview

**All Hyperlinks can be found at: <https://www.pcusa.org/grp/>
To Subscribe Quarterly email: Sy.Hughes@pcusa.org**

Special Offerings and the Presbyterian Giving Catalog

[One Great Hour of Sharing](#) is the single largest way that Presbyterians come together every year to work for a better world. Typically received on Easter Sunday, which this year falls on April 17, the annual offering supports Presbyterian Disaster Assistance, the Presbyterian Hunger Program and Self-Development of People. All three programs work in different ways to serve individuals and communities in need to provide people with safety, sustenance and hope.

Looking for information for Special Offerings in 2022? Click [here](#) for a flyer that shares those dates as well as the distribution of each offering and how to remit funds.

2021–2022 Presbyterian Giving Catalog Impact Guide

Your Church Your Mission Impact Guide shares stories of impact, provides ideas for group events and activities, and includes a list of special days to inspire giving in 2022. Download the resource by clicking [here](#).

Are you ready to begin Your Matthew 25 journey?

Is your mid council or congregation ready to embrace Matthew 25, a bold new vision of the Presbyterian Church (U.S.A.) that calls us to more actively engage in the world around us? Are you ready to act boldly and compassionately to serve those among us who are hungry, oppressed, imprisoned or poor?

Accepting the Matthew 25 invitation means embracing one or more of three focuses in your community: building congregational vitality, dismantling structural racism and eradicating systemic poverty. You can learn more about these focuses and what it means to become a Matthew 25 church by reading a [quick overview](#) of Matthew 25. To dig a little deeper, use this [list of quick links](#) to Matthew 25 program and mission resources, study our [Matthew 25 Resource Guide](#), and review our [Guide to Engaging in Matthew 25 Resources and Studies](#). For more information, find and contact your regional representative by clicking [here](#).

Presbyterian World Mission adopts new funding system to support mission co-workers

The Presbyterian Mission Agency (PMA) has implemented a timely and important change to its funding system in support of the Presbyterian Church (U.S.A.)'s mission co-workers in 80 countries across the globe. Effective immediately — as a tangible way of expressing that the whole church both sends and supports all of its mission co-workers — the PMA now invites the whole church to use one fund, [General Sending and Support, E132192](#), rather than a host of individual accounts, to demonstrate this shared

commitment. To honor the spirit of the previous practice in which donors could designate their gifts to a fund for a particular mission co-worker, any individual, congregation, mid council or group who currently enjoys a relationship with a specific mission co-worker is now encouraged to make their gifts to the one fund “in honor of” [name of person(s)]. The mission co-worker(s) will then be notified of the gift and will gratefully acknowledge it just as they have in the past. [Learn more](#).

Resources from the Office of Gender & Racial Justice

The [Office of Gender & Racial Justice](#) announces a series of workshops and events that will be offered in person and/or by webinar. Upcoming topics, locations and dates are: Preaching for Presbytery Retreat, New Castle Presbytery (March 3–5); quarterly gathering of LGBTQIA Teaching & Ruling Elders (March 30); Race & Gender Webinar, online with sign-up required (April 26); new resources released (April); Reproductive Justice Webinar, online with sign-up required (May 11); PRIDE Chapel Service, live on Facebook and YouTube (June 1). For more information, email [Shanea Leonard](#), who also commends the following resources from their office, [Well Chosen Words](#) and [8 Habits of Evangelism](#), with special emphasis on Chapter One: Radical Welcome.

Resources from the Office of Christian Formation

Support faith formation at home with these six new videos that engage households in faith practices. Five videos that can be used anytime and one video for Holy Week can be found [here](#). Share with households directly! These practices are part of the Faith Practices Toolkit found [here](#).

Bending the Moral Arc is a small group manual for congregations to engage in anti-racism. The guide and the updated resources can be found [here](#). Scroll down to Zoom conversation.

Resources from the Presbyterian Peacemaking Program

The Mosaic of Peace Conference to the Holy Land has been rescheduled for Nov. 6–18, 2022, with an optional Jordan extension Nov. 1–5, 2022. Join us to experience this remarkable and troubled region, encounter its diverse people, explore its rich history and complex current situation, and engage with those who seek its peace. Applications are still being accepted. Detailed information can be found [here](#).

The International Peacemakers Program is accepting applications for 2022 in-person visits. Since 1984, the Presbyterian Church (U.S.A.) has been hosting International Peacemakers from partner denominations and organizations around the world to help us understand peace and justice concerns and provide insights that inspire us to greater faithfulness. Mid councils, clusters of congregations and educational institutions may learn more by visiting the Presbyterian Peacemaking Program [website](#) and apply to host a peacemaker in person for fall 2022. Applications are due June 1.

Companion Guide to the Commitment to Peacemaking: We’ve committed to peacemaking ... now what? Check out the *Companion Guide to the Commitment to Peacemaking* [here](#). It assists congregations, mid councils and theological institutions as they make, reaffirm and deepen their commitment to peacemaking. The guide provides an intentional development of your peacemaking work and witness. It offers a set of original and curated resources, designed to help Presbyterians engage a peacemaking area of emphasis of their choosing: poverty, violence, racism, climate change or immigration/migration.

Interwoven Congregations

The Rev. Pat Jackson, a PC(USA) pastor in the National Capital Presbytery, has teamed with others to launch Interwoven Congregations, a nonprofit dedicated to promoting racial justice and healing by organizing and supporting partnerships between faith communities across the barrier of race. As part of their work, they publish a quarterly publication. [Read more](#).

New Resources from the PC(USA) Store

The PC(USA) Store has a [new digital Christian Education and Ministry catalog for 2022–23](#) containing direct links to resources for the easiest way to learn more about our resources. Check out our curricula offerings along with books that will be great for group study and your library, such as our new book [Professional Christian: Being Fully Yourself in the Spotlight of Public Ministry](#). You'll also find our entire selection of children's picture books in this catalog.

Also worth a watch is our video on [How to find Curriculum on PC\(USA\) Store](#). This three-minute video will help you navigate our website like a pro when looking for curriculum. We have some great information about our resources on our website and this video shows you where find them.

Resources from the Presbyterian Association of Musicians

[Annual Worship & Music Conference this June](#): Worship planning and leadership are central to the work of both pastors and church musicians — and are the arenas in which our work together have the most overlap. The Worship and Music conference at Montreat is a conference for everyone who cares about the worship life and practice of the church. The 2022 conference has a particularly robust track for pastors. Learn more about the offerings [here](#). First call pastors are eligible for a free 2022 PAM membership and online conference registration (or discounted in-person registration). Please email mkempwpc@gmail.com to share your contact information and receive discount codes to register. The conference is being offered in person and [online](#).

Vital Congregations Initiative

Participants in the Vital Congregations Initiative's fourth wave will officially start their two-year journey in March. Congratulations go to the five presbyteries and one congregation beginning this preparation year. The office has also begun meeting with presbyteries and congregations that would like to introduce the initiative to their leadership to possibly participate in the fifth wave in 2023. Interested in having us come to your next presbytery or session meeting? Please contact us at vitalcongregations@pcusa.org or call us at 888-728-7228, ext. 5088.

Special Emphasis Sundays

Listed below are those Sundays for which resources are currently available. Please visit the [Special Days and Emphases Sundays](#) site for ongoing updates.

May

[Mental Health Awareness Month](#) begins (May 1, 2022)

[Foster Care Month](#) begins (May 1, 2022)

[Older Adult Week](#) begins (May 1, 2022)

[Legacy Giving Sunday](#) (May 1, 2022)

[National Day of Prayer](#) (May 5, 2022)

National Day of Awareness and Action for [Missing and Murdered Indigenous Women, Girls](#) and [Two-Spirit People](#) (May 5, 2022)

[May Friendship Day](#) (May 6, 2022)

Synod of South Atlantic Mission Support
7 Presbytery have committed to Matthew 25
Over \$26 million in the past 10 years!

Presbytery of Central Florida

Matthew 25 Presbytery

10 Matthew 25 Congregations

10: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

5: Number of Congregations giving to the Presbyterian Giving Catalog
\$2.9 million in Total Giving in the past ten years!

Charleston Atlantic Presbytery

1: Matthew 25 Congregation

6: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

\$1.7 million in Total Giving in the past ten years!

Cherokee Presbytery

1: Matthew 25 Congregation

5: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

2: Number of Congregations giving to the Presbyterian Giving Catalog
\$512,418 in Total Giving in the past ten years!

Flint River Presbytery

2: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

\$597,402 in Total Giving in the past ten years!

Presbytery of Florida

1: Matthew 25 Congregation

7: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

1: Number of Congregations giving to the Presbyterian Giving Catalog
\$974,185 in Total Giving in the past ten years!

Foothills Presbytery

6: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

\$3.6 million in Total Giving in the past ten years!

Presbytery of Greater Atlanta

Matthew 25 Presbytery

11 Matthew 25 Congregations

11: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

2: Number of Congregations giving to the Presbyterian Giving Catalog
\$2.6 million in Total Giving in the past ten years!

New Harmony Presbytery

2 Matthew 25 Congregations

8: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

1: Number of Congregations giving to the Presbyterian Giving Catalog
\$1.8 million in Total Giving in the past ten years!

Northeast Georgia Presbytery

10 Matthew 25 Congregations

8: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

1: Number of Congregations giving to the Presbyterian Giving Catalog
\$929,043 in Total Giving in the past ten years!

Peace River Presbytery

3 Matthew 25 Congregations

5: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

4: Number of Congregations giving to the Presbyterian Giving Catalog
\$2million in Total Giving in the past ten years!

Providence Presbytery

Matthew 25 Presbytery

1: Matthew 25 Congregation

7: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

3: Number of Congregations giving to the Presbyterian Giving Catalog
\$941,857 in Total Giving in the past ten years!

Savannah Presbytery

1: Matthew 25 Congregation

4: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

1: Number of Congregations giving to the Presbyterian Giving Catalog
\$781,664 in Total Giving in the past ten years!

Presbytery of St. Augustine

Matthew 25 Presbytery

11: Matthew 25 Congregations

14: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

1: Number of Congregations giving to the Presbyterian Giving Catalog
\$1.8 million in Total Giving in the past ten years!

Presbytery of Tampa Bay

Matthew 25 Presbytery

8: Matthew 25 Congregations

14: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

3: Number of Congregations giving to the Presbyterian Giving Catalog
\$2 million in Total Giving in the past ten years!

Trinity Presbytery

Matthew 25 Presbytery

2: Matthew 25 Congregations

2: Number of Congregations giving to the Presbyterian Giving Catalog
\$1.7 million in Total Giving in the past ten years!

Presbytery of Tropical Florida

Matthew 25 Presbytery

4 for 4 Presbytery

10 Matthew 25 Congregations

3: '4 for 4' Congregations: All Four Special Offerings (Since 2020)

3: Number of Congregations giving to the Presbyterian Giving Catalog
\$782,000 in Total Giving in the past ten years!





Presbyterian Women in the Synod of South Atlantic
Synod Meeting
April 28 - 29, 2022

Plug In & Recharge, 2022 PWS Triennial Gathering
Celebrating Sabbath Horizon Bible Study

¹² Be joyful in hope, patient in affliction, faithful in prayer. ¹³ Share with the Lord's people who are in need. Practice hospitality. Romans 12:12-13

- The Synod Moderators throughout the US & Puerto Rico meet virtually for their bimonthly meeting where we share ideas & information regarding our Synod. Our last meeting was Tuesday, March 29, 2022.
- Virtual attendance to the 2021 Triennial Gathering was over 4000!!!
- Churchwide loves getting information from the churches and presbyteries and PW church groups are asked to send their stories & pictures to Cheri Harper at cheri.harper@pcusa.org for articles in the PW *Horizons* Magazine.
- PWP Moderators started in February to join the PWS Moderators & Louisville staff on a quarterly zoom call to better understand what is happening with PW. Our synod met on Feb 15 with Synod of Lincoln Trails & the PWP Moderators of both synods.
 - We need to educate women who are not in PW as to what we do
 - We need to ask older women to mentor younger women in PW
 - Offer Saturday or Sunday meetings
 - Offer childcare
 - Join other church PW groups to hold events
 - Communications – we need to share everything we get with all PW
 - Have a Minute for Mission on Celebrate Women's Gift Sunday.
 - If you are interested in joining the Book Discussion Group, the next one is May 9. For more information go to presbyterianwomen.org/justice.
 - Promote the Birthday Offering which is celebrating 100 years
 - Think about inviting your Regional Search Committee rep to your gatherings. Tami White Richardson, SE Regional Rep
- Commission on the Status of Women (CSW) was March 14-25, 2022, it was a Virtual Gathering again this year. The focus of the 66th session of the Commission was achieving gender equality and the empowerment of all women and girls in the context of climate change, environmental and disaster risk reduction policies, and programs. The review theme was women's economic empowerment in the changing world of work.
 - I attended different zoom forums on women's rights, women's equality & women's impact on the environment.
 - There were several training zoom meetings.
 - There were conversational circle zoom gatherings.
 - Hundreds of events happen all at the same time, it can be confusing to navigate through the conference.

- SOSA is asking all PW church groups to consider becoming a Cup Bearer for Living Waters to the World their website is www.livingwatersfortheworld.org
- SOSA has a new communications network called Flocknotes. Flocknotes has an email & a text feature which will be very useful while at the Epworth Gathering this fall. We can send out text messages to all the attendees for any changes or updates to the gathering information, to notify the ladies of the boat tour or trolley tour starting, shopping at the vendors site, etc.
- Presbyteries of SOSA are holding their yearly Annual Gatherings. Some are in person and others are going virtual. As the PWS Moderator I am attending as many as possible.
- The SOSA Epworth Planning Team has been at work for the last 2 ½ years for our Triennial at St Simons Island October 21-23, 2022. We are praying that we will be able to be in person, but either way we will have a great time!!! Attendance is expected to be approximately 400 ladies!!! The Synod has approved our service of communion at this gathering. Our keynote speaker will be Rev Cecelia Armstrong, James Island Presbyterian Church, Associate Pastor. We will also have several other pastors attending the weekend, one of which will be Rev Dr Joyce Lieberman.
- Our Horizons Bible Studies are popular with the Presbyterian Women's groups in most churches. If you know of a small group of ladies who would like to field test any of the future studies, please have them contact **Betsy at Betsy.Ensign-George@pcusa.org**! PW National is looking for field testers for the 2024/25 study.

Hispanic Latino Caucus Synod of South Atlantic 2022 Report Central and South Chapters

Congregational Growth



Leadership Growth



Community Service



Hispanic Heritage Celebrations



Women Retreat



She is
strong
proverbs 31:25

Children Ministry



Youth



2021

North Chapter

The Lord himself goes before you and will be with you; he will never leave you nor forsake you. Do not be afraid; do not be discouraged. Deuteronomy 31:8



Pastors Meeting - March 2021: Zulema Garcia, Rute Cano, Marlucia Damasceno, Ivette Llano, Rafael Viana, Douglas Garcia, Waldo Pinilla



**Pastoral Families Lunch
April 2021**

North Chapter Activities



**Christmas Dinner
Pastoral Families - December 2021**



El Buen Pastor
Liburn GA
Women's Meeting - 2021



Casa Brasil
Johns Creek GA
Winter Retreat - December 2021



On The Way
Lawrenceville GA
Pray for Venezuela - July 2021



**Adore
Cumming GA
Started Activities in 2021**

Two New Worshiping Communities



**La Esperanza
Hoschton GA
Started Activities in 2021**

Chartering Service

of El Nazareno Presbyterian Church

May 1st, 2022 @ 5:00



Churches:

- On The Way
- El Buen Pastor
- El Nazareno
- Centro Cuidado Familiar
- Casa Brasil
- Monte Horeb
- La Esperanza
- Adore
- Cristo Para todas las Naciones

North Chapter Hispano Latino Caucus Synod of South Atlantic PCUSA

Moderator: Rev. Rafael Viana

Secretary: Rev. Marluca Damasceno

Treasurer: Rev. Zulema Garcia





**Report from the Korean-American Caucus of the Synod of South Atlantic
(Racial Ethnic Concerns Committee)
2021-2022 Report by Consultant Rev. Joo Hoon Kim**

1. Family Retreat: July 5~8, 2021

In 2021, due to the continuing pandemic caused by COVID-19, it was a difficult situation to gather for the Family Retreat.

However, following the opinion to strive to gather as many as is possible, only those who were vaccinated were able to gather.

Not limited to only those within the Synod of South Atlantic, churches and friends of the Synod of Living Waters also participated.

The 2021 Family Retreat theme was, ‘My Calling, My Life, My Church’.

We worshipped God a total of 5 times between the mornings and evenings and a total of 5 pastors delivered the Word of God in turn for each worship service.

Also, during the 7 seminars, topics such as, my calling, ministry and life, spiritual growth and discipleship, immigrant churches and immigrant ministry, the pandemic and future of the church, etc., were spoken on by pastors as they shared their experiences regarding ministry and church life. Through their sharing we were able to have a time of learning and encouragement.

Additionally, through Dong J Lee, we were able to obtain valuable information on the benefits provided by the Board of Pensions and how those benefits can be utilized.

Due to the pandemic, 2021 recorded the lowest numbers ever in participation for the Family Retreat historically.

This year, in 2022, the Family Retreat will gather again. The expected number of participants is about 300. This year’s Family Retreat will be held at the Ridgecrest Conference Center from July 4-7, 2022.



2. Pastor’s Continuing Education

Pastor’s Continuing Education met on Feb 14-16, 2022 at Hanbit Korean Presbyterian Church in Atlanta, Georgia.

The theme was, ‘Immigrant Church and Immigrant Ministry’.

The main speaker was Rev. Bong Kee Huh. He served at Praise Presbyterian Church for 22 years.

Through Pastor Huh’s lectures, we heard of his ministry experiences, asked questions and it was an edifying time full of listening, laughing, empathizing, and learning for the pastors.

Also, the Korean Intercultural Congregational Support Office delivered news regarding the General Assembly, and the Presbyterian Publishing Corporation provided lectures on Bible Study leading, application, methods and fellowship.

Furthermore, Dong Jo Lee from the Board of Pensions well informed us on the various plans offered by the Board of Pensions regarding medical insurance and its benefits.

About 50 pastors and their wives within the Synod of the South Atlantic and Synod of Living Waters partook in this time full of the grace and peace of the Lord while praising and worshiping God, eating together, sharing about ministry, and having fellowship.

It was a blessed time of learning, caring and sharing for the pastors and their wives.

We are truly thankful to the Synod of South Atlantic for supporting us year after year so we can obtain spiritual growth and fellowship in the Lord through this kind of program.



3. Crossroads Synod Youth Retreat

The 2021 Synod Youth Retreat was held on the dates of July 5, 2021 to July 8, 2021.

The theme of the retreat was “After God’s Heart”.

An intimate group of students and volunteers gathered together in the midst of the pandemic and experience God in ways that were both powerful and personal.

Pastor David Larry (DL) Kim from Harvest Church in Orlando, FL shared the wisdom of this bible as the guest speaker.

There were eight different churches from across the southeast Atlantic that were in attendance.

With the limitations of social distancing and being COVID conscious, group activities were limited to worship services and small group gatherings.

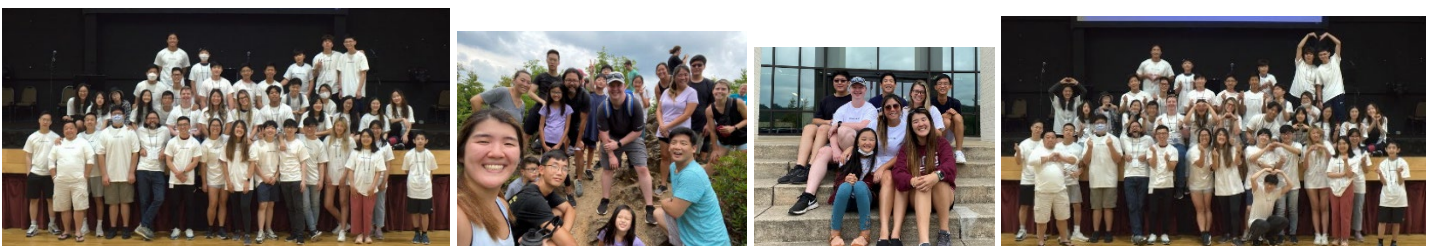
Students were impacted positively through the 2021 Synod Youth Retreat, one counselor stated “God had blessed me through the people at the retreat.

Through meeting other brothers and sisters in Christ, I was able to experience the power of the Holy Spirit through each and every one.

While COVID has brought such difficult times of fellowship, we once again experienced the love of community God has gifted us from the beginning”.

Though 2021 last year’s retreat was a smaller gathering, the impact of the more intimate gathering created lasting effects of those who attended the retreat.

We also are thankful for the support of the Synod of South Atlantic; we received a subsidy from the Synod Office to use towards the retreat that has given us the opportunity and the means to continue impacting the lives of students from all over the Southeast Atlantic that are yearning for revival in their lives.



Synod of South Atlantic Worship

Thursday, April 28, 2022

7:00 pm

Gathering Music

Opening Sentences (responsively)

Janice Barge Clark

One: Jesus said, "I am the light of the world."

All: Whoever follows Christ will have the light of life.

One: Jesus said, "I am the bread of life."

All: Whoever comes to Christ will never be hungry.

One: Jesus said, "I am the vine, you are the branches."

All: Whoever abides in Christ will bear much fruit.

One: The grace of the Lord Jesus Christ be with you.

All: And also with you.

One: Let us worship God.

*Hymn #675

All Praise to Thee, My God, This Night

Opening Prayer

Tim Cureton

First Scripture Reading

John 6:1-14

Second Scripture Reading

John 6:22-35

Joyce Lieberman

Reflection

Chasing After Bread

Prayers of Intercession

Communion

Invitation to the Table

Wilson Kennedy

Great Thanksgiving

One: The Spirit of God be with you all.

All: And also with you.

One: Lift up your hearts.

All: We lift them to God.

One: Give thanks to our God!

All: All our thanks, all our praise!

One: Holy God, Holy One....And this is our song:

All: Holy, holy, holy God, our life, our mercy, our might. Heaven and earth are full of your glory. Save us we pray, you beyond all. Best is the One who comes in your name. Save us, we pray, you beyond all.

One: Holy God, Holy One....And so we cry, Mercy:

All: Mercy!

One: And so we cry, Glory:

All: Glory!

One: And so we cry, Blessing:

All: Blessing!
One: Holy God, we beg for your Spirit....And so we cry, Come, Holy Spirit:
All: Come, Holy Spirit!
One: And so the church shouts, Come, Holy Spirit:
All: Come, Holy Spirit!
One: And so the earth pleads, Come Holy Spirit:
All: Come, Holy Spirit!
One: You, Holy God....And so we cry, Amen:
All: Amen!

Breaking the Bread

Kathi Parchem

Communion

Please come forward to receive the sealed individual elements, then return to your seat. After all have been served we will partake together.

Hymn #507 *Come to the Table to Grace*

***Come to the table of grace. Come to the table of grace.
This is God's table it's not yours or mine. Come to the table of grace.***

***Come to the table of peace...
Come to the table of love...
Come to the table of hope...
Come to the table to joy...***

Prayer after Communion (Unison)

Nourishing God, thank you for inviting us to your table where all are welcome, and for feeding us with the bread of life and quenching our thirst with the cup of blessing. As you have filled our lives with love and hope, may we be a source of your love and hope for others who hunger and thirst for good news. Amen.

***Hymn #516** *For the Bread Which You Have Broken*

***Charge and Benediction**

***Sending Music**

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Transformative Leadership Development Task Force

Synod of South Atlantic

April 28-29, 2022

Members: The Rev. Dr. David Shelor, *Facilitator*, Tampa Bay; the Rev. Andy Casto-Waters, Peace River; the Rev. Dr. Brian Henderson, Charleston-Atlantic; Nancy Reimer, at-large, Flint River

ACTIONS & INFORMATION (since November 2021 Synod meeting)

- **January 13, 2022** – Hosted ZOOM webinar - *Together is Better: How Small Membership Churches Fulfill Their Missional Call Through Partnerships*, with the Rev. Dr. Lisa Baroody Culpepper
- **April 2022** – Concluding Synod Cohort, “Faithful Risk-Taking: Nurturing Innovative Cultures in Ourselves and in the Congregations We Serve”:
 - Six months, meeting twice monthly by ZOOM
 - In partnership with the *Ministry Collaborative* (www.mministry.org); the Rev. Ben Johnston-Krase, facilitator
 - Fourteen participants – Two-person teams from seven congregations – one clergy and one ruling elder
- **February 23-25, 2023** – **All-Synod Meeting** - Planning Synod-wide education and fellowship event in conjunction with 2023 Stated Synod Meeting at Epworth By-the-Sea, St. Simons Island, Georgia. We are currently considering possible keynote presenters and preachers, along with various workshop leaders. Workshop leaders will be those who have directly led noteworthy ministry, mission and change efforts.

ACTIONS TAKEN BY THE EXECUTIVE ADMINISTRATIVE COMMISSION (EAC) SINCE THE NOVEMBER 5, 2021 STATED MEETING

- *Approved the SOSA PW serving communion at their October 21-23, 2022 gathering at Epworth by the Sea, St. Simons Island, Georgia*
- *Approved the Synod Presbytery Leaders serving communion at their March 23-24, 2022 gathering at Epworth by the Sea, St. Simons Island, Georgia*
- *Approved the Synod pay single-occupancy at the April 28-29, 2022 Stated meeting at Epworth by the Sea, St. Simons Island, Georgia*
- *Approved an in-person April 28-29, 2022 Stated meeting requiring masks at Epworth by the Sea, St. Simons Island, Georgia*
- *Approved serving communion at the April 28-29, 2022 Stated meeting at Epworth by the Sea, St. Simons Island, Georgia*
- *Approved the February 23-25, 2023 Stated Meeting date at Epworth by the Sea, St. Simons Island, Georgia, and the November 14, 2023 Stated Meeting ZOOM date*
- *Concurred with the recommendation of the Budget and Finance Committee (BFC) to affirm our investment policy at a 70/30% asset allocation, and affirm going forward with a managed arrangement with Vanguard*
- *Concurred with the recommendation from the Budget and Finance Committee (BFC) for the payouts from the Gainesville Campus Ministry Fund to be calculated as the greater of \$81,000 or 4% of the fund balance averaged over 36 months*

**Committee on Representation Report
Synod of the South Atlantic
April 29, 2022**

The Members of the Committee on Representation are: Rev. Brad Clayton, *Florida, Chair*; Maria Sit, *Tropical Florida, Clerk*; Hansler Bealyer, *St. Augustine*; Janice Barge Clarke, *Tampa Bay*; Rev. Brian Henderson, *Charleston-Atlantic*

For Synod Action:

- The Committee on Nominations has nominated the following commissioners to serve the synod as Moderator and Moderator Elect:
 - **Moderator-Elect: Rev. Dr. Brian Henderson, (TEBM), Charleston-Atlantic**
 - **Moderator: Rev. Dr. David Shelor, (TEWM), Tampa Bay**

- The Committee on Representation has nominated the following committee chairpersons for 2022:
 - **Administration and Relationships Committee (ARC): Bill Byars (REWM), Cherokee**
 - **Budget and Finance Committee (BFC): Charmaine Ponkratz (REWF), Peace River**
 - **Committee on Representation (CoR): Rev. Brad Clayton (TEWM), Florida**
 - **Ministry Support Committee (MSC): Ken Whitehurst (REBM), Greater Atlanta**

For Information

The General Assembly CoR report is a part of the Synod meeting packet, along with the Synod's Identification Role Report (**Attachments L-1 and L-2**).

The Committee continues to promote and recruit commissioners from all of our presbyteries. Currently all of our presbyteries have two commissioners.

We continue to search for ways that we can promote and celebrate the diversity of our synod. Thank you to each of you for serving.

Respectfully submitted:

SBC

Welcome to the Synod Representation Report Survey
Year: 2020

Survey Created: Oct. 20, 2021, 9:04 a.m.
Survey Last Modified: Oct. 20, 2021, 2:16 p.m.



COMMITTEE ON Representation

Synod	South Atlantic
Pin #	315
Role:	

Full contact information for the Chair/Moderator/Synod Leader for Representation for the Synods Committee on Representation or equivalent body:

Name	Rev. Bradley Clayton
Address	2200 North Meridian Road, Tallahassee, Florida 32303
Email	brad@faithpcusa.org
Phone Number	850.385.6151

Synod COR chairperson's beginning and ending term (month/year)

Beginning	1/2018
Ending	12/2022

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2020

Gender and Ordination Status:

#	Unit/entity	T Total	Male T E	Male R E	Male Other	Female T E	Female R E	Female Other
1	Synod PJC	11	2	4	0	4	1	0
2	Synod Executive Cmte (Council)	7	2	2	0	2	1	0
3	Synod COR	5	2	0	0	1	2	0
4	Synod Nom Cmte	0	0	0	0	0	0	0
5	Synod Commissioners	32	10	8	0	6	8	0
6	Synod Staff	4	0	0	0	1	1	2
7	Racial Ethnic Consultants	4	3	0	0	1	0	0

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2020

Race/Ethnicity:

#	Unit/entity	T Total	AS Asian/Pacific Islander/Native Hawaiian	B Black/African American	AF African	H Hispanic/Latinx
1	Synod PJC	11	1	3	0	0
2	Synod Executive Cmte (Council)	7	0	1	0	0
3	Synod COR	5	0	2	0	1
4	Synod Nom Cmte	0	0	0	0	0
5	Synod Commissioners	32	0	8	0	2
6	Synod Staff	4	1	0	0	0
7	Racial Ethnic Consultants	4	1	2	0	1

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2020
Race/Ethnicity (continued):

#	Unit/entity	T Total	NA Native American/American Indian/Indigenous	ME Middle Eastern/North African	W White/European American	M Multiracial	O Other
1	Synod PJC	11	0	0	7	0	0
2	Synod Executive Cmte (Council)	7	0	0	6	0	0
3	Synod COR	5	0	0	2	0	0
4	Synod Nom Cmte	0	0	0	0	0	0
5	Synod Commissioners	32	0	0	22	0	0
6	Synod Staff	4	0	0	3	0	0
7	Racial Ethnic Consultants	4	0	0	0	0	0

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2020
Ability:

#	Unit/entity	T Total	DNA Persons w/ disability requiring NO accommodation(s)	DRA Persons w/ disability requiring accommodation(s)	ND Persons with NO DISABILITY	Not Reported
1	Synod PJC	11	0	0	0	11
2	Synod Executive Cmte (Council)	7	0	0	0	7
3	Synod COR	5	0	1	0	4
4	Synod Nom Cmte	0	0	0	0	0
5	Synod Commissioners	32	0	1	0	31
6	Synod Staff	4	0	1	0	3
7	Racial Ethnic Consultants	4	0	0	0	4

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2020

Age:

#	Unit/entity	T Total	Y <=25	YA 26-35	A1 36-45	A2 46-55	MA 56-64	SA >=65
1	Synod PJC	11	0	0	0	1	6	4
2	Synod Executive Cmte (Council)	7	0	0	0	2	2	3
3	Synod COR	5	0	0	1	1	1	2
4	Synod Nom Cmte	0	0	0	0	0	0	0
5	Synod Commissioners	32	0	0	3	8	10	11
6	Synod Staff	4	0	0	0	1	0	3
7	Racial Ethnic Consultants	4	0	0	2	1	1	0

Narrative Section Questions:

Question 1 Response

Does your synod maintain a committee on representation?	Yes
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Question 1a and 1b Responses if Question 1 is Yes

How many persons serve?	5
What categories of membership are identified as important in your context? (Check all that apply.)	<input type="checkbox"/> women <input type="checkbox"/> persons with disabilities <input type="checkbox"/> persons of color <input type="checkbox"/> small church <input type="checkbox"/> large church <input type="checkbox"/> geographic (each region within the synod)
Which particular race/ethnicities are included in your use of "persons of color" are identified as important in your context? (Check all that apply.)	<input type="checkbox"/> Black/African American <input type="checkbox"/> White (European American/Caucasian) <input type="checkbox"/> Hispanic/Latino/a <input type="checkbox"/> African <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American (American Indian/Indigenous) <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Multiracial

Question 1c Responses if Question 1 is No

Is there an alternative COR structure?	
If so, Please describe your alternative COR structure.	
Does the synod continue to do this work?	
If so, The synod assigned these functions to another body. (Select one.)	

How does your synod address the functions described in G-3.0103? (even if you do not have a committee on representation)	Our CoR advocates for diversity, selects committee chairs, Moderator and Moderator-elect and searches for commissioners who reflect the diversity of the Synod of South Atlantic. We use our Synod ID Role form to collect information and gauge our success in that way.
How often did your Synod COR (SCOR) meet in 2020?	Other (please describe) -> Twice by ZOOM
How are your Synod COR (SCOR) meetings conducted? (Check all that apply.)	Other (please describe) -> ZOOM in 2020; normally once face-to-face, but not during Covid.
How often did the committee make a report to the Synod in 2020?	Twice a year
What form did the committee's report take?	Both Written and Oral
How does the Synod demonstrate it has "procedures and mechanisms for promoting and reviewing [the Synod's] implementation of the church's commitment to inclusiveness and representation" (G-3.0103 and F-1.0403)?	Our Synod ID role form that participants fill out at our meetings helps us gauge our representation. Consideration is given toward underrepresented groups, and the CoR actively recruits those gender/ethnicities through the Presbyteries.
How often is the plan (or means of demonstrating "procedures and mechanisms for promoting and reviewing [the Synod's] implementation of the church's commitment to inclusiveness and representation" reviewed)? (Select one.)	Once a year
How often is the plan (or means of demonstrating "procedures and mechanisms for promoting and reviewing [the Synod's] implementation of the church's commitment to inclusiveness and representation" revised and/or updated? (Select one.)	Other (please describe) -> As needed
How is the Synod COR involved in the reviews of the "procedures and mechanisms" and the Synod's implementation of the "commitment to inclusiveness and representation?"	Each year they consider the commissioners who serve the Synod as well as the committee chairs and gauge our level of representation and success in recruiting participants.
What were the committee's goals for 2020? (List the two most important goals.)	Goal A: To have greater diversity in the Synod EAC (Council) Goal B: To continue in commissioner diversity and adding alternates
How well was Goal A achieved during 2020? (Select one.)	Somewhat Achieved
How well was Goal B achieved during 2020? (Select one.)	Somewhat Achieved
What will the committee's goals be for 2021? (List the two most important goals.)	Goal A: To have greater diversity among the Committee Chairs Goal B: To have greater diversity with the Synod Commissioners
Which of the following statements are true concerning the relationship between your synod's COR and your Synod's nominating committee? (Check all that apply.)	We have some other relationship with the synod's nominating committee. Please describe. -> We don't have a Synod nominating committee; the CoR does this work.
Has the work of the Synod's COR had any impact in the past 2 years in increasing the diversity among the leadership of the synod's committees?	Yes
If yes, Please describe the impact.	We have one new chair who is African-American
If yes, Please let us know to what you attribute your success.	We had a chair who was concerned with diversity and asked if he could step aside for an African-American committee member to lead that committee.
If no, What are the challenges faced by the Synod's COR?	
If no, What plans does your Synod's COR have for increasing its effectiveness?	
What were the joys and satisfactions of the Synod's COR's work during 2020?	Having an African-American commissioner agree to be the Moderator-Elect.

What were the disappointments and frustration of the committee's work during 2020?	The struggle to get alternates and for those of color who would not or could not serve as commissioners or agree to leadership positions.
Which Presbyteries in your Synod had a COR in 2020? (Presbyteries selected here will not show up in the following 2 questions.)	Central Florida Charleston-Atlantic Cherokee Flint River Florida Foothills Greater Atlanta New Harmony Northeast Georgia Peace River Providence Savannah St Augustine Tampa Bay Trinity Tropical Florida
Which Presbyteries in your Synod merged COR functions with another body?	
Which Presbyteries in your Synod do not have a COR or any body assigned the functions?	
If there are Presbyteries in your Synod without a COR, what reason(s) have been given for not having one? (Check all that apply.)	Other (please specify) -> Don't know
What is the relationship of the synod COR (SCOR) with the presbytery CORs (PCOR)? (Check all that apply.)	SCOR has no relationship with PCORs
What education and training opportunities has your COR provided in the last year? (Check all that apply.)	Other (please specify) -> None
Who was the audience? (Check all that apply.)	Other (please specify) -> N/A
How might GACOR or OGA help your synod COR (or responsible body) to fulfill its responsibilities?	Offering strategies, ideas for participation, and prayer for our continued work.

Report submission details

Report submitted by	Lisa Lovelady
Submitter's Email	lisa@synodsa.org
Submitter's Phone Number	

Declaration of Completion

The Synod Of	South Atlantic
Survey Received	2021-10-20
Location	1937 University Boulevard West, Jacksonville, Florida 32217

**SYNOD OF SOUTH ATLANTIC
SYNOD IDENTIFICATION ROLE**

The Committee on Representation (COR) would appreciate each commissioner completing this form to assist them as they do their work.

<u>SYNOD POSITION</u> (Circle One) COMMISSIONER PRESBYTERY STAFF SYNOD STAFF ALTERNATE OTHER (specify)	<u>GENDER</u> (Circle one) MALE FEMALE OTHER (specify)	<u>ROLE</u> (Circle one) RULING ELDER TEACHING ELDER OTHER (specify)	<u>AGE</u> (Circle one) < 25 26-35 36-45 46-55 56-64 65-74 75 or >
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ETHNICITY

	Middle Eastern/ North African	White/European American	African/ African American	Pacific Islander/ Asian	Hispanic/ Latin	Multi-racial	Other (Specify)

DISABILITY AND ACCESSIBILITY

*Disability/Accommodations	No Disability

*(*Includes synod assistance for special diet, handicapped room, visual/hearing, no stairs, close to bathroom, single room due to snoring, etc.)*

PREFERRED PRIMARY LANGUAGE **ADDITIONAL LANGUAGE(S)**

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BUDGET AND FINANCE COMMITTEE

Report to the 36th Stated Meeting of the Synod of the South Atlantic April 28-29, 2022

Committee Members:

Charmaine Ponkratz, Chair – Peace River; Jimmy Cheeks, Clerk – Foothills; Timothy Cureton, Providence; the Rev. Christina Greenawalt, Central Florida; the Rev. Jessi Higginbotham – St. Augustine; Don Mowat – Florida; the Rev. Dr. David Shelor, Synod Moderator – Tampa Bay; the Rev. Jennifer Lee Walker – Cherokee; the Rev. Don West – Flint River

Corresponding Member: Jodi Dodge, Synod Treasurer – St. Augustine

The purpose of the Budget and Finance Committee (BFC):

To ensure that proper oversight is given to the finances of the Synod in regard to current and future budgets, as well as investments. This includes:

- Propose the budget to the Synod,
- Monitor expenditures during each fiscal year and recommend changes necessary during the year to EAC,
- Provide for the review of an annual audit,
- Serve as the investment committee of the Synod,
- Review annually the Synod's investment policy,
- Oversee the reserve funds of the Synod and the allocation of these funds,
- Oversee the volunteer Treasurer of the Synod.

Work of the BFC since the November Called Meeting:

1. Conducted a review of the Synod's investment performance and investment policy:

The reader is reminded that major Synod reserves are invested with Vanguard, having won a bidding process in 2019. The 2021 investment results were the second year to evaluate their performance, which was completed last month. These reserves appear on the balance sheet as Hawkins, Gainesville, General and Hemphill. The investment policy guiding 2021 investments used an asset allocation of 70% equities and 30% fixed income to allow for an average spend rate of approximately 4%, as well as retain some growth in the corpus.

The performance for the portfolio matched or exceeded the composite benchmarks for both equities and fixed income. The committee reviewed the investment policy and affirmed the asset allocation (70/30) for 2022.

Additionally, the committee considered the change in fee structure from Vanguard for the investment management of the funds and affirmed the continuation of our current arrangement with Vanguard.

Both recommendations were taken to the Executive Administrative Commission (EAC) and were unanimously approved.

The BFC is scheduled to initiate a vendor review after June 30, 2023.

2. *Gainesville Campus Ministry review of annual distribution:*

The committee recommended approval of the distribution from the Gainesville Campus Ministry fund 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.

This recommendation was taken to the EAC and was unanimously approved.

It is noted that the Gainesville Campus Ministry is evaluated each year by the St. Augustine Presbytery and is evaluated by the Synod every five years (will occur in summer 2022)

Attached to this report is the Overview of the Synod Funds (**Attachment M-1**).

3. *Review of 2021 Year-End Financials.*

The Synod finished the year with a \$25,711 surplus, with revenue up \$8,000 over prior year and expenses up \$3,000 over prior year. As was the case in 2020, there were savings in expenses due to conducting meetings virtually and reduced travel costs.

See the Treasurer's report for more information about the year-end financials.

The committee continues to be grateful for the skillful and diligent work of the Synod's volunteer Treasurer, Jodi Dodge.

4. *Received the 2021 Audit Report and noted that the financial statements:*

On March 14, 2022 the Synod received the audit report from Newsom and Associates PA with the following 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, 2021 and 2020, and the related statement 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, 2021 and 2020, 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."

The Synod's use of the modified cash basis was also discussed during the audit review conducted last year (on March 4, 2021) with no action taken by the BFC. Converting to a fixed asset accounting system with the related depreciation would add a layer of accounting entries without a significant impact on the organization's financials. No action is being recommended (**Attachment M-2**).

Attachments:

- Synod of South Atlantic – Overview of Funds (*updated to reflect the Gainesville Distribution Policy*)
- 2021 Audit

Synod of South Atlantic - Overview of Funds

3.29.2022

Fund Name	Objectives	Distribution Policy
Peacemaking	Available for Synod-based representatives to participate in peacemaking activities.	Ministry Support Committee (MSC) awards funds.
Capital Fund	Unused budgeted money for Synod Executive Auto Expense is accumulated and to be used to fund a new auto when needed to replace fully depreciated old automobile	Executive Administrative Commission (EAC) disburses.
Westcott, Nat'l Mission Partnership, Other	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.	Funds can be administered at the discretion of the Synod Executive. <u>EAC action 03.12.20</u> : Use over the next three (3) years, as it meets the intended purpose, to help fulfill the adopted Synod mission and ministry purpose.
Georgia Trans'l Interest	From sale of the Career and Counseling Center in Georgia and used for transformational study of the future of Georgia Presbyteries. Final distribution in 2020. Remaining account balance is interest.	EAC decision on use of remaining interest, which is unrestricted. <u>EAC action 03.12.20</u> : Use over the next three (3) years, as it meets the intended purpose, to help fulfill the adopted Synod mission and ministry purpose. <u>EAC action 03.23.21</u> : approved use of funds to cover cost of updating Synod's website.
Urie Scholarship	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.	Current policy indicates that the corpus can be spent. <u>EAC action 10.04.19</u> : all funds be put into cash to spend down balance over next three (3) years. <u>EAC action 03.12.20</u> : Use over the next three (3) years, as it meets the intended purpose, to help fulfill the adopted Synod mission and ministry purpose.
Synod Executive Scholarship	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.	The original motion from the 2012 stated meeting indicates that this is temporarily restricted, with only interest used to provide scholarships. <u>EAC action 10.4.19</u> : all funds be put into cash to spend down balance over next three (3) years. <u>EAC action 03.12.20</u> : Use over the next three (3) years, as it meets the intended purpose, to help fulfill the adopted Synod mission and ministry purpose.

Fund Name	Objectives	Distribution Policy
Gainesville Campus	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 2024.	<p><u>EAC action 03.16.18</u>: Distribution to be the greater of \$81,000 or 4% of the fund balance as of June 30 of the prior year, paid semi-annually. The policy allows corpus of \$1,800,000 to be used if earnings do not support the payment of \$81,000.</p> <p><u>EAC action 01.31.22</u>: 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.</p>
Ogden Scholarship	Established by John and Phyllis Ogden to support Florida Presbyterian College. The balance is endowment income received annually from Presbyterian Foundation.	Entire balance is available for distribution. Preference is given to Eckerd College, but MSC can award if Eckerd does not avail.
Uderitz Memorial	Established by Edward Uderitz for the purpose of scholarship for deserving students or adults to further Christian and higher education (1/2 proceeds). Remainder to be used to develop physical structure and equipment in churches in Florida . The balance is endowment income received annually from the Presbyterian Foundation.	<p>Entire balance is available for distribution. MSC awards funds. Annual distribution from Presbyterian Foundation.</p> <p><u>EAC action 03.12.20</u>: Use over the next three (3) years, as it meets the intended purpose, to help fulfill the adopted Synod mission and ministry purpose.</p>
Hemphill Grants	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 South Carolina , for church building improvement/relief.	The Association of Smaller Congregations (ASC) determines grant winners and Synod distributes funds. Distribution formula recommended (See below).
Hawkins	Established by Howard and Isabella Hawkins to provide for a theological student scholarship fund with a corpus of \$400,000 invested.	Funds will be available for distribution beginning 2022 with MSC determining awards. Distribution formula recommended (See below).
Simpson Fund	Established by Thomas Simpson to be used at the discretion of the Board. The balance is endowment income received from Presbyterian Foundation.	MSC awards funds. Annual distribution from Presbyterian Foundation.

		<u>EAC action 03.12.20</u> : Use over the next three (3) years, as it meets the intended purpose, to help fulfill the adopted Synod mission and ministry purpose.
Fund Name	Objectives	Distribution Policy
Spencer Memorial	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.	Entire balance is available for distribution. The Synod office distributes two (2) \$500 awards per presbytery per year. Awards may go to either the same person or to two (2) different people as determined by the Presbytery.
General Fund	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.	Distribution formula recommended (See below).

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.

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 OF SOUTH ATLANTIC

FINANCIAL STATEMENTS

December 31, 2021 and 2020

with

REPORT OF INDEPENDENT AUDITORS

SYNOD OF SOUTH ATLANTIC

December 31, 2021

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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, 2021 and 2020, and the related statement 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, 2021 and 2020, 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 Auditor's 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.

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.

March 3, 2022

SYNOD OF SOUTH ATLANTIC
 STATEMENTS OF FINANCIAL POSITION -
 MODIFIED CASH BASIS OF ACCOUNTING
 December 31, 2021 and 2020

ASSETS

	<u>2021</u>	<u>2020</u>
Current assets -		
Cash	\$ <u>234,328</u>	\$ <u>207,332</u>
Total current assets	234,328	207,332
Cash restricted for long term purposes	26,438	32,598
Investments	<u>5,158,014</u>	<u>4,679,416</u>
	<u>\$ 5,418,780</u>	<u>\$ 4,919,346</u>

LIABILITIES AND NET ASSETS

Other current liabilities	\$ 5,500	\$ -
Net assets:		
Unrestricted net assets	4,576,760	4,157,022
Restricted net assets	<u>836,520</u>	<u>762,324</u>
Total net assets	<u>5,413,280</u>	<u>4,919,346</u>
	<u>\$ 5,418,780</u>	<u>\$ 4,919,346</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, 2021 and 2020

	<u>2021</u>		<u>2020</u>		
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Contributions:					
Presbytery & congregation	\$ 218,218	\$ 81,236	\$ 221,093	\$ 70,104	\$ 291,197
Investment income	77,380	19,177	48,458	18,830	67,288
Realized and unrealized gains and (loss) on investments	408,546	76,240	482,923	86,454	569,377
Other income	7,856	-	991	-	991
Released from restriction	102,457	(102,457)	120,573	(120,573)	-
Total contributions	814,457	74,196	874,038	54,815	928,853
Expenditures:					
Racial ethnic ministries	12,143	-	558	-	558
Networking ministry	8,299	-	14,133	-	14,133
Ecclesiastic operations	512	-	6,374	-	6,374
Scholarships, grants, and other	120,659	-	158,756	-	158,756
Office operations	21,489	-	20,487	-	20,487
Insurance and audit	12,852	-	12,475	-	12,475
Salaries and benefits	218,765	-	217,085	-	217,085
Total expenditures	394,719	-	429,868	-	429,868
Changes in net assets	419,738	74,196	444,170	54,815	498,985
Beginning net assets	4,157,022	762,324	3,712,852	707,509	4,420,361
Ending net assets	\$ 4,576,760	\$ 836,520	\$ 4,157,022	\$ 762,324	\$ 4,919,346

See accompanying notes.

SYNOD OF SOUTH ATLANTIC
STATEMENTS OF CASH FLOWS -
MODIFIED CASH BASIS OF ACCOUNTING
For the years ended December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash provided by (used in) operating activities:		
Mission contributions	\$ 299,454	\$ 291,197
Outside contributions	11,657	991
Other investment income	4,700	-
Program & support expenditures	<u>(412,391)</u>	<u>(432,835)</u>
Net cash used in operating activities	(96,580)	(140,647)
Cash provided by (used in) investing activities:		
Sale of investments	130,909	473,540
Purchases of investment	<u>(13,493)</u>	<u>(358,872)</u>
Net cash provided by investing activities	<u>117,416</u>	<u>114,668</u>
Net increase (decrease) in cash and cash equivalents	20,836	(25,979)
Beginning cash and cash equivalents	<u>239,930</u>	<u>265,909</u>
Ending cash and cash equivalents	<u>\$ 260,766</u>	<u>\$ 239,930</u>

RECONCILIATION OF TOTAL CASH TO UNRESTRICTED AND RESTRICTED CASH

	<u>2021</u>	<u>2020</u>
Operating cash (unrestricted)	\$ 234,328	\$ 207,332
Cash restricted for long term purposes	<u>26,438</u>	<u>32,598</u>
Total cash	<u>\$ 260,766</u>	<u>\$ 239,930</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC
 STATEMENTS OF CASH FLOWS -
 MODIFIED CASH BASIS OF ACCOUNTING
 For the years ended December 31, 2021 and 2020
 (Continued)

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

		<u>2021</u>		<u>2020</u>
Changes in net assets	\$	493,934	\$	498,985
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:				
(Gain) loss on value of investments		(484,785)		(581,061)
Reinvested investment income		(111,229)		(58,571)
Change in other liabilities		5,500		-
Net cash used in operating activities	\$	(96,580)	\$	(140,647)

See accompanying notes.

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

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, 2021
(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, 2021
(Continued)

3. Donor Restrictions on Net Assets

Donor restricted net assets are available for the following purposes as of December 31, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Income only funds:		
Simpson Fund	\$ 5,058	\$ 4,221
Ogden Fund	1,886	1,511
Uderitz Fund	7,478	7,421
Spencer Fund	-	1,000
Hawkins gifts	532,124	471,927
Hemphill grants	<u>289,974</u>	<u>276,244</u>
	<u>\$836,520</u>	<u>\$762,324</u>

4. Designations of Unrestricted Net Assets

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

	<u>2021</u>	<u>2020</u>
Gainesville Campus Ministry	\$2,582,164	\$2,375,079
Georgia Presbyteries Transitional Study Fund	3,953	5,449
Synod executive scholarship	24,642	30,237
Executive auto appropriations	1,415	3,698
Urie Scholarship	<u>3,208</u>	<u>3,208</u>
	<u>\$2,615,382</u>	<u>\$2,417,671</u>

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2021
(Continued)

5. Investments

The Synod estimates the fair value of all financial instruments at the end of each fiscal year end (December 31st). 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 to consist of 70% stock funds, 30% bond funds, 0% cash for each funding source. At December 31, 2021, the Synod's investment mix approximately consisted of 75% stock funds, 25% bond funds, 0% cash for each funding source. At December 31, 2020, the Synod's investment mix approximately consisted of 70% stock funds, 30% bond funds, 0% cash for each funding source.

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2021
(Continued)

5. Investments (continued)

Fair values and unrealized appreciation (depreciation) at December 31, 2021 and 2020, are presented by funding source and summarized as follows:

December 31, 2021			
	<u>Cost</u>	<u>Market</u>	Unrealized Apprec. (Deprec.)
Hemphill funds	\$ 234,834	\$ 284,968	\$ 50,134
Hawkins	425,362	528,563	103,201
Gainesville funds	2,082,487	2,582,164	499,677
Synod General Fund	<u>1,418,229</u>	<u>1,762,319</u>	<u>344,090</u>
Total investments	<u>\$4,160,912</u>	<u>\$5,158,014</u>	<u>\$997,102</u>

December 31, 2020			
	<u>Cost</u>	<u>Market</u>	Unrealized Apprec. (Deprec.)
Hemphill funds	\$ 240,802	\$ 269,160	\$ 28,358
Hawkins	415,962	469,565	53,603
Gainesville funds	2,102,207	2,375,079	272,872
Synod General Fund	<u>1,386,888</u>	<u>1,565,612</u>	<u>178,724</u>
Total investments	<u>\$4,145,859</u>	<u>\$4,679,416</u>	<u>\$533,557</u>

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2021
(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. This lease expires December 31, 2021.

Total rent expense for the years ended December 31, 2021 and 2020 was approximately \$11,870 and \$11,400, respectively.

7. Subsequent events

In preparing these financial statements, the Synod has evaluated events and transactions for potential recognition or disclosure through March 3, 2022, 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 amounted to \$49,078 for both years ending December 31, 2021 and 2020.

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, 2021, the Synod had an uninsured cash balance of \$10,766. At December 31, 2020, the Synod did not have any uninsured cash balances.

SYNOD OF SOUTH ATLANTIC
 NOTES TO FINANCIAL STATEMENTS
 December 31, 2021
 (Continued)

10. Summary of Scholarships and Other Expenses

Below is a detailed breakdown of grants and gifts for 2021 and 2020.

	<u>2021</u>	<u>2020</u>
Gainesville Campus Ministry	\$ 82,129	\$ 81,484
Georgia Presbyteries Transitional Study Fund	-	26,497
Scholarships	1,500	10,200
Hawkins grants	-	12,700
Hemphill grants	18,000	21,500
Other	<u>19,030</u>	<u>6,375</u>
	<u>\$120,659</u>	<u>\$158,756</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, 2021:

	<u>General</u>	<u>Restricted</u>	<u>Total</u>
Cash	\$ 234,328	\$ 26,438	\$ 260,766
Investments	<u>1,762,319</u>	<u>3,395,695</u>	<u>5,158,014</u>
Total	<u>\$1,996,647</u>	<u>\$3,422,133</u>	<u>\$5,418,780</u>

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2021
(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 with one year after the issued date of these reports.

Management has considered the consequences of COVID-19 and has determined that it does not create a material uncertainty that casts significant doubt upon the Synod's ability to continue as a going concern, even though the impact of COVID-19 on future performance is unknown.

As of March 3, 2022, this 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.

Treasurer's Report

Report to the 36th Stated Meeting of the Synod

April 29, 2022

Presbyteries of the Synod of South Atlantic remitted \$218,841.61 in per capita for 2021 which includes amounts received through March of this year. This represents 80% of the amount due. Mission giving totaled \$82,546.48 which represented 45% of the target. To compare these figures to 2020, per capita was at 84% and mission giving was at 41%.

Expenses for 2021 finished at a total of \$274,059.17 which means we were in the black. These reduced expenses were a result of a virtual Stated Meeting and limited travel. Although there will be additional expenses in 2022 associated with this in-person Stated Meeting, we expect that a reserve transfer will not be necessary since we have had two years where contributions exceeded expenses.

Please be sure to pass on our appreciation to each of your presbyteries and encourage our per capita goal of 100%.

Respectfully submitted in His service,
Jodi Anderson Dodge
Synod Treasurer

More detailed financial information can be found in the attached documents:

- January - December 2021 Financial Statements (Attachment N-1)
- Per Capita and Mission Giving 2021 (reflecting amounts received in 2022) (Attachment N-2)

Synod of South Atlantic
Balance Sheet
For the Year Ending December 2021

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		Current Year	Previous Year
ASSETS	1000		
BANK ACCOUNTS	1050		
CHECKING ACCOUNTS	1100		
TIAA-Operating Account	1110	\$251,807.77	\$229,097.04
MANAGED FUNDS	1300		
GENERALLY MANAGED FUNDS	1305		
VG General (\$1M)	1311-116	1,762,318.69	1,565,611.42
VG Gainesville (\$1.8M)	1341-114	2,582,164.10	2,375,078.73
Subtotal Generally Managed Funds	1305	4,344,482.79	3,940,690.15
SPECIALLY MANAGED FUNDS	1350		
VG Hawkins (\$400k)	1361-104	528,562.94	469,565.47
VG Hemphill (\$200k)	1371-103	284,968.49	269,159.97
TIAA 9815 Hemphill Grants	1380-103	5,005.39	7,084.72
TIAA 0958 GA Presby Trans	1390	3,953.25	5,448.54
Subtotal Specially Managed Funds	1350	822,490.07	751,258.70
Subtotal Managed Funds	1300	5,166,972.86	4,691,948.85
TOTAL ASSETS		<u>\$5,418,780.63</u>	<u>\$4,921,045.89</u>
LIABILITIES	2000		
CURRENT LIABILITIES	2010		
PASS THRU CONTRIBUTIONS	2300		
Events	2310	\$5,500.00	\$0.00
TOTAL LIABILITIES		5,500.00	0.00
FUND PRINCIPAL	3000		
UNRESTRICTED	3100		
Unrestricted Fund Balance	3110-116	\$1,957,546.42	\$1,735,127.56
RESTRICTED FUNDS	3200		
TEMPORARILY RESTRICTED	3201		
TIAA Peacemaking	3210-107	371.36	763.97
TIAA Capital Fund	3220-108	1,415.47	3,697.99
TIAA Westcott,NMPF,Others	3230-109	3,461.19	3,461.19
TIAA Trans'l/Interest	3250-111	3,953.25	5,448.54
TIAA Urie Schol (2.5k)	3260-112	3,207.51	3,207.51
TIAA Synod Exec Sch (25k)	3270-113	24,641.61	30,236.61
VG Gville Campus (1.8M)	3280-114	2,582,164.10	2,375,078.73
TIAA Hawkins Short Term	3290-115	3,561.21	3,561.21
Subtotal Temporarily Restricted	3201	2,622,775.70	2,425,455.75
PERMANENTLY RESTRICTED	3300		

Synod of South Atlantic
Balance Sheet
For the Year Ending December 2021

		Current Year	Previous Year
PF Ogden Scholarship	3310-101	1,885.33	1,510.97
PF Uderitz Memorial	3320-102	7,478.67	7,420.76
VG Hemphill/Grants	3330-103	289,973.88	276,244.69
VG Hawkins Long Term	3340-104	528,562.94	469,565.47
PF Simpson Fund	3350-105	5,057.69	4,220.69
ST Spencer Memorial	3360-106	0.00	1,500.00
Subtotal Permanently Restricted	3300	832,958.51	760,462.58
Subtotal Restricted Funds	3200	3,455,734.21	3,185,918.33
TOTAL EQUITY		5,413,280.63	4,921,045.89
TOTAL LIABILITIES AND EQUITY		\$5,418,780.63	\$4,921,045.89

Synod of South Atlantic

Income and Expense Statement
GENERAL FUND , December 2021

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		Current Period	Year to Date	Annual Budget	Annual Budget Difference	YTD Prior Year
INCOME	4000					
CONTRIBUTION INCOME	4010					
UNRESTRICTED	4020					
Per Capita	4030-401	\$30,580.32	\$202,572.60	\$223,000.00	-\$20,427.40	\$207,241.30
Prior Year Per Capita	4035-401	0.00	15,645.54	12,000.00	3,645.54	13,852.24
Mission Giving	4040-402	14,814.47	77,350.93	70,000.00	7,350.93	68,399.09
Prior Year Mission Giving	4045-402	0.00	3,885.03	0.00	3,885.03	1,705.34
Subtotal Unrestricted	4020	45,394.79	299,454.10	305,000.00	-5,545.90	291,197.97
Subtotal Contribution Income	4010	45,394.79	299,454.10	305,000.00	-5,545.90	291,197.97
INTEREST INCOME	4500	26.04	316.66	800.00	-483.34	791.33
TOTAL INCOME		45,420.83	299,770.76	305,800.00	-6,029.24	291,989.30
EXPENSES	5000					
PERSONNEL	5010					
SE/SC SALARY & BENEFITS	5100					
SE/SC	5110	\$11,917.69	\$143,012.28	\$143,012.61	\$0.33	\$143,012.28
SE/SC PROFESSIONAL EXP	5200	-54.94	3,507.12	6,000.00	2,492.88	4,337.56
Subtotal Se/sc Salary & Benefits	5100	11,862.75	146,519.40	149,012.61	2,493.21	147,349.84
SUPPORT STAFF	5300					
OFFICE ADMIN	5310	4,622.19	55,942.29	57,391.11	1,448.82	55,541.28
BOOKKEEPER	5320	1,533.84	18,406.08	18,406.00	-0.08	18,406.08
Subtotal Support Staff	5300	6,156.03	74,348.37	75,797.11	1,448.74	73,947.36
Subtotal Personnel	5010	18,018.78	220,867.77	224,809.72	3,941.95	221,297.20
SYNOD OPERATIONS	5400					
SYNOD ECCLESIASTIC	5410					
Stated Meeting	5411	0.00	-1,600.00	2,600.00	4,200.00	2,146.80
Committee Expenses	5412	0.00	10.00	700.00	690.00	15.05
Moderator's Training	5414	0.00	0.00	1,000.00	1,000.00	0.00
Subtotal Synod Ecclesiastic	5410	0.00	-1,590.00	4,300.00	5,890.00	2,161.85
SE DSCTNRY COUNCIL OPS	5450					
SE Discretionary	5451	0.00	0.00	3,000.00	3,000.00	0.00
OFFICE OPERATIONS	5500					
Rent	5510	1,000.00	11,870.97	12,000.00	129.03	11,400.00
Phones	5525	164.44	1,991.54	4,000.00	2,008.46	3,080.68
Office Supplies/Postage	5535	67.27	3,625.16	5,000.00	1,374.84	2,024.21
Website	5575	112.50	600.50	2,000.00	1,399.50	969.00
Staff Travel	5580	34.05	202.44	1,000.00	797.56	37.80
Support Contracts	5590	298.64	3,197.14	3,874.00	676.86	2,975.52
Subtotal Office Operations	5500	1,676.90	21,487.75	27,874.00	6,386.25	20,487.21
INSURANCE & AUDIT	5600					
Insurance	5610	0.00	6,152.00	6,000.00	-152.00	5,987.00
Audit	5611	0.00	6,700.00	6,700.00	0.00	6,700.00
Subtotal Insurance & Audit	5600	0.00	12,852.00	12,700.00	-152.00	12,687.00
Subtotal Synod Operations	5400	1,676.90	32,749.75	47,874.00	15,124.25	35,336.06

Synod of South Atlantic
Income and Expense Statement
 GENERAL FUND , December 2021

		Current Period	Year to Date	Annual Budget	Annual Budget Difference	YTD Prior Year
DIRECT MINISTRIES	6000					
RACIAL ETHNIC MINISTRIES	6100					
Korean American Ministry	6110	0.00	12,143.00	15,000.00	2,857.00	0.00
African American Ministry	6120	0.00	0.00	15,000.00	15,000.00	557.57
HispanicAmerican Ministry	6130	0.00	0.00	10,000.00	10,000.00	0.00
Subtotal Racial Ethnic Ministries	6100	0.00	12,143.00	40,000.00	27,857.00	557.57
NETWORKING MINISTRIES	6200					
Smaller Cong (ASC)	6210	0.00	0.00	5,000.00	5,000.00	5,000.00
OTHER MINISTRIES	6300					
Pby Leader Formation	6310	0.00	8,250.00	6,000.00	-2,250.00	8,275.00
Synod Pby Leaders Forum	6320	0.00	0.00	4,000.00	4,000.00	-12.18
PJC Training	6330	0.00	48.65	5,000.00	4,951.35	870.02
Subtotal Other Ministries	6300	0.00	8,298.65	15,000.00	6,701.35	9,132.84
Subtotal Direct Ministries	6000	0.00	20,441.65	60,000.00	39,558.35	14,690.41
TOTAL EXPENSES		19,695.68	274,059.17	332,683.72	58,624.55	271,323.67
EXCESS INCOME/EXPENSES		\$25,725.15	\$25,711.59	-\$26,883.72	\$52,595.31	\$20,665.63

January 2021 - December 2021

FUND 01 - GENERAL FUND

	Beginning Balance	Direct Transactions	Income	Expenses	Ending Balance
FUND PRINCIPAL					
UNRESTRICTED					
Unrestricted Fund Balance	1,735,127.56	196,707.27	299,770.76	-274,059.17	1,957,546.42
RESTRICTED FUNDS					
TEMPORARILY RESTRICTED					
TIAA Peacemaking	763.97	-392.61	0.00	0.00	371.36
TIAA Capital Fund	3,697.99	-2,282.52	0.00	0.00	1,415.47
TIAA Westcott,NMPF,Others	3,461.19	0.00	0.00	0.00	3,461.19
TIAA Trans/I/Interest	5,448.54	-1,495.29	0.00	0.00	3,953.25
TIAA Urie Schol (2.5k)	3,207.51	0.00	0.00	0.00	3,207.51
TIAA Synod Exec Sch (25k)	30,236.61	-5,595.00	0.00	0.00	24,641.61
VG Gville Campus (1.8M)	2,375,078.73	207,085.37	0.00	0.00	2,582,164.10
TIAA Hawkins Short Term	3,561.21	0.00	0.00	0.00	3,561.21
Subtotal Temporarily Restricted	2,425,455.75	197,319.95	0.00	0.00	2,622,775.70
PERMANENTLY RESTRICTED					
PF Ogden Scholarship	1,510.97	374.36	0.00	0.00	1,885.33
PF Uderitz Memorial	7,420.76	57.91	0.00	0.00	7,478.67
VG Hemphill/Grants	276,244.69	13,729.19	0.00	0.00	289,973.88
VG Hawkins Long Term	469,565.47	58,997.47	0.00	0.00	528,562.94
PF Simpson Fund	4,220.69	837.00	0.00	0.00	5,057.69
ST Spencer Memorial	1,500.00	-1,500.00	0.00	0.00	0.00
Subtotal Permanently Restricted	760,462.58	72,495.93	0.00	0.00	832,958.51
Subtotal Restricted Funds	3,185,918.33	269,815.88	0.00	0.00	3,455,734.21
FUND 01 TOTALS	4,921,045.89	466,523.15	299,770.76	-274,059.17	5,413,280.63

PRESBYTERY PER CAPITA & MISSION GIVING

YEAR 2021 Includf. Jan-Mar'22 PY Contributions

	Per Capita	Mission Giving	Prior Yr. Per Capita	Prior Yr. Mission Giving	Total	Per Capita Yearly Goal	YTD %	Mission Giving Yearly Goal	YTD %
110 - Central Florida	15,537.45	2,386.95	5,809.61	926.90	24,660.91	23,917.50	89%	15,945.00	21%
125 - Charleston Atlantic	16,000.00	5,000.00			21,000.00	22,957.50	70%	15,305.00	33%
128 - Cherokee	6,618.88	1,000.00			7,618.88	6,057.00	109%	4,038.00	25%
218 - Flint River	3,632.61	1,331.97	1,179.39	1,876.03	8,020.00	4,812.00	100%	3,208.00	100%
221 - Florida	7,559.00	5,039.00			12,598.00	7,558.50	100%	5,039.00	100%
223 - Foothills	20,284.50	6,761.50			27,046.00	20,284.50	100%	13,523.00	50%
254 - Greater Atlanta	33,998.52	8,125.00	330.55		42,454.07	49,045.50	70%	32,697.00	25%
442 - New Harmony	8,124.00	5,415.75	2708	1,805.25	18,053.00	10,831.50	100%	7,221.00	100%
472 - Northeast Georgia	9,880.50	4,000.00			13,880.50	9,880.50	100%	6,587.00	61%
528 - Peace River	16,495.48	8,427.28		587.37	25,510.13	21,228.00	78%	14,152.00	64%
554 - Providence	8,641.50	7,001.58	430.50		16,073.58	9,049.50	100%	6,033.00	116%
579 - St. Augustine	18,184.98	9,815.04			28,000.02	18,184.50	100%	12,123.00	81%
624 - Savannah	6,283.50				6,283.50	6,283.50	100%	4,189.00	0%
704 - Tampa Bay	12,905.39		2014.61		14,920.00	18,921.00	79%	12,614.00	0%
713 - Trinity	10,742.17	12,041.00	1,796.35		24,579.52	18,061.50	69%	12,041.00	100%
714 - Tropical Florida	7,684.12	1,005.86			8,689.98	9,991.50	77%	6,661.00	15%
TOTAL	212,572.60	77,350.93	14,269.01	5,195.55	219,388.09	251,064.00	84%	171,376.00	48%

ADMINISTRATION AND RELATIONSHIPS COMMITTEE (ARC)

Report to Stated Meeting

April 29, 2022

Members: Bill Byars, RE, Chair, *Cherokee*; Travis Adams, RE, *Northeast Georgia*; Bobby Byrd, RE, *Charleston-Atlantic*; Beth Hoskins, Foothills; Kathi Parchem, TE, *Savannah*; Greg Rapier, TE, Clerk, *Tropical Florida*; Jackie Rembert, TE, *New Harmony*; Croskeys Royall, TE, *Trinity*; Jeanne Simpson, TE, *Greater Atlanta*

The committee met in 2021 and discussed Eckerd College's covenant relationship with the Synod. Eckerd's hesitancy to continue may be due to their inability to fulfill the requirements, and the change in their focus. There is less Presbyterian representation on their board and fewer Presbyterian students. Other college campuses have similar situations. A listing of covenants and due dates is attached (**Attachment O-1**).

Action: Bill contacted Doug McMahon, Director of Spiritual Life at Eckerd, to determine what issues are giving them pause.

In years past, covenants were established in order for entities to receive funds from the Synod, but the Synod no longer has funds to give, so covenants can be written differently. However, Eckerd still receives a small amount of money from the Ogden Fund. The Synod can be supportive by highlighting particular ministries of entities on the Synod's website.

Action: The committee determined that a one-paragraph document should be created detailing what it means to be in covenant with the Synod. Carmelo Mercado (former commissioner) worked with Joyce Lieberman, Synod Executive, to create a simple document for Eckerd College that establishes a relationship with the Synod (**Attachment O-2**).

Action: The Committee requested the Administrator send all of the covenants to the members for review/comparison.

Looking forward:

The committee will consider the ARC's duties as listed in the Manual of Operations and also discuss whether the name, "Administration and Relationships Committee," accurately reflects the role of the ARC.

SYNOD COVENANT AND INSTITUTION RENEWAL SCHEDULE

NAME OF INSTITUTION	COVENANT INCEPTION	LAST RENEWAL YEAR	REVIEW DUE
*Agnes Scott College	1994	2018	2022
Columbia Theological Seminary	1885	2018	2022
Eckerd College	1977	2016	2020
Florida Presbyterian Homes, Inc.	1995	2017	2021
Johnson C. Smith Theological Seminary	1998	2016	2020
Presbyterian College	1987	2016	2020
Thornwell	1987	2017	2021
Villa International Atlanta, Inc.	1996	2021	2024
Westminster Communities of Florida	2010	2017	2021
<i>*non-renewal clause: renew only as parties request</i>			
NON-RENEWALS			
The Duvall Homes, Inc.	1988	2011	
Rabun Gap-Nacoochee School	1988	2013	
Presbyterian Homes of Georgia	1987	2012	
<i>Covenants to be renewed every 4 years</i>			<i>Updated 4.14.22</i>

**PRESBYTERIAN AFFILIATION AND RELATIONSHIP UNDERSTANDING
BETWEEN
THE SYNOD OF SOUTH ATLANTIC OF THE PRESBYTERIAN CHURCH (USA)
AND**

_____ (*entity*)

The Synod of South Atlantic and _____, in recognition of their historic relationship, common heritage, and/or geographic connection, hereby seriously understand and willingly agree that:

- The Synod shall encourage, promote, and pray for this vital ministry within its bounds.
- _____ shall affirm its purpose and commitment to its mission.

This written affirmation of our relationship is a voluntary bond and an explicit witness to the enduring association and continuing affiliation between the two parties.

This document does not alter the corporate identity, program, or policy of either entity, and neither has any responsibility for the financial, contractual, or liability obligations or actions of the other (except those specifically approved by each party's governing body).

Either entity may attach additional institutional details or promotional materials, including but not limited to its accomplishments, aspirations, appeals, etc.



AGNES SCOTT COLLEGE

REPORT TO SYNOD OF SOUTH ATLANTIC

Named the **No. 1 Most Innovative School** for the fourth consecutive year by *U.S. News & World Report* in its 2022 rankings, Agnes Scott College continues to gain recognition for its distinctive SUMMIT experience. Agnes Scott was again ranked **No. 1 for First-Year Experience** and **No. 2 for Best Undergraduate Teaching**. The college is also proud of placing **No. 6 for Social Mobility**. At Agnes Scott, SUMMIT (global learning and inclusive leadership development), concentrated work in liberal arts disciplines and courageous conversations across differences prepare students for success in their professional, civic and personal lives.

Agnes Scott is proud to be the only Presbyterian-affiliated college in the state of Georgia. The college honors its roots and nurtures a special relationship with its founding congregation, the Decatur Presbyterian Church, through its annual Heritage Sunday. Agnes Scott is also home to the national office of the Association of Presbyterian Colleges and Universities.

Agnes Scott encourages Presbyterian students to apply for an annual scholarship, which typically awards \$1,000 to \$3,000 per year to incoming first-year students on the basis of academic achievement and leadership in the Presbyterian Church (U.S.A.).

Agnes Scott has spent the past two years continuously assessing ways to best serve students while holding firm to a commitment to the well-being of all members of the college community. As students returned to the residence halls and in-person classes for the fall semester, strict adherence to policies requiring vaccinations, boosters and masks and limiting guests on campus created a safe environment with minimal cases of COVID-19 during this academic year. This allowed the college to send all first-year students on their *Journeys*, traveling with faculty members to various locations across the globe—from France to Belize to Alaska.

Highlights of the past year include:

- Agnes Scott opened the 2021-2022 academic year with record enrollment and a re-envisioned Senior Investiture, creating a new tradition of a parade to officially recognize seniors as campus leaders. A picnic followed bringing the campus community together for the first time in more than a year.
- With an emphasis on student professional success, the college formally launched its Sophomore Class Atlanta Career Experience (SCALE) immersion experience, created four “career communities,” each led by a career coach, and continued ACE (Applied Career Experience), a weeklong, one-credit course designed to bridge academic preparation and postgraduate success.
- Through a partnership with Morehouse School of Medicine, qualified Agnes Scott students will be offered admission to Morehouse’s MD program under new early commitment and linkage programs.
- Agnes Scott received SACSCOC approval for new master’s programs in counseling, medical sciences and health communications to launch in 2022.
- The college’s Post-baccalaureate Pre-medical Program experienced record-breaking enrollment as interest in health professions surged.
- Agnes Scott President Leocadia I. Zak launches a *Journeys to Leadership* podcast series focused on women’s leadership. Check out the podcasts at agnesscott.edu/president/about-our-president/podcasts.html.
- In September, Agnes Scott hosted its second annual Women’s Global Leadership Conference, *Building a Better World: Women and Climate Justice*, with keynote speakers Wanjira Mathai and Pat Mitchell.

- The annual Founders' Day program, created and produced by Sydni Perry '21, featured a showcase of student talent, as well as keynote remarks by Andrea Abrams '93, vice president for diversity, equity and inclusion and associate professor of anthropology at Centre College.
- Agnes Scott celebrated the 51st anniversary of its annual Writers' Festival, the longest continuous literary event in Georgia, with headliners Tina Chang, Lidia Yukanavitch and Anna Cabe '13.
- The college was named top producer among small institutions - under 5,000 undergraduate students - for the Benjamin A. Gilman International Scholarship Program.
- Agnes Scott was proud to receive INSIGHT Into Diversity's 2021 Higher Education Excellence in Diversity (HEED) Award.
- The college retained its status as a *Truth, Racial Healing and Transformation (TRHT)* campus center in a national effort to eradicate racial hierarchies and eliminate social inequities.
- In November, the Agnes Scott community gathered and celebrated the 50th anniversary of its first Black graduate, Edna Lowe Swift '71, and dedicated a bench in her honor.
- Agnes Scott was named to the 2021-2022 "First-gen Forward" cohort by the Center for First-generation Student Success, recognizing the college's commitment to first-generation students.
- The No. 16 ranking among Green Colleges by The Princeton Review recognized the college's commitment to environmental responsibility and its accomplishments in reducing its carbon footprint with a goal of climate neutrality by 2037.
- In The Princeton Review's 2021 edition of "The Best 387 Colleges," Agnes Scott placed in the top 20 in three categories, including "Schools Making an Impact," "Best Alumni Network" and "Internship Opportunities."
- Through a partnership agreement with the Atlanta Dream of the Women's National Basketball Association (WNBA), Agnes Scott was the official practice facility for the Dream's 2021 WNBA season.

For more information on Agnes Scott College and SUMMIT, please visit our website at agnesscott.edu.



*Senior Investiture Parade 2021, Agnes Scott College
Photo Credit: Adam Hagy, Hagy Photography*

Florida Presbyterian Homes Lakeland, Florida 2022 Report to the Synod

Florida Presbyterian Homes (FPH), founded in 1955, is a nonprofit Life Plan Community serving more than 300 residents ages 62+. 2021 has been a year where the organization made significant strides in the service, care, and quality of life for our residents while continuing to minimize the risk and impact of COVID.

Progress

This past year our board members, residents, and employee team members worked together through a comprehensive and inclusive planning process redefining our Mission (***Florida Presbyterian Homes is a nonprofit, life plan community whose ministry is to serve older adults from all faiths with holistic, compassionate care and support in maintaining independence and achieving greater wellness.***) and our Vision (***Florida Presbyterian Homes' vision is to create a neighborhood centered on valuing and enhancing the quality of life for each resident making ours a premier life plan community.***) and creating and implementing the 2022-2024 FPH Strategic Plan through five Planning Pillars: Resident Quality of Life; Employee Satisfaction; Fiscal Stewardship; Clinical Excellence; and Community Impact. We are all very excited about our Resident Quality of Life Action Plans including new dining “Health Smart” recipes and menu icon program; offering an evidence based “Brain Health” program developed by a renowned professor at the University of Southern Florida; the creation of a “Dimensions of Wellness Assessment and Support” program; and enhanced Life Enrichment programming in each level of living.

In our largest Independent Living apartment building we brought new life to the physical plant painting the exterior, enhancing the landscaping around the building, and we are in process of renovating the first-floor amenity spaces including the “Game Room” where our championship caliber Resident Wii Bowling Teams compete in national tournaments. Through the philanthropic support of generous residents, vendors, board members, and staff we raised funds and renovated our Memorial Garden on our beautiful Lake Hunter as well as our Assisted Living Garden Sanctuary.

Our Porter McGrath Skilled Care and Rehabilitation Center received JCAHO (Joint Commission on Accreditation of Healthcare Organizations) accreditation this year once again and earned the CMS (Center for Medicare and Medicaid) Five Star rating! Our Assisted Living program had zero citations once again for the state of Florida Assisted Living Survey!

FPH is a beautiful place to live!

Our residents are a wonderful, eclectic group of caring individuals with a wide variety of interests, activities, and community involvement. We invite you to stop by for a visit any time you are in the area. Just call 863-577-6001 to schedule a visit. We are an amazing Life Plan

Community value with first rate amenities, a beautiful campus and living options, caring and competent staff, a strong local volunteer board of directors, the full continuum of housing and care services, Central Florida/Lakeland provides endless places to explore, and we are an inclusive Christian ministry. Please check out our new website: <https://fphi.org/> and “Like” our Facebook Page https://m.facebook.com/FLPresbyterianHomes/?_rdr



PRESBYTERIAN COLLEGE

Office of Church Relations

Presbyterian College has many new and exciting initiatives to share as we seek to strengthen our historical roots with the PC(USA). Under the leadership of President Matthew vandenBerg, the vision includes the pursuit to be America's Presbyterian College that provides students of all faiths and backgrounds with a life-changing education that empowers them as forces for positive change and equips them for impactful careers through a distinctive emphasis on innovative solutions to real-world problems, bold service to others, and grace-filled, ethical decision-making. Many alumni and friends of PC have generously responded to the call to be America's Presbyterian College. The generosity and support of this community have allowed PC to create, establish, and endow legendary programs that will launch our students forward, serve our community, and improve the world. We are particularly passionate about the following initiatives as they relate to our Presbyterian heritage:

- **The PC Promise:** The inaugural Promise is with First Presbyterian Church of Myrtle Beach. Eligible seniors affiliated with the church can enroll at PC at no tuition cost to them through support from the church and scholarships at PC. The college is currently working with other churches towards the goal of establishing many more Promise Programs with churches throughout the Southeast. An anonymous seven-figure gift has been received to fuel the expansion.
- **The Service Entrepreneurship Program:** On October 18 in Greenville, the College announced the launch of the largest service entrepreneurship case competition in South Carolina and one of the largest in American higher education. Open to every high school senior in the state, winners in the competition will receive a full-ride scholarship to PC, the support of experts to assist them to further their plans to address societal problems at the root cause, and up to \$10,000 to implement their ideas. Dr. vandenBerg thanked two champions of PC for their vision and gifts to bring the competition alive.
- The endowment of the **Jack and Jane Presseau Associate Chaplain** position: The Associate Chaplain will be primarily responsible for the Student Volunteer Services (SVS) program that was founded more than 50 years ago by Dr. Jack Presseau. In gratitude for the anonymous donor who named this position, the Presseaus created an endowed fund to provide for SVS in perpetuity.
- **Justice, Equity, Diversity, and Inclusion:** Honoring the late Bill Rogers and Professor Emeritus of Political Science Dr. Booker T. Ingram – the first African-American professor at PC, the college received a seven-figure gift establishing an endowed, cabinet-level position: the Rogers-Ingram Vice President for Justice, Equity, Diversity,

and Inclusion.. The search for this candidate is well underway, and there will be formal announcement soon of the inaugural VP for Justice, Equity, Diversity, and Inclusion.

- **The Marianne and E.G. Lassiter Chaplain and Dean of Spiritual Life:** E.G. and Marianne Lassiter made the single largest gift in PC history, \$5 Million, to endow this cabinet-level position. The endowment is one of the most transformative and consequential gifts in the 142 years of PC. It reinforces our commitment to the Church and our reformed tradition. There should be an announcement soon naming the inaugural Marianne and E. G. Lassiter Chaplain and Dean of Spiritual Life.

Remaining true to the purpose of our founding, PC announced a seven-figure gift to provide funding to establish a program that will provide students impacted by foster care access to a PC education at no cost to them. We are searching for a director currently. Named after our founder, the Jacobs Scholars Program will be the higher education opportunity for students impacted by foster care throughout the southeast and the rest of the country.

President vandenBerg has been forthright in speaking about PC's founding principles and tenets of the Presbyterian Church USA--hospitality, pluralism, justice, service, and grace--being at the forefront of all that we do. PC is proud to say we have a significant renewed commitment to lean into our connection with the Presbyterian Church USA.

In the Spirit of PC,

A handwritten signature in blue ink, appearing to read 'Perrin Tribble', with a stylized flourish at the end.

Perrin Tribble '11
Director of Church Relations
ptribble@presby.edu



Dear friends in the Synod of South Atlantic,

Greetings from Georgia.

We're nearly two years removed from the onset of a pandemic that rocked the world and changed everything in terms of how we view service and care here at Presbyterian Homes of Georgia. ...And in the best possible way.

Some would call 2021 a year of "survival" after making it through what we thought was a very tough 2020. However, we used our new perspective, ...a gentle reminder of God's steadfast love,...and a time of refocus to establish an even stronger strategic plan for the future of the Presbyterian Homes of Georgia.

That said, our mission remains the same as it has for the past 72 years: ...to ensure that no resident is asked to leave should they outlive their financial resources. And for that, we are all humbled and proud.

As we've said in times past, we couldn't serve Georgia's seniors without our incredible staff and supportive friends and donors, like you.

Our staff has been diligent in providing the highest level of care and cleanliness at our facilities across Georgia. We are thankful that we have not had to compromise our mission in any way,...and attribute this to the veteran staff who have stayed with us, even through the trying pandemic.

Our gracious supporters and donors have embraced the *Caring Hands* Fund ...and we have been able to raise nearly \$2.7M since COVID began ...to ensure our mission remains intact.

We have also been able to ensure that our communities are growing and evolving– upgrading and renovating when possible and where most needed.

We opened our stunning new Athens campus and continue to welcome new residents. We have increased the size of the community we serve by nearly 50% statewide ...and we continue to source and consider additional growth opportunities to further our mission and ministry.

Earlier, I mentioned that God sent us a gentle reminder of His love... It came to us through Lamentations 3:22-24:

The steadfast love of the LORD never ceases,

His mercies never come to an end;

They are new every morning;

Great is your faithfulness.

"The LORD is my portion," says my soul,

"Therefore I will hope in Him."

From all of us at Presbyterian Homes of Georgia, thank you for your continued prayers, guidance, and support.

Alex Patterson, President and CEO, Presbyterian Homes of Georgia.

Link to video version: <https://vimeo.com/atlantaimagearts/review/695897868/0b404bc643>

THORNWELL WELCOMES NEW PRESIDENT



Thornwell welcomed their tenth president to the Clinton, South Carolina campus on April 2022. The Rev. Myron Wilkens comes from a non-profit ministry in Greensboro, North Carolina, and is an ordained American Baptist minister. He was chosen by the board from a number of extremely qualified candidates.

Because of the congregant care limitations put on organizations such as Thornwell by so many state agencies, Thornwell leadership has undertaken a new program called *Attach Based Residential Care* (ARC). Thornwell is the only organization in the southeastern US that is certified to offer this program and now has a waiting list as they struggle to hire qualified teaching (cottage) parents during Covid.

Seventy-eight cents of every dollar donated to Thornwell goes directly to the care of children and families. If your church or organization would like to know more about Thornwell programs and services or if you have a group of four to eight that would like to tour the campus, please contact Jim Conner at 770.781.8133, or jmc101043@gmail.com.



Thornwell

BUILDING TOMORROW'S FAMILIES



WE HAVE A LEGACY OF HOPE AND HEALING

WE CAN'T DO IT WITHOUT YOU IN 2022!

Who We Are

Since 1875, Thornwell has been dedicated to helping children and families across Florida, Georgia, and South Carolina. We are a diverse, non-profit ministry committed to the belief in empowered communities in which all people can experience both life and love in abundance.

2,093

CHILDREN AND FAMILIES
SERVED IN 2021 ACROSS
FLORIDA, GEORGIA AND
SOUTH CAROLINA!



Care Services

- Supporting more post-adoptive families with therapy and respite care support through the A.R.C. Residential program.
- Expanding our Foster Care program across South Carolina to support more foster families.
- Growing program options to meet the changing needs of young adults in our Transitional Living program.



Family Services

- Broadening the reach and impact of Building Families' in-home family therapy across Florida, Georgia, and South Carolina.
- Adding more program dates to the Strengthening Families program to meet the demand.



Academic Services

- Increasing the service area of our Read Right literacy program into new communities.
- Helping more children in our infant through 4k programs be school ready.

OUR MISSION IS TO PREVENT CHILD ABUSE AND NEGLECT, BUILD AND REUNITE FAMILIES, AND SUPPORT HEALTHY COMMUNITIES IN THE NAME OF JESUS CHRIST. [THORNWELL.ORG](https://thornwell.org)

OUR LOCATIONS

Florida

Gadsden, Hillsborough, Pasco, Pinellas

Georgia

Barrow, Chatham, DeKalb, Forsyth, Franklin, Fulton, Gwinnett

South Carolina

Anderson, Chesterfield, Cherokee, Florence, Greenville, Greenwood, Horry, Kershaw, Laurens (HQ), Lexington, Oconee, Orangeburg, Pickens, Richland, Spartanburg, Sumter, Union, York



◆ CURRENT THORNWELL LOCATIONS AND COMMUNITY-BASED PROGRAMS BY COUNTY. MANY THANKS TO PCUSA FOR HOSTING SEVERAL OF OUR LOCATIONS.

Come Visit Us!

You and your church group will be immersed in our mission by touring our historic campus in Clinton, SC! Come experience how you can impact kids and families through the love of Jesus, today!

Schedule a tour right now or watch our virtual tour by scanning this QR code!



SCAN ME



Your prayers and support are a game changer for Jessica!

Jessica grew up in an unstable home. Moving frequently caused her to miss school and fall behind. She arrived at Thornwell with limited confidence in herself, but incredible generosity just like yours has helped turn this all around. You support ensures Jessica receives therapy to support her emotional wellbeing, in addition to providing her a safe, stable home. She has access to spiritual nurture and biblical teaching. Jessica has found joy in learning and gained more than two grade levels in reading! Support like yours makes success like this possible! Our service to children and families in care, family, and academic services reflects your generous heart!

2021 IMPACT



YOU LIGHT THE WAY FOR POWERFUL LIFE CHANGE!



168 children equipped with essential education support



25% Increase in children enriched by early head start programs



77 children in need provided safe and loving homes to grow and heal



15% Increase in young adults equipped with life skills training and advanced education support



60% Increase in trained and licensed Thornwell foster families across SC



42% Increase in foster child placements to trained, licensed, and loving Thornwell foster families



1,471 children and families served with in-home therapy and parenting classes across FL, GA, and SC



41% Increase in families equipped with skills training to support healthy communication and bonding



Report to the Synod of South Atlantic Spring 2022

Westminster Communities of Florida is a faith-based, not-for-profit organization inspired by a mission of serving older adults and in covenant relationship with the synod. We've been touching lives through service since 1954. Today we serve more than 7,500 residents in 21 communities across Florida.

The strength of our relationship with the church is demonstrated through our *Honorable Service Grant* program, which continues to grow year after year. Since its inception in September 2002, the Foundation has awarded 423 grants totaling \$5,830,295.00. These grants assist retired church workers, many of whom are ministry couples, surviving spouses, educators, missionaries and administrators - to become residents of our communities. These grants come from the *Westminster Communities Foundation*, the benevolent arm of our communities. The grants make our communities affordable and the retired missionaries and ministers make our communities richer through their stories and continuing service.

In addition, charitable care for the 2021 fiscal year for contract residents of our Life-Plan Communities who, through no fault of their own, have outlived their financial resources totaled \$1,013,839.19. Generous contributions to our annual campaign for Benevolent Assistance ensure that every resident will forever have a home at Westminster Communities of Florida. It is a crucial part of our Mission and Ministry, what makes us unique and what makes us a family.

Westminster Communities of Florida offers affordable housing and amenities to nearly 2,500 senior adults age 62 and older in 12 Rental Retirement Communities. Affordable senior housing is a valuable part of by our Mission as a faith-based, not-for-profit organization, and is made available through our partnership with the U.S. Department of Housing and Urban Development.

The continued expansion and redevelopment of both active living and rental communities are ongoing, with the goal of making our communities more attractive to senior adults. Major construction projects have recently been completed and are underway in Tallahassee, Winter Park, St. Petersburg and Jacksonville.

We are proud to continue to honor the organization's faith-based heritage and its' Covenant with the Synod of South Atlantic.



Noreen Levitt
Vice President of Philanthropy
Westminster Communities of Florida
407-839-5050
nlevitt@wservices.org



Ministry Support Committee of the Synod of South Atlantic

Stated Meeting Report

April 29, 2022

Members: AUSTIN, STEVE – PROVIDENCE; BELL, RAY – TRINITY; BROOKS, MARGARET – SAVANNAH; CASTO-WATERS, ANDY – PEACE RIVER; LEWIS, JAN – NORTHEAST GEORGIA; MOYE, ANDY – FLINT RIVER; REMBERT, JACKIE – NEW HARMONY; **STREETMAN, MARY BELL – CENTRAL FLORIDA, CLERK;** **WHITEHURST, KEN – GREATER ATLANTA, CHAIR**

The *Ministry Support Committee* in collaboration with the staff of the Synod of South Atlantic approved the following grants within the guidelines of funding sources:

St. James Presbyterian Church, Charleston, South Carolina, Charleston Atlantic Presbytery, for \$2,000 from the Peacemaking Fund, for their A+ Mentoring program (balance of \$2,271.71). St. James is seeking funding to assist with expanding the A+ Mentoring Program to divide the current large group into two groups that will accommodate age-appropriate activities. The program will also expand to incorporate a mentorship component to address issues specific to youth girls. The A+ Mentoring Program provides opportunities for youth to observe and practice behavior that is respectful, supportive, and nurturing to others. The program mentors are respected parents, pastors and leaders who serve as positive role models because of the foundation they have as Christians with the church and the larger community. The A+ Mentoring Program provides a safe environment for mentees by helping them develop positive attitudes through relevant conversations, wholesome interactions and activities that nurture and promote peacemaking skills, e.g., conflict resolution, empathy, and service. **St. James Presbyterian Church:** A motion was made and seconded to deplete the fund for the year by awarding the entire amount of \$2,271.71 to St. James.

After discussion, an amendment was made with a second to only award the requested amount of \$2,000 and that an interim report with details of the program, previous successes, and any current testimonials of the program be requested when the funds are awarded. **Motion carried for the amended motion.** Main motion as amended was called by the moderator, and **the motion carried.**

Discussion noted that the MSC should request information before a grant is considered so detailed goals of grants can be discussed at an MSC meeting. In addition, an evaluation form should be sent to those requesting grants, so they have an idea of what the Synod is expecting as an outcome.

Church of the Reconciler, Tampa, Florida, Tampa Bay Presbytery, for \$23,000 from the Uderitz Fund to repair their roof (balance of \$3,420.39). Church of the Reconciler's roof is over thirty years old. We have over the years attempted to extend the life of the roof by making repairs. The roof is now at the stage that minor repairs are not enough, and our insurance company has stated to us that in order to continue insuring the Church, we must replace the roof. We are requesting assistance in replacing the roof on our sanctuary. We have received a quote to replace it. The total cost is \$43,200. We can pay \$20,000 towards the cost of the roof replacement. We are requesting assistance to complete this project by providing the balance of \$23,000 to allow us to replace the roof. **Church of the Reconciler:** A motion was made with a second to award \$3,420.39 (the balance in the fund) to the church. **Motion carried.**

The Ministry Support Committee recognized and thanked **Gloria Graham Boyd** for her eight years of dedicated service to the Synod and to the *Ministry Support Committee*.

Submitted by:

Ken Whitehurst, Chair

Ministry Support Committee

In January of 2020, a new consultant I became
I and Rev. Dr. Andrew Stephens were one in the same
Since then, the responsibility became mine and mine alone
And now you have to endure yet another one of my poems

The Southeast Region Bi-annual NBPC Conference will happen in July
We missed being apart in 2020 and not being together made us all sigh
We would normally prepare for a wonderful Clergy/Educator's Retreat
Yet, because of the pandemic (again) those plans were obsolete

What did we do while we were waiting to connect in person once again?
Well, we did what most folks did and tried to Zoom with all our friends.
We held one Virtual Retreat; folks gathered from three different states
The time that we spent together was joyful and (definitely) not too late

Our plans are to do more Virtual Retreats via Zoom until the way be clear
We may even try to gather as Clergy/Educators later in September this year
When we have come up with plans and have adjusted to the new normal
We will come to you with a written report and maybe be a little more formal

Thank you for the opportunity to serve; a consultant's work is never done
It's my desire to offer our Triune God in ways that are sincere and fun
No money was spent last year, and future specifics are being decided
We are working on a few things and by the Holy Spirit will be guided

Looking forward to what lies ahead and I'm ready to serve again
Looking forward to seeing all of you and making a few new friends
Refusing to look behind us; there is nothing we can do about the past
Proudly going forward knowing that only what we do for God will last



SE Region Bi-annual
Conference
July 15 - 16, 2022
Crowne Plaza
Jacksonville, FL

The Necessities of Connection

John 15:5



Synod of the South Atlantic African American Clergy and Educators Virtual Retreats

After much prayer and discernment for the need to remain connected, we will host a few more gatherings for African American Clergy and Educators. If you would like to receive information regarding these events, please submit your direct contact information at <https://www.surveymonkey.com/r/6FJMFWR>.

PLEASE PLACE THESE PARTICIPATION DATES ON YOUR CALENDAR

April 29th
(Following the District Synod Meeting)
July 15th
October 28th

In the past, we have hosted an African American Clergy and Educators Retreat at Epworth by the Sea on Saint Simons Island (GA) around the second week of September. The plan for an in-person retreat of this nature in 2022 is up for discussion. If you are interested in providing dialogue for this discussion, contact Rev. Cecelia D. Armstrong via email at ccarmstrong619@msn.com.



Association of Smaller Congregations (ASC)
Report to the Synod of the South Atlantic
March 27, 2022

The 2022 ASC Conference was held in person at Epworth by the Sea Conference Center. The 2022 ASC meeting was called to order and opened with prayer on Sunday, March 20, 2022. Approximately 63 attendees participated in conference activities, workshops, and worship opportunities. Attendees represented at a minimum 8 presbyteries from the Synod of the South Atlantic and from 3 states outside of the synod. Trinity Presbytery sent the most participants by offering \$100 scholarships to help participants attend in addition to 3 persons who received full scholarships from them.

The 2022 Conference total cost was \$16462.41 for the conference days and \$1310.85 for the ASC Board planning day.

We received conference donations of: \$5000 from Synod, \$500 from Trinity Presbytery, Activity sponsorship of \$574.56 will be coming from Presbyterian Mission Agency, and Workshop leaders' sponsorship of \$500 will be coming from PAM. Thornwell designated offering in worship totaled \$639.

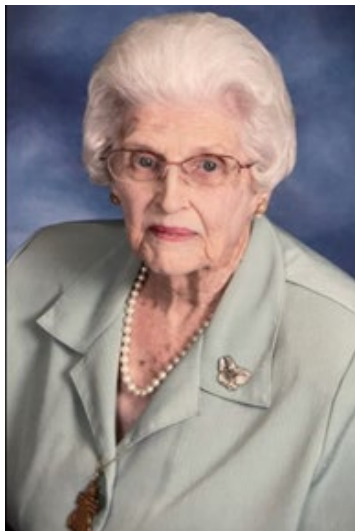
The following was accomplished at our annual meeting:

- Persons in attendance were recognized as voting members of ASC
- Minutes from the 2021 Meeting were approved
- Treasurer gave report on financials which were received and approved by vote.
- Distribution of the Mary Hemphill Grant Awards were recognized (South Carolina churches)
 - **\$6,000 to Salem Presbyterian Church in Foothills Presbytery**
 - **\$4,200 Richland Presbyterian Church in Foothills Presbytery**
 - **\$2,500 Parkwood Presbyterian Church in New Harmony Presbytery**
- Church and Lay Leader Awards were announced.
 - **Church of the Year – Westminster Presbyterian Church, Westminster, SC**
 - **Lay Leader of the Year – Sonya Dawson, Mattoon Presbyterian Church, Greenville, SC**
- Special Recognition for 2022 Conference
 - **Rhonda Hambright – Music**
 - **John Gartrell – Conference Tech Support**
 - **Joyce Lieberman – Synod of South Atlantic**
 - **Rev. Dr. Jonathan C. Augustine – Keynote**
 - **Steve Adkins, Maeba Jonas, Liz Perraud, Beth Lindsay Templeton – Workshop Leaders**
 - **Sy Hughes & Bill McConnell – Presbyterian Mission Agency, Matthew 25, Sponsor**
 - **Kelly Abraham – Presbyterian Association of Musicians, Sponsor**
- Outgoing board members recognized and thanked: **Rev. Kirk Dausman**
- Elections held for 2022 board members and were carried by vote:
 - Incumbents, Dashonde Brown Van Dyke, and Joy Fisher**
- Elections to 2022-23 ASC offices are as follows:
 - President – Rev John Scott, Treasurer – Carolyn Dennis, Secretary – Dawn Lyons,**
 - Registrar – Maurine Resch**
- Commissioning board members and to offices of ASC was led by Joyce Lieberman, Synod of the South Atlantic
- 2023 ASC Meeting was confirmed to be at Epworth by the Sea Conference Center.
Post Conference the ASC Board elected to move to a format to add an additional day in the conference to allow more conference participation time. The upcoming conference will be held March 2-5, 2023.
- The business meeting adjourned with prayer.

Thank you to the Synod of the South Atlantic for your continued recognition of the Association of Smaller Congregations and your financial support of this conference each year. Our report is respectfully submitted.

Rev. John Scott. President of the Association of Smaller Congregations

Former Synod Moderator, Emily C. Wood died February 11, 2022 at The Villages of Summerville in Summerville, South Carolina.



Mrs. Wood was born March 30, 1920 in Ardmore, Pennsylvania. Emily, and her husband Walter, who preceded her in death, moved to Florida from Stone Mountain, Georgia in 1970. Mrs. Wood was ordained an elder at Memorial Drive Presbyterian, Stone Mountain, Georgia in 1968.

She was active in the Presbyterian Church throughout her life, serving as an elder, as Moderator of Presbytery and Synod and as a member of the General Assembly Council.

She worked as a secretary for Columbia Theological Seminary and from 1970 to 1985 for Winter Park Presbyterian Church. She was a long time member of the Board of Trustees of Columbia Theological Seminary in Decatur, Georgia. Her life was dedicated to her Lord, her Church, her friends and her family. She was a mentor to many who served the Lord.

Mrs. Wood is survived by two children and their spouses, six grandchildren and 4 great-grandchildren. In lieu of flowers the family requests gifts in her memory to the Emily Wood Scholarship at Columbia Theological Seminary, Office of Advancement, PO. Box 520, Decatur, Ga. 30031-0250

A graveside service for Emily was held Tuesday, February 22, 2022 from 2:00 PM to 3:00 PM at All Faiths Memorial Park, 1390, Park Drive, Casselberry, Florida.

SYNOD OF SOUTH ATLANTIC
SAVE THE DATE
ZOOM WEBINAR

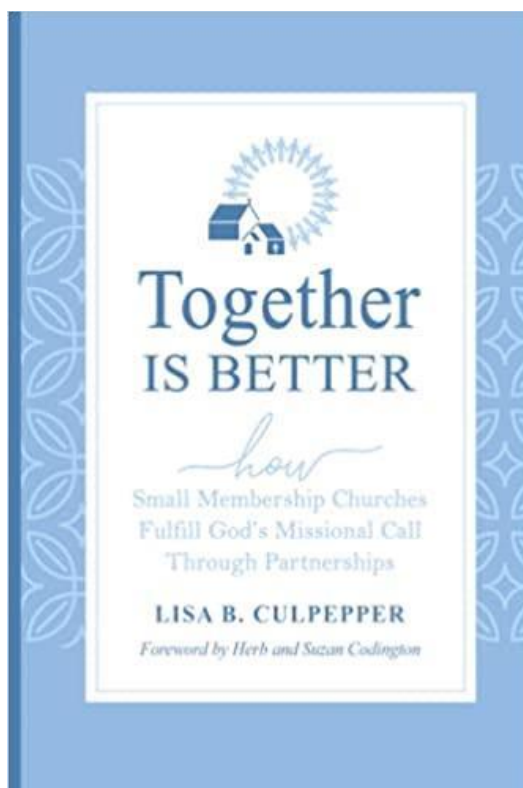
THURSDAY, JANUARY 13, 2022, 4:00 PM EASTERN

with

The Rev. Dr. Lisa Barody Culpepper

Author of:

**Together is Better: How Small Membership
Churches Fulfill Their Missional Call Through
Partnerships**



Synod Meeting Minutes Approval

The *Synod of South Atlantic* adopted the following procedure at its 30th 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

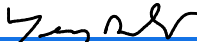
Robert's Rules of Order Newly Revised, 11th edition, permits the above procedure as an option in ***Section 48, Minutes and Reports of Officers; Reading and Approval of the Minutes***. It reads in part:

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 April 2022 Stated meeting were sent out on November 21, 2022 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 December 5, 2022, with any corrections or editions brought to the attention of the Stated Clerk.


Terry Newland (Jun 23, 2023 11:04 CDT)

The Rev. Terry Newland
Bridge Stated Clerk
Synod of South Atlantic







Synod NOVEMBER SM Minutes approval form 2022

Final Audit Report

2023-06-23

Created:	2023-06-17
By:	Valerie Young (valerie@synodsa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAokivipE-3ZTgqKq93A97leJXIVNQ6TGI

"Synod NOVEMBER SM Minutes approval form 2022" History

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2023-06-17 - 5:06:21 PM GMT
-  Email viewed by emailnewland@gmail.com
2023-06-23 - 4:03:02 PM GMT
-  Signer emailnewland@gmail.com entered name at signing as Terry Newland
2023-06-23 - 4:04:01 PM GMT
-  Document e-signed by Terry Newland (emailnewland@gmail.com)
Signature Date: 2023-06-23 - 4:04:03 PM GMT - Time Source: server
-  Agreement completed.
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THE MINUTES OF THE SYNOD OF SOUTH ATLANTIC

ZOOM VIDEOCONFERENCE

November 3, 2022

10:00 am

WELCOME

The Rev. Dr. David Shelor, Synod Moderator, introduced the Rev. Terry Newland, the Bridge Stated Clerk for the Synod. He also welcomed first-time and returning Commissioners, Presbytery Leaders, Corresponding Members, Staff, and Guests, who were gathered by ZOOM to conduct the business of the Synod on November 3, 2022.

CALL TO ORDER AND OPENING PRAYER

Moderator Shelor called the meeting to order and opened with prayer at 10:05 am.

DECLARATION OF A QUORUM

Moderator Shelor declared a quorum was present, with 12 (twelve) Teaching Elders and 10 (ten) Ruling Elders, representing 13 presbyteries.

In addition, one consultant for Racial Ethnic Ministries, five Presbytery Leaders, six Stated Clerks, the Mission Engagement Advisor for the *Presbyterian Mission Agency* (PMA), the Gainesville Campus Ministry Director, and three Synod Staff were present at the meeting.

THE ROLL OF COMMISSIONERS (voice and vote)

<u>Presbytery</u>	<u>Present (P) or Absent (A)</u> <u>Teaching Elder (TE) or Ruling Elder (RE)</u>
CENTRAL FLORIDA PRESBYTERY	(TE) Christina Greenawalt (P) (RE) Mary Bell Streetman (P)
CHARLESTON-ATLANTIC PRESBYTERY	(TE) Brian Henderson (P) (RE) Robert "Bobby" Byrd (P)
CHEROKEE PRESBYTERY	(TE) Jennifer Lee (P) (RE) William "Bill" Byars (P)
FLINT RIVER PRESBYTERY	(TE) Don West (P) (RE) Andy Moye (P)
FLORIDA PRESBYTERY	(TE) Brad Clayton (P) (RE) Don Mowat (A)

FOOTHILLS PRESBYTERY	(TE) Beth Hoskins (P) (RE) James "Jimmy" Cheeks (A)
GREATER ATLANTA PRESBYTERY	(TE) Jeanne Simpson (P) (RE) Ken Whitehurst (P)
NEW HARMONY PRESBYTERY	(TE) Ashley L. Cheek (A) (RE) Jackie Rembert (A)
NORTHEAST GEORGIA PRESBYTERY	(TE) Travis Adams (P) (RE) Jan Lewis (P)
PEACE RIVER PRESBYTERY	(TE) Vacant (RE) Charmaine Ponkratz (P)
PROVIDENCE PRESBYTERY	(TE) Steve Austin (A) (RE) Timothy Cureton (A)
SAINT AUGUSTINE PRESBYTERY	(TE) Jessi Higginbotham (P) (RE) Hansler Bealyer (P)
SAVANNAH PRESBYTERY	(TE) Vacant (RE) Margaret Brooks (P)
TAMPA BAY PRESBYTERY	(TE) David Shelor (P) (RE) Janice Barge Clarke (A)
TRINITY PRESBYTERY	(TE) Croskeys Royall (P) (RE) Ray Bell (A)
TROPICAL FLORIDA PRESBYTERY	(TE) Greg Rapier (P) (RE) Maria Sit (P)

THE ROLL OF CORRESPONDING MEMBERS (voice, no vote)

SYNOD OF SOUTH ATLANTIC STAFF

Bridge Stated Clerk	(TE) Terry Newland
Treasurer	(RE) Jodi Dodge
Administrator	Lisa Lovelady

PRESBYTERY LEADERS

Central Florida, <i>Associate Executive Presbyter</i>	(TE) Cheryl Carson
Charleston-Atlantic, <i>Bridge General Presbyter</i>	(TE) Becky Albright
Flint River, <i>Stated Clerk</i>	(RE) Becky Willis
Foothills, <i>Presbytery Leader and Stated Clerk</i>	(TE) Deborah Foster
New Harmony, <i>Executive Presbyter and Stated Clerk</i>	(TE) Gavin Meek
Tampa Bay, <i>Stated Clerk</i>	(TE) Bill Wildhack
Trinity, <i>General Presbyter</i>	(TE) Danny Murphy
Trinity, <i>Acting Stated Clerk</i>	(RE) Jim Rowell
Tropical Florida, <i>General Presbyter and Stated Clerk</i>	(TE) Daris Bultena

CONSULTANT FOR RACIAL ETHNIC MINISTRIES

<i>Synod Co-Consultant for African-American Ministries, Charleston-Atlantic Presbytery</i>	(TE) Cecelia “CeCe” Armstrong
--	-------------------------------

PRESBYTERIAN CHURCH (USA) STAFF ASSIGNED TO SYNOD

Presbyterian Mission Agency, <i>Mission Engagement Advisor</i>	Sy Hughes
--	-----------

VISITORS AND GUESTS

Gainesville Campus Ministry, <i>Director</i> St. Augustine Presbytery	(TE) Scott Stuart
Synod Executive/Stated Clerk Elect	(RE) Valerie Young

ADOPTION OF THE PROPOSED DOCKET

(ATTACHMENT AA)

The docket was approved *by common consent*.

VOICE TO CORRESPONDING MEMBERS

Corresponding members were given voice *by common consent*.

SYNOD REPORTS

COMMITTEE ON REPRESENTATION (CoR)

(ATTACHMENT BB)

The Rev. Dr. Brad Clayton, Chair announced the nominees as recommendation from the CoR for Committee chairs:

William “Bill” Byars, Administrative and Relationships Committee (ARC)
Charmaine Ponkratz, Budget and Finance Committee (BFC)
Ken Whitehurst, Ministry Support Committee (MSC)

There were no nominations from the floor. ***The slate was elected by unanimous consent.***

ELECTION OF COMMITTEE ON REPRESENTATION CHAIR

Moderator Shelor announced Hansler Bealyer, of St. Augustine Presbytery, as the nominee for CoR chair.

There were no nominations from the floor. ***Hansler was elected by unanimous consent.***

BRIDGE STATED CLERK REPORT

(ATTACHMENT CC)

The Rev. Terry Newland, Bridge Stated Clerk, reported that the Stated Meeting minutes of April 2022 were approved by the Synod’s process, as noted in the manual. The Synod’s 2020 and 2021 minutes were approved by the General Assembly. The Presbytery’s minutes review is in progress, with approvals reported later in 2023. In regard to the Synod Permanent Judicial Commission (SPJC) case, Tolley vs. Tropical Florida, the General Assembly Permanent Judicial Commission (GAPJC) upheld the Synod PJC decision to dismiss. He noted the many transitions in Presbytery leadership, but highlighted the Savannah Presbytery leadership changes omitted from the report. They are as follows:

- Rev. Doug Craven, *Stated Clerk, Director of Administration*, began June 1, 2022
- Rev. Rick Douylliez, *Director of Pastoral and Ecclesial Affairs*, began June 15, 2022
- Marty Susie, *Director of Mission and Program Advancement*, began June 1, 2022

GAINESVILLE CAMPUS MINISTRY REPORT

(ATTACHMENT DD)

The Rev. Scott Stuart, Director of the Gainesville Campus Ministry offered a five-year report which included the budget and a report of the many activities offered to students. Their outreach includes year-long activities, such as events for sororities, holiday events, especially a Thanksgiving dinner for those who do not go home, a football watch party and reaching out during the annual Arts Festival where thousands walk by the church. Business professionals offer a presentation, “Business by the Book,” which discusses Christian principles in business. Scott offered thanks to the Synod for the annual disbursement from the Synod’s Gainesville Campus Ministry fund.

EXECUTIVE ADMINISTRATIVE COMMISSION (EAC) (ATTACHMENT EE)

Moderator Shelor directed attendees to see the EAC report for actions since the April 2022 Stated Meeting.

ADMINISTRATION AND RELATIONSHIPS COMMITTEE (ARC)

Bill Byars, Chair, reported that there is a delay in renewal of one of the covenants, and that the committee looks forward to adding a new covenant partner in February 2023.

BUDGET AND FINANCE COMMITTEE (BFC) (ATTACHMENT FF)

Charmaine Ponkratz, Chair, called attention to the attachments, the BFC report and the Overview of Funds, which details all of the Synod's investments. A BFC review of the funds' performance will be conducted in 2023.

TREASURER (ATTACHMENT GG)

Jodi Dodge, Treasurer, reported on the Synod financials and budget. The balance sheet is on Page 48, followed by the income and expense statement on pages 49-50. She reviewed the proposed budget, which starts on page 51. The detailed revenue amounts show what is received from Presbyteries (on page 52), and is broken into three sections: amounts billed, amounts budgeted and actual/projected amounts. The billing amounts are less each year because there is a decline in the number of members/congregations, however the Synod per capita and mission giving billing remains the same in those years and will be the same in 2023. The middle section (shaded in blue) shows what the budgeted amounts are for each year as well as what is budgeted for 2023. These amounts are based upon expectations of what is actually received rather than the full-billed amount. The bottom section shows what the Synod actually received; for 2022 it is a projected amount since the year is not yet complete. Expense details are shown on pages 53-54, with comparisons between budgeted amounts for 2022 and the proposed amounts for 2023. The middle columns show the projected actual amounts for 2022. For the 2023 budget, there are salary increases for the Administrator and Bookkeeper, and a new expense for the Synod Executive/Stated Clerk Search and Moving expenses. The 2023 budget shows a deficit budget by over \$118,000, which will require a transfer from the Synod's reserves. Jodi asked that commissioners share page 55 with their presbyteries that shows the 2023 per capita at \$1.50 and mission giving at \$1.00 per member.

The Proposed Budget is a recommendation from the BFC, and ***was approved by common consent.***

TRANSFORMATIONAL LEADERSHIP TASK FORCE

David Shelor, Facilitator, reported that the Transformational Leadership Task Force was formed to implement the 2019 plan to train Synod leaders. During the pandemic, the focus was upon

online webinars and workshops. The task force is looking now toward the broader Synod gathering in February 2023.

MINISTRY SUPPORT COMMITTEE (MSC)

(ATTACHMENT HH)

Ken Whitehurst, Chair, reported that the MSC met in August to award 16 Hawkins grants and two Peacemaking grants, for a total of \$19,907.83. Four of the Hawkins awards went to Central Florida Presbytery, one to a student in Cherokee Presbytery, six to Foothills Presbytery, one to Greater Atlanta, one to Peace River, and three to St. Augustine. Nearly all of the Hawkins funds were awarded. The MSC noted that the Hawkins application needed clarity and individuals need to apply with a first-person narrative.

SYNOD EXECUTIVE/STATED CLERK SEARCH COMMITTEE

(ATTACHMENT II)


Moderator Shelor reported on the activities of the Synod Executive/Stated Clerk search committee. The growth and development of the Synod in the past five years has been good. The committee was looking for mid-council leadership experience and few of the applicants for the position had mid-council experience. The committee chose Elder Valerie Young, Synod Executive of the Synod of the Sun, as the nominee for the Synod of South Atlantic's new Synod Executive and Stated Clerk. A biography and photo were shared, as well as a link placed in the chat. ***An individual voice vote confirmed the hiring Valerie Young for a five-year term beginning January 16, 2023.*** He asked for confidentiality until her Synod could be informed of her hiring. A formal announcement from the Synod will be emailed next week. After the vote, Valerie offered greetings to meeting attendees. David offered a prayer for Valerie and the Synod of South Atlantic.

ANNOUNCEMENTS

Moderator Shelor offered thanks to Maria Sit for her five years as the Synod photographer at the Stated Meetings. He thanked the following retiring Commissioners for their service:

*The Rev. Andy Casto-Waters, Peace River Presbytery
Elder Jimmy Cheeks, Foothills Presbytery
The Rev. Dr. Brad Clayton, Florida Presbytery
The Rev. Jessi Higginbotham, St. Augustine Presbytery
The Rev. Kathi Parchem, Past Moderator, Savannah Presbytery
Elder Maria Sit, Tropical Florida Presbytery*

Moderator Shelor also announced the upcoming Synod Stated Meetings:

 **Thursday, February 23, 3:00 pm** – Commissioner Training and Committee Meetings

BI-ANNUAL SYNOD GATHERING


(ATTACHMENT JJ)

 **Friday, February 24, 3:00 pm to Saturday, February 25, 1:00 pm**

- **Worship** – The Rev. Dr. Victor Aloyo, President, Columbia Seminary, preaching
- **Keynote** –The Rev. Ruth Santana-Grace, Co-Moderator of the 225th General Assembly
Speaking on the state of the church and leadership challenges
 - PLUS LOTS of great workshops

ALL are welcome! Commissioners, church leaders, presbytery leaders

Registration information available soon

 **Synod Meeting, Tuesday, November 14, 2023, 10:00 am to 11:00 am, by ZOOM**

ADJOURNMENT

Moderator Shelor closed the meeting in prayer at 11:10 am.

CORPORATION MEETING

Moderator Shelor opened the meeting of the corporation in prayer at 11:12 am. He presented the following corporate officers and their respective positions for 2023:

*David Shelor, President
Valerie Young, Secretary
Jodi Dodge, Treasurer*


There were no nominations from the floor. ***The nominations were approved by common consent.***

ADJOURNMENT

Moderator Shelor called for an adjournment of the meeting.

Brian Henderson closed the meeting with prayer at 11:13 am.

Submitted by:


Terry Newland (Jun 23, 2023 11:05 CDT)

The Rev. Terry Newland
Bridge Stated Clerk







Stated Meeting Minutes 11.3.22

Final Audit Report

2023-06-23

Created:	2023-06-17
By:	Valerie Young (valerie@synodsa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMBI9Zh2HUTlWcn9RsDiC-Utm6ZKXrCM

"Stated Meeting Minutes 11.3.22" History

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2023-06-23 - 4:05:11 PM GMT
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SYNOD OF SOUTH ATLANTIC

ZOOM MEETING

PROPOSED DOCKET

THURSDAY, NOVEMBER 3, 2022

10:00 am EASTERN

ACTION ITEMS IN BOLD and ITALICS

Attachments in Parentheses

- 9:45 am** Please gather online for the meeting**
- 10:00 am** Call to Order and Opening Prayer.....*David Shelor, Moderator*
Declaration of a Quorum
Introduction of Bridge Stated Clerk, *the Rev. Terry Newland*
- 10:10 am** ***Adoption of Proposed Docket (A)***.....*Moderator Shelor*
❖ ***Seating Corresponding Members with voice***
- 10:15 am** Committee on Representation (CoR) Report **(B)***Brad Clayton, Chair*
❖ ***Election of Committee Chairs:***
 - ***Bill Byars, Administration and Relationships Committee (ARC)***
 - ***Charmaine Ponkratz, Budget and Finance Committee (BFC)***
 - ***Ken Whitehurst, Ministry Support Committee (MSC)***❖ Synod ID Role Report, *attached*
❖ ***Election of CoR Chair, Hansler Bealyer***.....*Moderator Shelor*
- 10:25 am** Bridge Stated Clerk Report **(C)**.....*Terry Newland*
❖ General Assembly approval of Synod Minutes, *attached*
❖ Tolley vs. Tropical Florida GAPJC decision, *attached*
- 10:30 am** **REPORTS**
Gainesville Campus Ministry **(D)**.....*Scott Stuart, Director*
Executive Administrative Commission (EAC) **(E)**.....*Moderator Shelor*
❖ Actions since the April Stated Meeting, *attached*
Administration and Relationships Committee (ARC).....*Bill Byars, Chair*
Budget and Finance Committee (BFC) **(F)***Informational*
❖ BFC Report, *attached*
❖ Overview of Synod Funds, *attached*

Treasurer's Report (G)Jodi Dodge, Treasurer
❖ September 2022 Financials, *attached*
❖ **BFC Recommendation: Proposed Budget 2023, attached**
❖ 2023 Per Capita/Mission Giving, \$1.50 and \$1.00, *attached*

Leadership Task Force ReportDavid Shelor, Facilitator

Ministry Support Committee (H).....Ken Whitehurst, Chair

Synod Executive/Stated Clerk Search Committee.....Moderator Shelor

❖ *You will receive a packet on the day of the meeting with information*

11:00 am Announcements and Upcoming Events.....Moderator Shelor

Farewell to Retiring Commissioners

*The Rev. Andy Casto-Waters, Peace River Presbytery
Elder Jimmy Cheeks, Foothills Presbytery
The Rev. Dr. Brad Clayton, Florida Presbytery
The Rev. Jessi Higginbotham, St. Augustine Presbytery
The Rev. Kathi Parchem, Past Moderator, Savannah Presbytery
Elder Maria Sit, Tropical Florida Presbytery*

11:05 am Adjourn with prayer.....Moderator Shelor

11:07 am Corporation Meeting.....Moderator Shelor

❖ **Elect 2023 Corporate officers: President, TBA; David Shelor, Moderator, Jodi Dodge, Treasurer**

11:10 am Adjourn with prayer.....Brian Henderson, Moderator-Elect

Mark your Calendar for our 2023 Synod Stated Meetings:

✚ **Thursday, February 23, 3:00 pm** – Commissioner Training and Committee Meetings

✚ **Friday, February 23, 9:00 am** – Stated Meeting of Synod

then the... **Bi-Annual Synod Gathering**

Friday, February 23, 3:00 pm to Saturday, February 24, 1:00 pm

- **Worship** – The Rev. Dr. Victor Aloyo, President, Columbia Seminary, preaching
- **Keynote** –The Rev. Ruth Santana-Grace, Co-Moderator of the 225th General Assembly
Speaking on the state of the church and leadership challenges
 - PLUS LOTS of great workshops

ALL are welcome! Commissioners, church leaders, presbytery leaders

Registration information available soon

✚ **Synod Meeting, Tuesday, November 14, 2023, 10:00 am to 11:00 am, by ZOOM**

COMMITTEE ON REPRESENTATION

2022 SYNOD IDENTIFICATION ROLE SURVEY

NUM	SYNOD POSITION	GENDER	ROLE	AGE	ETHNICITY	DISABILITY AND ACCESSIBILITY	PREFERRED PRIMARY LANGUAGE	ADDITIONAL LANGUAGES
	COMMISSIONER	MALE	TE	26-35	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	MALE	TE	36-45	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	MALE	TE	46-55	WHITE	NONE	ENGLISH	SOME SPANISH
2	COMMISSIONER	MALE	TE	46-55	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	MALE	TE	65-74	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	MALE	TE	65-74	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	MALE	TE	75 OR >	WHITE	NONE	ENGLISH	FRENCH, GERMAN
	COMMISSIONER	FEMALE	TE	36-45	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	FEMALE	TE	46-55	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	FEMALE	TE	56-64	WHITE	YES/NO ACCOMO	ENGLISH	NONE
	COMMISSIONER	FEMALE	TE	56-64	WHITE	YES/ACCOMO	ENGLISH	NONE
	COMMISSIONER	FEMALE	TE	65-74	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	MALE	RE	56-64	WHITE	NONE	ENGLISH	NONE
2	COMMISSIONER	MALE	RE	65-74	AFRICAN AMERICAN	YES/NO ACCOMO	ENGLISH	NONE
2	COMMISSIONER	MALE	RE	75 OR >	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	FEMALE	RE	36-45	AFRICAN AMERICAN	NONE	ENGLISH	NONE
	COMMISSIONER	FEMALE	RE	65-74	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	FEMALE	RE	65-74	HISPANIC/LATINO	NONE	ENGLISH	SPANISH
	COMMISSIONER	FEMALE	RE	75 OR >	WHITE	NONE	ENGLISH	NONE
	COMMISSIONER	FEMALE	RE	75 OR >	AFRICAN AMERICAN	YES/ACCOMO	ENGLISH	NONE
	CONSULTANT	MALE	RE	36-45	HISPANIC/LATINO	NONE	ENGLISH	SPANISH
	SYNOD STAFF	FEMALE	RE	46-55	WHITE	NONE	ENGLISH	NONE
	SYNOD STAFF	FEMALE	TE	65-74	WHITE	NONE	ENGLISH	NONE
	SYNOD STAFF	FEMALE	N/A	56-64	WHITE	YES/ACCOMO	ENGLISH	NONE
	SYNOD STAFF	FEMALE	N/A	65-74	PACIFIC ISL/ASIAN	NONE	ENGLISH	TAGALOG
	OTHER	FEMALE	RE	65-74	WHITE	NONE	ENGLISH	NONE

					RESULTS			
29	MALE	FEMALE	TE	RE	ETHNICITY	DISABILITY	PRIME LANG	ADD LANG
	48.27%	51.72%	48.28%	44.82%	WHITE = 75.86%	NONE = 79.31%	ENGLISH = 100%	NONE = 82.75%
			NA - TE/RE	6.89%	AFRICAN/AMERICAN = 13.79%	DISABILITY = 20.69%		SPANISH = 10.34%
					HISPANIC/LATINO = 6.89%			FREN/GER = 3.44%
					PACIFIC ISL/ASIAN = 3.44%			TAGALOG = 3.44%

TOTAL FORMS: 29

FORMS BY AGE

< 25 = 0	26-35 = 1	36-45 = 4	46-55 = 5	56-64 = 4	65-74 = 10	75 OR > = 5
0%	3.44%	13.79%	17.24%	13.79%	34.48%	17.24%



**Synod Executive and Stated Clerk Report
November 3, 2022 Stated Meeting**

STATED CLERK REPORT

1. Synod Minutes Approved

April 2022 Synod Minutes

The minutes of the April 28-29, 2022 Synod Meeting were emailed to commissioners. Corrections were offered within the required 14 days, and so stand approved as corrected according to the process of the Synod's Manual of Operations.

2020 and 2021 Synod Minutes

The 2020 and 2021 Synod Minutes were approved without exception by the 225th General Assembly and with the following comment: *The reports submitted show a practice and attention that should be shared across the councils of the PC(USA) in a discussion and an example of "best practices"* **(Attachment C)**.

2. Presbytery Minutes Review

2020 Presbytery Minutes Review Remaining

The following 2020 presbytery minutes have not been submitted for review:

- Central Florida
- St. Augustine
- Tampa Bay

2021 Presbytery Minutes

The presbytery stated clerks are in the process of the review of the 2021 presbytery minutes.

3. Synod Permanent Judicial Commission (SPJC)

Tolley v. Tropical Florida remedial case 2021-02. The case was appealed and cross-appealed to the General Assembly Permanent Judicial Commission. The decision of the Synod of South Atlantic Permanent Judicial Commission was affirmed. The full decision of the General Assembly Permanent Judicial Commission (GAPJC) is attached and will be entered in the minutes **(Attachment C)**.

Synod PJC Election of New Members: Election is pending Presbytery Nomination committee meetings.

4. Civil Lawsuit

The Presbyterian Church (USA), Synod of South Atlantic, and Trinity Presbytery have been named as defendants in a civil action entitled *Justin Calixte v. Blue Ridge Council, Boy Scouts of America, et al.*, case No. 21 CVS 05053 filed in the Superior Court of Buncombe County, North Carolina.

Attorney, Pamela P. Keenan, from Kirschbaum, Nanney, Keenan & Griffin law firm in Raleigh, NC is representing the Synod in this matter.

EXECUTIVE REPORT

1. Transitions in Presbytery Leadership

The following presbytery leaders have left their presbytery positions:

- Donnie Woods, Executive Presbyter, Charleston Atlantic, retired July 2022
- Donna Wells, Stated Clerk, Greater Atlanta, retired May 2022
- Holly Dillon, Mission and Ministry Coordinator, St. Augustine, left September 2022
- David Torrey, Stated Clerk, Trinity Presbytery, left December 2021

The following are new presbytery leaders to the Synod:

- Andy James, Stated Clerk, Greater Atlanta Presbytery, began May 2022
- Therese Howell, Stated Clerk, Cherokee Presbytery, began September 2022
- Holly Dillon, General Presbyter, Tampa Bay Presbytery, began September 2022

Transitions in presbytery leadership will continue in the coming months following announcements of upcoming retirements:

- Catherine Byrd, Stated Clerk, Charleston Atlantic, December 31, 2022 (or later)
- Dan Williams, Executive Presbyter and Stated Clerk, Central Florida, October 1, 2023



RECEIVED
SEP 27 2022
SYNOD OF SO ATL

OFFICE OF THE GENERAL ASSEMBLY

Stated Clerk
Synod of the South Atlantic

The 2020 Minutes of the Synod of the South Atlantic were approved by the 225th General Assembly (2022) with no exceptions and with comments listed below.

Synod of the South Atlantic

2020

Exceptions: None

Comments: The reports submitted show a practice and attention that should be shared across the councils of the PC(USA) in a discussion and an example of “best practices.”

Co-Moderator
225th General Assembly (2022)

Reverend Dr. J. Herbert Nelson, II
Stated Clerk of the General Assembly
Presbyterian Church (U.S.A.)

September 20, 2022



RECEIVED
SEP 27 2022
SYNOD OF SO ATL

OFFICE OF THE GENERAL ASSEMBLY

Stated Clerk
Synod of the South Atlantic

The 2021 Minutes of the Synod of the South Atlantic were approved by the 225th General Assembly (2022) with no exceptions and with comments listed below.

Synod of the South Atlantic

2021

Exceptions: None

Comments: The reports submitted show a practice and attention that should be shared across the councils of the PC(USA) in a discussion and an example of “best practices.”

Co-Moderator
225th General Assembly (2022)

Reverend Dr. J. Herbert Nelson, II
Stated Clerk of the General Assembly
Presbyterian Church (U.S.A.)

September 20, 2022

**THE PERMANENT JUDICIAL COMMISSION
OF THE GENERAL ASSEMBLY
OF THE PRESBYTERIAN CHURCH (U.S.A.)**

Cary Tolley, **Appellant/Cross-Appellee**

v.

Presbytery of Tropical Florida acting as Session of First
Miami Presbyterian Church, through Administrative
Commission, **Appellee/Cross-Appellant**

Decision and Order

Remedial Case 226-01

Arrival Statement

This is an appeal to the General Assembly Permanent Judicial Commission (GAPJC or this Commission) filed by Ruling Elder Cary Tolley (Elder Tolley or Appellant/Cross-Appellee) from a decision issued on April 22, 2022, by the Permanent Judicial Commission of the Synod of South Atlantic (SPJC). The SPJC decision did not sustain any part of the remedial complaint that Elder Tolley had filed against the Presbytery of Tropical Florida (Presbytery or Appellee/Cross-Appellant), acting as the Session of the First Miami Presbyterian Church, of Miami, Florida (FMPC), through the Presbytery’s Administrative Commission (AC). Both Elder Tolley and the Presbytery appealed the SPJC’s decision to the GAPJC.

Jurisdictional Statement

This Commission finds that it has jurisdiction, both Appellant and Cross-Appellant have standing to file the appeals, the appeals were properly and timely filed, and the appeals each state one or more of the grounds for appeal set forth in the *Book of Order*, D-8.0105.

Appearances

Appellant/Cross-Appellee Elder Cary Tolley appeared personally before the Commission. Ruling Elder Nancy Fine, the Rev. Nicholas Merchant, and Ruling Elder James Wilson appeared as committee of counsel on behalf of Appellee/Cross-Appellant. The Rev. Daris Bultena, General Presbyter and Stated Clerk for the Presbytery of Tropical Florida, also was present for the hearing.

History

The controversies underlying this case have existed for several years. Beginning in early 2020, the COVID pandemic played a significant role in the world, changing many patterns of relationships, processes, and activities. Church bodies were among those forced to adapt to new ways of worshipping, connecting, and doing the church's business. Congregations and presbyteries made choices about how to carry out necessary adaptations during these COVID years, and those choices are among the issues at stake in this case.

The current case centers on whether the Presbytery followed proper procedures before and during a particular FMPC congregational meeting carried out entirely online on October 17, 2021, a meeting that included a vote by church members on a motion to sell certain church property. That vote was in the context of questions that the congregation and the Presbytery had been considering about how to resolve the congregation's tax obligations and whether the congregation might sell a portion of its property. To help the Presbytery in that regard, on August 24, 2019, the Presbytery voted to create an administrative commission to act on its behalf regarding matters involving FMPC. The authorities delegated to that AC included the power to assume original jurisdiction of the FMPC Session, which the AC exercised later in 2019, after which it began to function as the Session.

An opportunity arose for FMPC to sell a portion of its property to a developer. The AC, acting as the Session, agreed on September 20, 2021, to call a congregational meeting to occur on October 17, 2021, during which the FMPC congregation was to vote on a motion to approve a proposed property sale. This meeting was to be preceded by an informational meeting for the congregation on October 3 at which materials describing the sale proposal would be distributed. The AC concluded and announced that the October 17 meeting would be carried out solely by electronic means. Members of the congregation were sent information explaining the virtual processes for using Zoom technology, and describing the processes for discussion and debate at the called online meeting. Issues related to the call and notice of this meeting, and the way the meeting was carried out, are at the core of the controversy in this case.

At the October 17 meeting, following more than an hour of procedural discussions and substantive debate, an electronic vote by show of hands was taken on the motion to approve the proposed property sale. A majority of FMPC active members present at the meeting cast votes to approve the motion. The final revised tally, based on a later review of the recording of the Zoom meeting, was 52 votes in favor of the motion, and 31 opposed. The Presbytery's Leadership Council on October 27, 2021, noted the favorable congregational action and voted to send the approved sale proposal forward for a presbytery vote. At its November 13, 2021, virtual stated meeting, the Presbytery Assembly approved the proposal permitting FMPC "to sell a portion of the property that the property may be developed to the benefit of the church," if the way be clear upon resolution of the remedial complaint, which had been filed and is described in the next paragraph.

Elder Tolley, an active FMPC member, but not at the time an enrolled elder commissioner to Presbytery, filed a remedial complaint with the SPJC on October 25, 2021, and requested a stay of enforcement. He had initially attempted to file the complaint with the

Presbytery Permanent Judicial Commission, but an official of the Presbytery advised him to file instead with the SPJC. The SPJC moderator and clerk issued an order on preliminary questions on November 2, 2021, finding that the SPJC had jurisdiction and, as part of that decision, that Elder Tolley had standing to file the complaint “as a member in good standing of First Miami Presbyterian Church.” On November 13, 2021, it was announced that a stay of enforcement had been entered after three SPJC members approved the stay. The Presbytery answered Elder Tolley’s complaint on November 29, 2021, and also filed a challenge to the preliminary findings and filed motions to dismiss the complaint, to hold an evidentiary hearing, and to lift the stay of enforcement.

On February 16, 2022, the SPJC held a hearing on the Presbytery’s motion challenging the preliminary findings and the Presbytery’s objection to the stay of enforcement. The following day, the SPJC entered orders letting stand and modifying the stay of enforcement, and affirming the preliminary questions determination, including Elder Tolley’s standing to file the complaint. In affirming the preliminary questions determination, the SPJC provided a clarification that “the only claim upon which relief may be granted as alleged by the Complainant shall be the claim of alleged irregularity with respect to the calling and/or conduct of the congregational meeting of October 17, 2021.” All other claims were dismissed.

The SPJC held an in-person trial on April 22, 2022. The SPJC decision and order, issued on April 22, 2022, did not sustain any part of Elder Tolley’s complaint, and concluded that “the Congregational meeting of October 17, 2021 was timely called, properly advertised and conducted virtually in accordance with Florida law, and otherwise conducted in a manner consistent with norms of orderliness, fairness, and good faith consistent with the *Book of Order*.” The SPJC did not provide detailed rationale for its decision, noting only that it had

[held] at least two virtual (2) pretrial hearings and trial in person, . . . considered the extensive documentary evidence presented to it, evaluated the testimony of all witnesses, and carefully deliberated and voted on each irregularity. . . . By unanimous decision of the PJC, it has been determined that Complainant has failed to carry the burden of proof by a preponderance of the evidence.

Elder Tolley appealed and requested a stay of enforcement from the GAPJC on April 25, 2022. The Presbytery filed a cross-appeal on April 26, 2022.

The moderator and clerk of this Commission issued an Order on Determination of Preliminary Questions on April 27, 2022, accepting the appeal and cross-appeal. A stay of enforcement was not entered, and the parties were notified on May 9, 2022. Both parties filed briefs on the appeal and cross-appeal in July 2022, and response briefs in August 2022. The GAPJC hearing on the appeal and cross-appeal occurred in person in Louisville, Kentucky, on September 9, 2022.

Introduction to Specifications of Error

Permanent judicial commissions have long-standing and broad authority to restate, group, consolidate, and summarize, but not omit, specifications of error presented in an appeal, for purposes of clarity (D-8.0404d). See *Lewellen v. Presbytery of Los Ranchos* (2017, 223-03).

In its notice of cross-appeal and brief, the Presbytery states one specification of error, challenging Elder Tolley's standing. Because the cross-appeal raises the threshold issue of standing, this Commission addresses that specification first.

In his brief, Elder Tolley states four specifications of error, which summarize and consolidate a number of allegations set forth in his notice of appeal. For the sake of clarity, this Commission has reordered and restated Elder Tolley's four consolidated specifications of error and will address them in turn later in this Decision and Order.

Specification of Error in the Cross-Appeal

Specification of Error (Cross-Appeal): The SPJC erred in constitutional interpretation (D-8.0105g) in finding that Complainant had standing to bring a remedial case against the Presbytery of Tropical Florida.

This specification of error is not sustained.

Decision in the Cross-Appeal

This case asks this Commission to decide the standing of a congregation member to file a remedial complaint against a presbytery, acting as a session, through an administrative commission. The action challenged here relates to the calling and conduct of a congregational meeting, which under the polity of the Presbyterian Church (U.S.A.) typically are the tasks and responsibilities of the session of a particular congregation.

When the administrative commission of a presbytery assumes original jurisdiction of a session, it takes on a dual function as both presbytery commission and the session of a congregation. The *Book of Order* confirms that “[a]ctions of a commission shall be regarded as actions of the council ... that created it” (G-3.0109b). Past GAPJC decisions have cited that language in cases involving administrative commission actions. At the same time, in this case, the AC clearly has identified itself as acting as the Session. The AC chair identified the AC as “serving the function of the session” for FMPC, and himself as serving as clerk of session, in his email communication with the congregation explaining the voting process for the October 17, 2021, congregational meeting. Additionally, the minutes of the AC are titled “Session Minutes.”

In D-6.0202, the *Book of Order* has separate provisions governing standing to challenge actions of a presbytery or session. Those provisions are:

A complaint of an irregularity or a complaint of a delinquency may be filed by one or more persons or councils subject to and submitting to the jurisdiction of a council.

a. In the instance of ***a complaint against a presbytery***, a synod, or by a council against another council at the same level, a complaint of an irregularity shall be filed within ninety days after the alleged irregularity has occurred.... Those eligible to file such a complaint are

(1) a minister of the Word and Sacrament or a ruling elder enrolled as a member of a presbytery concerning an irregularity or a delinquency during that period of enrollment, against the presbytery, with the synod;...

b. In the instance of ***a complaint against a session***, the Presbyterian Mission Agency, or an entity of the General Assembly, a complaint of an irregularity shall be filed within ninety days after the alleged irregularity has occurred.... Those eligible to file such a complaint are

(1) a member of a particular church against the session of that church, with the presbytery;... (emphasis added).

In this case, the Presbytery would look solely at subsection D-6.0202a, and would restrict Elder Tolley from having standing to challenge the actions of the AC. On the other hand, Elder Tolley relies on the whole of D-6.0202, reflecting the dual function and jurisdiction of a *presbytery* administrative commission acting as a *session*. This is the first opportunity for this Commission to apply these constitutional provisions in this context. To be clear, this Commission addresses the specific context where a presbytery-appointed administrative commission has assumed original jurisdiction of a session.

This Commission agrees that neither subsection on its own adequately contemplates the dual function and jurisdiction of an administrative commission acting as a session. Subsection D-6.0202b provides standing for a member of a congregation to challenge actions of their session. Where an administrative commission assumes original jurisdiction over a session, members of the congregation have no less of a right to seek to hold a presbytery's administrative commission accountable for its actions. Standing to file remedial complaints is fundamentally based on who is subject to the jurisdiction of the council against which the complaint is lodged. Thus, members of a congregation who are subject to their session for disciplinary purposes can also file remedial actions against that session. Mutual accountability undergirds these rules.

Accordingly, this Commission holds that the provisions of D-6.0202 provide standing for a member of a particular congregation to file a remedial complaint challenging the actions of a presbytery-appointed administrative commission acting as the congregation's session.

Such a complaint would be filed with the synod permanent judicial commission. See F-3.0206: "A higher council shall have the right of review and control over a lower one and shall have power to determine matters of controversy upon reference, complaint, or appeal." See also *Kim et al. v. Administrative Commission of Synod of Lincoln Trails acting as Midwest Hanmi Presbytery* (2013, 221-07). In cases where an administrative commission created by a presbytery is acting as a session, it would clearly not be in order for a complaint to be considered by the presbytery's permanent judicial commission. Such actions would be filed, as Elder Tolley's was in this case, with the synod permanent judicial commission.

Specifications of Error in the Appeal

Specification of Error No. 1 (Appeal): The SPJC erred in constitutional interpretation in finding that Complainant had not proven that the call and notice of the congregational meeting was inadequate.

This specification of error is not sustained. (See Decision below.)

Specification of Error No. 2 (Appeal): The SPJC erred in constitutional interpretation in finding that Complainant had not proven that the conduct of the congregational meeting was irregular.

This specification of error is not sustained. (See Decision below.)

Specification of Error No. 3 (Appeal): The SPJC erred in constitutional interpretation in its application and interpretation of Florida state law.

This specification of error is not sustained. (See Decision below.)

Specification of Error No. 4 (Appeal): The SPJC erred in constitutional interpretation in failing to hold that the AC did not have authority to recommend to either the congregation or presbytery a sale of real estate.

This specification of error is not sustained. (See Decision below.)

Decision in the Appeal

Elder Tolley challenges the notice and conduct of, and action taken at, a congregational meeting held online during the COVID pandemic. The task of this Commission is to review the decision of the SPJC for constitutional error (D-8.0105). To the extent that the SPJC, as a part of its decision, has made factual findings based on evidence presented at trial, those findings are accorded a presumption of correctness and are not to be disturbed on appeal unless they are “plainly wrong, without supporting evidence, or manifestly unjust” (*Presbytery of New York City v. Edmonds* (2012, 220-09)).

The AC, acting as the Session of FMPC, noticed and convened this congregational meeting during the time of COVID. This Commission observes that throughout the COVID pandemic, congregations and councils across the denomination have been thrust into the challenge of living out the church’s constitutional life with very real limitations on how we are able to be present with each other in person. This Commission also notes that the issues in this case involve the sale of a congregation’s property, which can be a critical and highly charged moment in the life of a congregation. Understanding the complexity of this context, this Commission turns to the task of addressing the constitutional issues raised in the specifications of error.

A. Notice of the Congregational Meeting

The constitutional standards for notice of congregational meetings are set forth in G-1.0502:

Meetings of the congregation shall be called by the session, by the presbytery, or by the session when requested in writing by one fourth of the active members on the roll of the congregation. *Adequate public notice of all congregational meetings shall be given.* Congregations shall provide by their own rule for minimum notification requirements and give notice at regular services of worship prior to the meeting” (emphasis added).

Accordingly, the constitutional standard this Commission applies to the congregational meeting at issue is whether there has been “adequate public notice.”

In challenging the notice for this meeting, Elder Tolley argues that the notice given did not comply with the congregation’s bylaws. As an initial matter, this Commission notes that a bylaw violation, in and of itself, does not necessarily rise to the level of a constitutional violation. See *Session, Second Presbyterian Church of Tulsa, Oklahoma v. Eastern Oklahoma Presbytery* (2005, 217-5); *Hope v. Presbytery of San Francisco* (2004, 217-1). A judicial commission may, however, consider a bylaw violation within the totality of the circumstances presented by the evidence in determining whether a constitutional violation has occurred, under the relevant constitutional standard.

In this case, this Commission affirms the SPJC’s determination that no constitutional violation has been proven. G-1.0502 directs congregations to provide “minimum notification requirements” and to give notice at regular services of worship. The FMPC bylaws provide that a congregational meeting “shall be announced at least three weeks prior to the meeting, including on successive Sundays.” The evidence presented at trial was undisputed that notice was provided in worship on three successive Sundays, the third of which was the Sunday worship service immediately preceding the meeting. The evidence also showed that providing notice in this manner was consistent with the ways in which special meetings of the congregation had been called, and notice provided, under the congregation’s bylaws in the recent past.

Lewellen v. Presbytery of Los Ranchos (2017, 223-03) defines “fair notice” as “a short plain statement of the matters at issue as identified by the commission and of the time and place for a hearing upon the matters at issue.” The notices sent from the AC described the matter to be addressed at the congregational meeting, specifics of how the meeting would be conducted (including time limits for debate), and technical information about how to join the meeting online.

The evidence as a whole in this case shows that the notice was adequate and timely to inform congregation members of the time, place, manner, and substance of the meeting. Accordingly, this Commission finds no constitutional error.

B. Conduct of the Congregational Meeting

With regard to the conduct of the congregational meeting, Elder Tolley’s primary challenges relate to two aspects of the meeting: (1) the time allotted for individual speakers during debate, and (2) the fact that the meeting was convened solely online. The Constitution and the decisions of this Commission provide that an administrative commission, when resolving disputed issues in a council or congregation, shall provide “fair notice and an opportunity to be heard” to impacted parties. See G-3.0109; *Sundquist v. Heartland Presbytery* (2010, 219-03); *Essinger-Hileman v. Presbytery of Miami* (2006, 218-5); *Gaba v. Presbytery of Eastern Virginia* (2002, 215-4). This Commission applies that constitutional standard to Elder Tolley’s claims concerning the conduct of the congregational meeting.

In calling the congregational meeting at issue here, the AC presented several parameters for the meeting, including a time limit for speakers of one minute and thirty seconds, and a total debate of one hour unless extended by a vote of the congregation. These are more restrictive than the default time limits set forth in *Robert’s Rules of Order Newly Revised* (RONR), and whenever there is a modification of that standard, the body should be invited to affirm this by a two-thirds vote unless standing rules or general practice have established otherwise. See RONR, 43:8, 15 (12th ed.). While this did not occur, this Commission does not find that this departure rises to the level of constitutional violation.

The *Book of Order* states that meetings of councils “shall be conducted in accordance with the most recent edition of *Robert’s Rules of Order Newly Revised*, except when it is in contradiction to [the] Constitution” (G-3.0105). As with allegations of bylaw violations (see *Session, Second Presbyterian Church of Tulsa, Oklahoma v. Eastern Oklahoma Presbytery*

(2005, 217-5); *Hope v. Presbytery of San Francisco* (2004, 217-1)), a departure from any single provision of RONR does not in and of itself constitute a constitutional violation. Such a claim of procedural and parliamentary deficiency may, however, be considered as a part of the totality of the circumstances in addressing a constitutional claim. In other words, the constitutional question is whether the conduct of the meeting, including parliamentary issues, failed as a whole to provide “fair notice and an opportunity to be heard.”

In the parties’ disagreement as to whether the congregational meeting was properly convened online, this Commission is sensitive to the uncertainties raised by the COVID pandemic, especially as it relates to the limitations on in-person gatherings. The pandemic caused society, including churches, to look for new ways to meet. Thus, virtual meetings were sometimes the only way for the church to stay active and continue its ministry, whether through worship services, business meetings, or congregational meetings. The congregational meeting in this case was FMPC's first meeting of any kind in eighteen months, and its first virtual congregational meeting. There are benefits and challenges to both virtual and in-person forms of meeting. While it is true that virtual processes provide ample options for participation, and members can participate no matter where they are geographically located, there are challenges, including technical problems, differences in communication style, lack of access to the right tools, distracting environments, and a lack of familiarity with technology, among others.

In their disagreement over how the AC should have proceeded in the complexity of the COVID pandemic, both parties invoked a range of authorities: Florida state law, local ordinance, presbytery policy, congregational bylaws, and guidance from the Stated Clerk of the General Assembly. Elder Tolley asserted that the Presbytery did not take into account the requirement for councils to follow their own bylaws, and referred to the Advisory Opinion of the Stated Clerk of the General Assembly, “Church in an Emergency/Pandemic,” that recommends that a council revise its bylaws to authorize virtual meetings. In their response, the Presbytery relied upon Florida state law as the guiding authority in determining that the meeting should be held virtually for all participants. At trial, the Presbytery argued for the primacy of Florida state law over the guidance of the Stated Clerk of the General Assembly.

This Commission’s task is to address issues of constitutional interpretation and to review the SPJC’s decision for constitutional error. Although the cited provisions from these authorities may be informative as to the constitutional issue before the Commission, none of them is determinative in and of itself.

The Constitution of the PC (USA) considers a number of authorities in its guidance to councils of the church. As a faith community, we are guided first and foremost by the headship of Jesus Christ, and we are aware of the limitations of human/civil laws. But we are also participants in a larger society who benefit from the rights of civil laws, and so the Constitution does not advocate disregard for civil law. However, civil law should not be given priority over the Constitution of the church.

Mindful of its constitutional task, this Commission looks to the whole of how the AC provided notice of, convened, and conducted this congregational meeting to determine whether the AC provided the constitutionally required “fair notice and opportunity to be heard.”

Particularly in consideration of the complexity of the context, this Commission finds no constitutional error in the conduct of this congregational meeting.

C. The Administrative Commission's Authority to Recommend the Sale of Property

In addition to challenging the notice and conduct of the meeting, Elder Tolley claims that the AC exceeded its delegated authority by failing to make a finding of unavoidability and making a recommendation to the Presbytery's Leadership Council before presenting the proposed sale of real estate to the congregation.

The Presbytery approved the creation of the AC, entrusting to it the following functions:

APPROVED THAT the Presbytery form an Administrative Commission over the First Presbyterian Church of Miami (also known as First Miami Presbyterian Church), and should it become necessary if the way be clear as discerned by the Administrative Commission, grant that commission the power to assume original jurisdiction and all other necessary powers to consider and conclude matters related to the taxable status of the church, the on-going tax lien, the on-going accrual of ad valorem tax, the school, and any other matters of disorder or discord. The commission shall have the power to initiate or resolve any pending or future litigation. The commission shall have the power to retain and dismiss legal counsel as necessary. In settling any of the matters within its purview, should the commission find it unavoidable to encumber the property, the commission shall make a recommendation to the Leadership Council of the Presbytery.

Elder Tolley points to the last sentence of the Presbytery's delegation and argues that the sale of property was an "encumbrance" that required the AC to make a finding of unavoidability and a recommendation to the Presbytery's Leadership Council.

This Commission finds that the AC was acting under the specific delegation of powers granted to it by the Presbytery "to assume original jurisdiction and all other necessary powers to consider and conclude matters related to the taxable status of the church, the on-going tax lien, the on-going accrual of ad valorem tax, the school, and any other matters of disorder or discord." This Commission agrees with the Presbytery that the sale at issue here was distinct from an encumbrance on the property, and not subject to the specific provisions set forth in that final sentence. This Commission notes, however, that a sale of property is in many ways a more significant event in the life of a congregation and a presbytery. Accordingly, it is important to recognize that the sale proposed and approved by the congregation was also then reviewed and approved by Presbytery's Leadership Council. The Leadership Council then presented it to the Presbytery Assembly, which also considered and approved the sale of property. This Commission finds no constitutional error with regard to this specification.

D. The Responsibility for Adequate Rationale in SPJC Decisions

This Commission has at times expressed concern about decisions rendered by synod permanent judicial commissions without their providing explicit and adequate rationale for those decisions. See *Jones v. Mission Presbytery* (2019, 224-05); *Murphy v. The Session of Westminster Presbyterian Church, Des Moines, Iowa* (2018, 224-01); *Buescher, et al. v. Presbytery of Olympia* (2008, 218-09); and *Presbyterian Church (U.S.A.) through the Presbytery of Atlanta v. Ransom* (2008, 219-02). Adequate rationale is important for parties to understand the bases for synod commission decisions, for potential appellants to clarify where they perceive errors, and for this Commission to carry out its review responsibilities. While the SPJC decision of April 22, 2022, that is before this Commission did identify three specific findings, it did not elucidate the commission’s reasoning for those conclusions. Likewise, in its earlier decision following the February 16, 2022, hearing on preliminary questions, a decision that is not directly before this Commission, the SPJC found that Elder Tolley had standing to file the complaint, but did not explain its rationale in light of the Presbytery’s challenge to that standing.

This Commission continues to encourage other permanent judicial commissions to provide specific and adequate rationale in their decisions. See *Jones*, holding that “a decision rendered without rationale constitute[s] an injustice to the Appellant” (*Jones v. Mission Presbytery* (2019, 224-05)).

Order

IT IS THEREFORE ORDERED that the decision of the Synod of South Atlantic Permanent Judicial Commission is affirmed.

IT IS FURTHER ORDERED that the Stated Clerk of the Synod of South Atlantic report this Decision to the Synod of South Atlantic at the first meeting after receipt, that the Synod of South Atlantic enter the full Decision upon its minutes, and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

IT IS FURTHER ORDERED that the Stated Clerk of the Presbytery of Tropical Florida report this Decision to the Presbytery of Tropical Florida at the first meeting after receipt, that the Presbytery of Tropical Florida enter the full Decision upon its minutes, and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

Absences and Non-Appearances

Commissioner Linda Windy Johnston was recused and took no part in the hearing and deliberations. The commissioner positions from the Synod of Alaska-Northwest and Synod of the Sun were vacant.

Concurring Opinion

We agree with the majority's conclusion that the specification of error on the cross-appeal regarding Elder Tolley's standing should not be sustained. Because we do not agree with a portion of the rationale, we write this concurring opinion.

The existing procedure established by the *Book of Order* is sufficient. We agree with the majority that the *Book of Order* should properly be read together, but we disagree about where that complaint is to be filed.

The majority in its decision states that anyone in the congregation has standing to file a remedial complaint against an AC with original jurisdiction with the Synod PJC. We believe the proper filing for a remedial complaint against an AC with original jurisdiction is with the Presbytery PJC.

We believe there is a significant difference between the way an AC without original jurisdiction and an AC with original jurisdiction function.

When an AC is not given original jurisdiction, the *Book of Order* makes it clear about who is allowed to challenge those actions and file a complaint. The *Book of Order* (D-6.0202a) has separate provisions governing standing to challenge actions of a presbytery or session. Those provisions are:

A complaint of an irregularity or a complaint of a delinquency may be filed by one or more persons or councils subject to and submitting to the jurisdiction of a council.

a. In the instance of a complaint against a presbytery, a synod, or by a council against another council at the same level, ...

(1) a minister of the Word and Sacrament or a ruling elder enrolled as a member of a presbytery concerning an irregularity or a delinquency during that period of enrollment, against the presbytery, with the synod;...

The *Book of Order* is also clear about who has standing to file a complaint against a session. When an AC is given original jurisdiction and is granted the authority of function and jurisdiction of a session, it is my opinion that the complaint can be filed against them pursuant to the provision in the *Book of Order*, D-6.0202b:

In the instance of a complaint against a session, the Presbyterian Mission Agency, or an entity of the General Assembly, those eligible to file such a complaint are:

1. a member of a particular church against the session of that church, with the presbytery; ...

The Commission's rationale assumes a presbytery PJC is not in a position to adjudicate an alleged irregularity by a commission of the presbytery. We do not agree. We believe the *Book of Order* provides a process for the presbytery PJC to address such a complaint.

The *Book of Order* has provisions for how to handle cases filed with the PJC for making the reference to the higher council, in this case the synod, at D-4.0101: "A reference is a written request, made by a session or a permanent judicial commission of a presbytery or synod to the

permanent judicial commission of the next higher council, for trial and decision or a hearing on appeal in a remedial or disciplinary case not yet decided.” Only a session or PJC may ask for reference (*Hart, et al. v. Presbytery of San Joaquin*, 2003, 215-8).

We are concerned that the rationale for not sustaining this specification of error could create space for all members of a congregation to file complaints even against an AC without original jurisdiction of a session. We feel D-6.0202a and b should only be read together and applied to an AC where original jurisdiction of a session has been assumed, and that complaints filed in such a case should be filed with the Presbytery.

John C. Welch

Leah Ntuala

Opinion Concurring in Part and Dissenting in Part

We concur with the Decision of the Commission in all parts but for the decision related to Specification of Error No. 1 and 2. We believe the AC erred by failing to provide adequate notice and an opportunity to be heard.

In this case, the main event occurred during the emergence of the COVID pandemic. This Commission recognizes that the pandemic caused society to look for new ways to meet, and the church was no exception. Thus, virtual meetings were sometimes the only way for the church to stay active and continue its activities, whether through worship services, business meetings, and a congregational meeting. These were involuntary and unplanned changes. Therefore, this new form of meeting requires different attention, and we cannot automatically assume that the current rules are suitable for everyone and all situations.

Although the local bylaws provide that a congregational meeting shall be announced at least three weeks prior to the meeting, including successive Sundays, and the evidence showed this manner was consistent with the recent past, *that past was not in the middle of a pandemic*.

Similarly, limiting the time for members to speak to one minute and 30 seconds, with a total debate of one hour in length, in a virtual mode, was another way that did not consider the complexities of a virtual meeting. With those restricted rules, it was difficult to ensure and provide a real “*opportunity to be heard*” to impacted parties. Especially when those decisions impact the life and mission of a church, such as the sale of a property, it requires the highest level of attention to discern and decide complicated matters.

In view of the changes brought about by the pandemic, it was essential and necessary the AC do something more and make additional effort to ensure adequate notice and opportunity in this technological time. Continuing old patterns in a different modality is not necessarily appropriate.

When considering the totality of the circumstances in this case, especially the pandemic time, the events/actions taken in the past should not be considered sufficient. We conclude that the AC could have made, and should have made, additional efforts to ensure full participation. Applying the same criteria as in the past, in the new reality, is an error, and clearly it was not a best practice.

“The [PC (USA)] shall guarantee full participation and representation in its worship, governance and emerging life to all persons or groups within its membership” (F-1.0403).

Wendy S. Tajima

Mari Glory González-Guerra

Certificates

We certify that the foregoing is a true and correct copy of the Decision of the Permanent Judicial Commission of the General Assembly of the Presbyterian Church (U.S.A.) in Remedial Case 226-01, *Cary Tolley, Appellant/Cross-Appellee, v. Presbytery of Tropical Florida acting as Session of First Miami Presbyterian Church, through Administrative Commission, Appellee/Cross-Appellant*, made and announced at Louisville, Kentucky, this 11th day of September, 2022.

Dated this 11th day of September, 2022

Brian D. Ellison, Moderator
Permanent Judicial Commission of the General Assembly

Diana Moore, Clerk
Permanent Judicial Commission of the General Assembly

I certify that I did, on this 11th day of September, 2022, transmit in person a certified copy of the foregoing to Flor Vélez-Díaz for delivery to the following persons:

Cary Tolley, Appellant/Cross-Appellee
James Wilson, Committee of Counsel for the Appellee/Cross-Appellant
Stated Clerk, Presbytery of Tropical Florida
Stated Clerk, Synod of South Atlantic
General Assembly Permanent Judicial Commission

Diana Moore, Clerk
Permanent Judicial Commission of the General Assembly

I certify that I received a certified copy of the foregoing, that it is a full and correct copy of the decision of the Permanent Judicial Commission of the General Assembly of the

Presbyterian Church (U.S.A.), sitting during an interval between meetings of the General Assembly, in Louisville, Kentucky, on September 11th, 2022, in Remedial Case 226-01 *Cary Tolley, Appellant/Cross-Appellee, v. Presbytery of Tropical Florida acting as Session of First Miami Presbyterian Church, through Administrative Commission, Appellee/Cross-Appellant*, and that it is the final judgment of the General Assembly of the Presbyterian Church (U.S.A.) in the case.

Dated at Louisville, Kentucky, this 11th day of September, 2022.

Flor Vélez-Díaz, Assistant Stated Clerk
Manager of Judicial Process and Social Witness

FIRST PRESBYTERIAN COLLEGE

MINISTRY FIVE YEAR REPORT

OUR FISCAL YEAR RUNS FROM July 1st- June 30th

2017-2022

BRIEF HISTORY OF COLLEGE MINISTRY AT FIRST
PRESBYTERIAN CHURCH GAINESVILLE, FLORIDA

First Presbyterian Church of Gainesville, Florida, has been engaged in ministry to students of the University of Florida since its inception. In 1951, a major step in campus ministry was taken by First Presbyterian Church when the session approved the building of a Gainesville Student Center. The construction of the Student Center was funded 100% by First Presbyterian Church, Gainesville. The Student Center was constructed on land donated by a member of First Presbyterian Church for the purpose of housing a student center. Through the years, First Presbyterian Church maintained its relationship with the student center in a number of ways. The church provided annual financial support to the Student Center, members of the church served on boards at the Student Center, and the church shared staff with the Student Center.

Sometime in 2012, the Synod, which obtained ownership of the Student Center through a conveyance by First Presbyterian Church several years earlier, made the decision to sell the Student Center. The conveyance by First Presbyterian Church was a gift and no money was paid by the synod. The property was sold by the synod for \$2.5 million. After costs were subtracted, the synod received \$1.8 million from the sale.

In October of 2013, after completing an investigation, the synod consultation team issued its recommendation for disbursement of the "Gainesville Student Center" sale proceeds. The consultation team made the following findings of fact:

1. The Gainesville Student Center was 100% funded by First Presbyterian Church, Gainesville.
2. The Gainesville Student Center was dedicated for the purpose of campus ministry in Gainesville, Florida, exclusively.

Based on their findings of fact, they made the following recommendations:

1. The Synod of South Atlantic will be the owner of the \$1.8 million realized by the sale of the Gainesville Student Center.
2. The \$1.8 million dollars shall be invested in the Presbyterian Foundation.
3. Interest earned from the investment shall be given to the Presbytery of St. Augustine for Gainesville campus ministry.
4. Presbytery of St. Augustine shall provide 100% of the yearly Synod funding (minimum \$81,000 - maximum \$90,000) to the First Presbyterian Church of Gainesville (PCUSA) for its Gainesville campus ministry.

Pursuant to the findings of fact and recommendations of the synod consultation team, First Presbyterian Church has received the interest from the principal of \$1.8 million, which has been invested in the Gainesville campus ministry.

GOVERNING BODY

As a ministry of First Presbyterian Church, the college program is under the supervision and authority of the senior pastor, formerly Dr. Robert Shettler, and now Rev. Mark Hults, the Board of Trustees, and the Session. The Session has constituted a "College Committee" which directly supervises the activities of the College Ministry. The College Committee is composed of members of First Presbyterian Church who are faculty members of the University of Florida, elders of First Presbyterian Church, members of First Presbyterian Church, and college students. The College Committee submits an annual report to the session. Director of College Ministry, Rev. Scott Stuart, attends Session meetings and keeps the session updated on the various ministries in which the college ministry is engaged.

COLLEGE MINISTRY STAFF

College Director	Rev. Scott Stuart
College Interns (Pre-Covid)	Derrick Hardin Beth Decker Joe Mueller Taylor Cook Kristen Maine Tyler Wilson
Media Tech (Pre-Covid)	Taylor Cook
Church Staff providing support	Jenny Chamberlain
Assistant to Senior Pastor	Carol Israel Laura Montgomery (2017 - present)
Director of Music Ministry	Dr. Mark Coffey Mitch Rorick (2021 – present)
Senior Pastor	Dr. Robert Shettler Dr. Karl Kling (Interim) Rev. Mark Hults (2020 – present)

MISSION AND MINISTRIES

The mission statement of First Presbyterian Church is "Glorify God, Make Disciples of Jesus Christ, and Meet Human Needs." That mission statement guides each of the committees and ministries of First Presbyterian Church, including the college ministry.

As the Book of Order points out, we recognize that the life of the church is one, and that worship, witness, and service are inseparable. The mission statement gives us guidance in the College Ministry and focuses us on the calling of the church, which is to be a community of faith, hope, love, and witness.

GLORIFY GOD

While our intention is that all the activities of college ministry would glorify God, we've placed under this heading those activities generally described as worship.

Sunday Worship - First Presbyterian holds an 8:30 and 11:00 worship service on Sunday morning. College students attend those services. College students regularly participate in worship through the following activities: *ushering, singing in the choir, and leading the children's lesson*. In addition, several have been involved in teaching Sunday School.

College Café - After the 11:00 worship service, we have College Café. Members of First Presbyterian Church provide a home cooked meal for students who wish to remain after the 11:00 service. While it is hard to get a grasp on the number of students that attend the 11:00 service, over these past five years, hundreds of students have joined us for worship and College Café. It is a good time for them to relax over a meal and visit with our senior pastor, other staff, and leaders of our church.

UF Football Team – Coach Dan Mullin reached out to us asking if he could bring his players and coaching staff to worship with us before their season began. We were grateful for the opportunity to be a welcoming face to both players and coaches. However, more importantly, we were grateful to see the head football coach lead by example at the beginning of the season to take all of his players to three different churches before the start of the season.

Dr. John Lennox on AI – Dr. John Lennox of Oxford gave a message on “Artificial Intelligence, Threat or Promise.” We used this time as an outreach during the week to both our students and faculty. Dr. Lennox's message centered around the

warning of creating false gods for ourselves. We used the Phillip's Center that night as roughly 400 students, faculty, and community members attended.

Dr. John Lennox's Testimony – Dr. Lennox also gave his testimony to about 100 faculty members and grad students. He encouraged them by saying, “It is more than possible to have an academic career and be an outspoken Christian in your field.”

College Sunday - One Sunday out of the year is College Sunday. Students are responsible for leading the worship service. They hand out bulletins, take up the collection, serve as lay readers, lead prayers, lead in song, and often provide the message.

Good Friday – Our students also lead our Good Friday service every year. Historically they lead us through a liturgy centered around the Seven Last Words of Christ.

Trajectory - Tuesday night at First Presbyterian Church is Trajectory. Trajectory is Bible study, music, fellowship, and breaking bread together. During the fall we usually focus on one or two books of the Bible, going through it together line by line. For the spring semester we have often done what we refer to as, “Fish Bowl.” Students put a question in a bowl and each week we pull a different topic of discussion, putting scripture beside the lesson.

During the summer we go through a popular book and put scripture alongside what the author has to say. Over the years we have looked at such books as, Mere Christianity, by C.S. Lewis, John Calvin's Little Golden Book, and College Ministry in a Post Christian Culture by Stephen Lutz. The idea behind this is to broaden our students' reading in the pursuit of growing their relationships with Christ.

Kappa Phi Epsilon - Monday night is Kappa Phi Epsilon night. Kappa Phi Epsilon is a Christian fraternity. They use several of the classrooms in our education

building for training. At the end of the training, they gather in our chapel for a worship service. Weekly attendance is between seventy-five to eighty young men. Several of the Elders at First Presbyterian Church have been closely involved with the leadership of Kappa Phi Epsilon providing encouragement and support. Rev. Scott Stuart personally mentors the officers of Kappa Phi Epsilon.

MAKE DISCIPLES

Trajectory - Trajectory falls under two categories. It is worship as we have pointed out, but it is also making disciples. Trajectory is a weekly Bible study with the desire of training up tomorrow's leaders in the Word of God. Over the past 5 years we averaged roughly 15 students a week for Bible study and had as many as 30.

Kappa Phi Epsilon - The Christian fraternity, Kappa Phi Epsilon, also properly falls in two categories. Their meeting begins with training the next pledge class and ends with 75-80 students gathered in our chapel with worship, a reading, and a message from the Bible.

Tabling – It has been said that more people walk though Turlington Plaza (The Center of Campus) than the gates of Disney. With this in mind, one of the initial activities for the First Presbyterian College Ministry at the beginning of each academic year is tabling. Students are provided information regarding the College Ministry Program at First Presbyterian Church. Students are given an item with the church's name, address, and phone number, such as a cup. It is an important way to engage in conversation with students and meet freshmen who are not familiar with Gainesville.

Small Groups - During the year small groups are formed within our college group. This is an opportunity for students to meet in smaller groups to go deeper with issues raised in our weekly Bible study or with other issues related to being a Christian on a college campus.

Rice Night - It is true what they say, "Rice goes with everything." With this idea in mind, Patty Hill and Janet Heffner used this opportunity to make a giant bowl of rice and invite our international students to dinner. At Patty's table we celebrate a meal and discuss scripture in a cultural context. These moments are a small picture of what we believe the great wedding supper will one day look like. Over the years 50+ international students have participated.

Pumpkin Carving - An event students look forward to every year is our pumpkin carving contest. This is a great time to invite friends, share a few laughs, and watch the creativity take place. Many times, students are not ready to join a Bible study for various reasons, but our hope in these moments is to build relationships with students so that when they are ready to ask questions or come to church/Bible study they know where to find us. Each year I have had 10-30 students show up for this event.

Thanksgiving Feast – Many of our students are not able to go home for Thanksgiving. This is a great opportunity for us to come together to enjoy a meal and celebrate Thanksgiving. Again, this is an opportunity for students to invite friends that might not be ready for a Bible study by doing so the friends get to know us and when they are ready, they then have built trust and familiarity. I have had anywhere from 10-50 students show up for this event.

Christmas Celebration - After a long semester this is a great time to unwind, play some games, share a meal, and remind ourselves why we celebrate Christmas. With the same idea as above, it serves as an outreach; again I have had anywhere from 10-50 students come to this event.

Atlanta Passion – This is a time for students from all over the world to gather together and be filled with the Word before starting a new semester. These three days

consist of speakers challenging students and listening to worship music and being encouraged as we sit together with tens of thousands of college students seeking to live as disciples of Jesus Christ. I have taken anywhere between 15-30 students on this trip

Hungry Week – The purpose of Hungry Week centers around continued dialogue with students through a series of lectures. Each day there are three different lectures, two during lunch and one in the evening. By the end of the week, including outreach to Santa Fe College, we are able to host eighteen different talks with the hope that at least one or two talks would resonate with students passing through. At the end of the week, we are able to engage with over 1,000 students on multiple levels, such as “Flyer Conversations,” “Mark the Board” (Tri fold board where students could chalk their answer for the day’s question), and the talks themselves with follow up conversations.

Faculty Outreach – During Hungry Week we also reached out to the faculty and staff at the University of Florida. For example, Dr. Annette Roberts spoke on “Why would a good God create viruses?” With her molecular and cell biology background, she was able to deliver a talk to several hundred faculty and grad students giving a message of hope through Jesus Christ.

Zoom – Before 2020 who would have thought that Zoom would become a household? During the pandemic we made adjustments allowing students to join us no matter where home was. We also took this opportunity to invite other students from different Presbyterian Churches within the Gainesville area. Roughly 20 participated in our Zoom Bible Studies.

Coffee Talk – Before Covid, I would often meet students for breakfast. However, given the circumstances I could not offer myself in this way. This led me to “Coffee Talk.” Once a week I would invite my students to grab a cup of their favorite

coffee and meet me for “Coffee Talk” over Zoom. I used this time to ask the deeper questions, allowing me to get a pulse on how our student body was really doing, both mentally and physically.

Donuts and Discussion – In the midst of Covid, I set up on the porch of the Kappa Phi House and brought donuts every other week. I did this as a way of staying in contact with some of these young and men creating a space for them talk about life and the struggles they faced. 15-20 students participated.

MEET HUMAN NEEDS

Presbyterian Disaster Assistance – Over the years I have linked arms with PDA and taken several groups to help certain crises. Many of these trips have been due to hurricane relief work needed. As a group we have been to Jacksonville, Panama City, and Mariana. With the help of supervisors, we have assisted with everything from demolition, flooring, cabinetry, and sheetrock, to chainsaw work. I have taken around 40 students on these various projects.

Nicaragua – We continue to help and support Shalom Presbyterian Church of Nicaragua. In these various trips we have done everything from pouring concrete, to running Vacation Bible School, to bringing food to the landfill for people who live in and among trash heaps. Roughly 15 students have participated in this mission.

Guatemala Filters of Hope – I had the joy of linking arms with Filters of Hope, a ministry who provides clean water to rural areas of Central America. There we were able to share the gospel and provide enough filters to the entire village of Pastores. Roughly 30 students participated.

Family Promise – First Presbyterian Church of Gainesville is part of the Family Promise network in Gainesville, Florida. Two times a year First Presbyterian Church is home to three to four homeless families for a period of two weeks (4 weeks total). Sunday school rooms are converted into apartments. Volunteers are needed to prepare meals, provide transportation, and serve as hosts. Over the years we as the college students have acted as hosts to these families, providing breakfast and waking families up for them to go to work. 20-30 students have helped make this happen.

Flowers to Homebound – Almost every Sunday someone donates flowers to the worship service, especially during the Easter season. During these moments when there are a lot of flowers to go around, we have taken our time to write cards and deliver flowers to some of our elderly communities who might not be able to make it to church anymore. 10-20 students have participated in this event.

Thornwell – I have had the privilege of taking students to Thornwell Orphanage in South Carolina. We had the joy of making pancakes for some of the kids, organizing various donations, and even assisting with some of the farm duties. 20-30 students participated.

Contactless Food Drive – During the height of Covid, like so many in the beginning, we were trying to figure how we could help, but also keep our students safe. We came up with what we called, “Reverse Drive Through.” Once a month we set up in the church parking lot and collected food, asking people to pop their trunk. At the end of the collection day, we would then deliver the food to Gainesville Community Ministries (local food bank). At the end of the year, we collected over 2000 lbs of food. Roughly 10 students participated in this drive.

Future Plans

Crates for Ukraine – During the fall we are planning on taking crates of medical supplies packed by our college students to Poland for the people of the Ukraine. With the direction of the local and global missions' committees and the approval of session, Lord willing, a teammate and I will deliver 12 crates this fall. If you want to know more about this organization, you can go to www.cratesforukraine.com

Returning to Familiar Ground – Much of last year was testing the ground of what it looks like to return. For instance, some parts of our ministries were still closed, along with a lot of hybrid classes still in place on UF's campus. As far as we can tell right now, we plan on moving forward by returning to familiar rhythms of ministry. While in a lot of ways it has the feeling of starting over, our hope is to reintroduce things as for many of these students it will be the first time for:

- College Café homecooked meals
- Bible study inside
- Passion
- Local/Global Missions
- Campus Outreach

MEASURING SUCCESS

One of the questions I have been asked over the years is, "How do you measure success?" It is a hard question to answer when you look at the mission of the church and its ministries. The Book of Order makes clear that the mission of the church is to participate in God's mission for the transformation of humanity by proclaiming to all people the good news of God's love and calling all people to discipleship in Christ.

At First Presbyterian we seek to carry out that mission through our mission Statement, “Glorify God, Makes Disciples of Jesus Christ, and Meet Human Needs.” All the ministries in the College Program are evaluated against that Mission Statement. Each one is looked at to see whether it glorifies God, makes Disciples, or meets human needs. If they do, and we believe each one does, then we believe we are engaged in the mission of transformation described in the Book of Order.

Graduates of the University of Florida and Santa Fe College are leaders in the areas of business, law, medicine, and education. The goal of college ministry is the development of spiritual leaders. Part of how we measure success is seeing students who become Sunday School teachers, lead a worship service, teach a children’s lesson, organize and lead service projects, and lead mission trips, as well as train the leaders of tomorrow to take Christ into their jobs. We are seeing students taking on these roles and being successful in them. Or as Andrew Scott said it with the cover of his latest book Scatter, “Go Therefore And Take Your Job With You.”

At the end of the day, the true measure of success is probably whether lives are being changed by inviting people to find meaning and purpose in their life through the person of Jesus Christ. In the conversations we have with students at College Café, in small groups, at Bible Study, and while participating in service projects, we see lives being changed as students commit themselves to a more mature walk with Jesus Christ.

A Personal Note

Like many all over the world, these past two years have had their challenges for me. As a group of my students and I rang in the new year at Atlanta Passion in 2020, I never would have dreamed that just a few months later our world would come to screeching halt. At first it felt like this thing called COVID would blow over, however it did anything but that. Our schools, businesses, churches, and universities shut down all over the United States, including us here at First Presbyterian Gainesville and the University of Florida.

In this time period I saw a change in students' demeanors. While there is always the stress of exams, projects, and papers, what I now saw was a wave of depression coming over the student body. Social isolation crept in. While we offered zoom and I made myself available for more phone calls and personal zoom time, it couldn't compare to being with each other in person. To help with the ongoing problem, I spoke with my college committee and through a trusted licensed mental health counselor we were able to offer our students several free sessions for anyone who needed them.

In my own world I too faced the pressure of feeling isolation as well as my plans being altered. Heading into the summer of 2020, I had been accepted into the Clinical Pastoral Education program at Advent Health in Orlando. Needless to say, my program was cut, and I had to come up with an alternative plan in order to complete my final requirements for ordination. Happily, I can say, nearly two years after our church was shut down, I completed my ordination process and was ordained February 6th, 2022.

Over these past five years, I have counted it a privilege to minister to the college students in and around Gainesville. Thank you for your support and trust through it all. I look forward to continuing to share the hope of the gospel and the love of Jesus Christ with the next generation of students.

COLLEGE EXPENSE REPORT

The attached page shows the expenses for the college ministry at First Presbyterian Church for the fiscal year beginning July 1, 2017 and ending June 30, 2022. Annual average expenses over 5 years are \$97,419.

Revenue received from the synod each year has been approximately \$81,000.00. The difference between the expenses captured on the attached report and the income received from the synod is \$16,419. That was paid out of the general budget of First Presbyterian Church.

FIRST PRESBYTERIAN CHURCH COLLEGE EXPENSE REPORT

(Fiscal Year July 1st 2017 – June 30th 2022)

Ministries	Amount
College Outreach	
• Trajectory (Weekly Bible Studies)	
• Special Events (Hungary Week)	
• On Campus Ministry (Tabling)	
• College Missions (Hurricane Relief/PDA)	
• College Ministry Support (Global Connections)	\$ 12,132
Food and Meals	
• College Café	
• Special Event Meals	\$ 5,471
Staffing	
• Interns	
• Personnel Costs including benefits	\$ 79,816
<u>TOTAL</u>	<u>\$97,419</u>

**Annually Received from Synod Approximately \$81,000.00*

ACTIONS OF THE EXECUTIVE ADMINISTRATIVE COMMISSION (EAC) SINCE THE APRIL 2022 STATED MEETING

- Approved using the general reserve fund to cover expenses of the Synod Permanent Judicial Commission (SPJC) trial, *Tolley vs. Tropical Florida*.
- Approved appointing the EAC along with one Mid Council leader (Presbytery leader) from each state to make up the Synod Executive/Stated Clerk Search Committee.
- Approved to keep the Synod per capita and mission giving at \$1.50 and \$1.00, respectively.
- Approved to have the Rev. Terry Newland serve as the Synod's Bridge Stated Clerk until the permanent Synod Executive and Stated Clerk is hired, according to the terms listed. Also added to Rev. Newland's responsibilities was "to provide pastoral care to Presbytery Leaders."
- Synod of South Atlantic Bridge Stated Clerk Terms:

Salary and Housing \$800/month

½ SECA \$62/month

Travel \$1,250/quarter

The Salary and Housing is approximately 10% (for four (4) hrs/wk) of Joyce's compensation. The Travel allowance is enough for two trips from Birmingham to Jacksonville using current IRS travel allowance rate (\$0.625/mile).

This would be for these responsibilities (from Joyce's current position description):

- Fulfill constitutionally mandated responsibilities of Stated Clerk
- Ensure completion, update, and filing of all Synod records
- Provide polity guidance
- Provide administrative oversight to all Synod functions including financial management and judicial actions
- Supervise Synod employees and fulfill personnel functions as head of staff

BUDGET AND FINANCE COMMITTEE

Report to the Synod of the South Atlantic

November 3, 2022

Committee Members:

Charmaine Ponkratz, Chair – Peace River; the Rev. Christina Greenawalt - Central Florida, Clerk, Jimmy Cheeks - Foothills; Timothy Cureton, Providence; the Rev. Jessi Higginbotham – St. Augustine; Don Mowat – Florida; the Rev. Dr. David Shelor, Synod Moderator – Tampa Bay; the Rev. Jennifer Lee – Cherokee; the Rev. Don West – Flint River

Corresponding Member: Jodi Dodge, Synod Treasurer – St. Augustine

Synod Staff: The Rev. Terry Newland, Synod Bridge Stated Clerk, and Lisa Lovelady, Synod Administrator

The purpose of the Budget and Finance Committee (BFC):

To ensure that proper oversight is given to the finances of the Synod in regard to current and future budgets, as well as investments. This includes:

- Propose the budget to the Synod,
- Monitor expenditures during each fiscal year and recommend changes necessary during the year to EAC,
- Provide for the review of an annual audit,
- Serve as the investment committee of the Synod,
- Review annually the Synod's investment policy,
- Oversee the reserve funds of the Synod and the allocation of these funds,
- Oversee the volunteer Treasurer of the Synod.

Work of the BFC since the November Called Meeting:

1. Conducted a review of the Gainesville Campus Ministry

The reader is reminded that the BFC is charged with reviewing the activities of the Gainesville Campus Ministry every five years. This pattern was established by an Executive Administrative Committee action on March 19, 2015. The first review of the Gainesville Campus Ministry was held on July 28, 2017 and this review was conducted on July 19, 2022.

The full report is attached, and the Rev. Scott Stuart will be making comments to the body at the meeting.

Some of the topics explored were the impact of COVID, emerging needs of the college students, Scott's ordination and how that has changed his ability to minister to students, funding the ministry, broader community engagement and involvement, denominational connectionalism, spiritual growth and leadership of the student and women's ministries.

The committee, after consultation and review of the ministry activities, and in consultation with St. Augustine Presbytery, approved the following: continuing to applaud, affirm and support the Gainesville Campus Ministry through the St. Augustine Presbytery.

Distribution from the Gainesville Campus Ministry fund is 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.

It is noted that the Gainesville Campus Ministry is evaluated each year by the St. Augustine Presbytery and is evaluated by the Synod every five years (next review is 2027).

Attached to this report is the Report from the Gainesville Campus Ministry

2. *Per capita and mission giving targets*

The Executive Administrative Committee decided, on September 8, 2022, that per capita and mission giving targets would not be increased for 2023 and Presbyteries are encouraged to review their giving with an eye toward meeting the \$1.50 per member per capita and \$1.00 per member mission giving. It is noted that the revenue calculation will reflect membership losses across the Synod, thus it continues to be important that Presbyteries work toward meeting a higher percentage of the giving goal. The presbyteries that are setting the pace are celebrated!

3. *Budget*

The committee proposes a 2023 budget which substantially mirrors the ministry and program activities of 2022. The current plan is for the Synod to meet in-person in the odd years and is budgeted accordingly. A 5% compensation adjustment is budgeted for staff. The Synod Executive/Stated Clerk package represented in the budget reflects the compensation parameters in the Synod's Ministry Information Form. An additional \$20,000 was budgeted for relocation and start-up expenses

4. *Activities for 2023*

The BFC is scheduled to conduct the annual audit and a review of our current investment advisor, Vanguard. By an action of the EAC, we will initiate a vendor review after June 30, 2023.

As we propose a budget for 2024, it has been suggested that consideration be given to adjust per capita and mission giving targets. If such action were taken it would come before you at the February 2023 meeting.

Attachments:

- Synod of South Atlantic – Overview of Funds – For Information Only
- Gainesville Campus Ministry Report 2017 – 2022
- YTD Financials (reported by the treasurer)
- 2023 Budget (reported by the treasurer)

Synod of South Atlantic - Overview of Funds

Fund Name	Objectives	Balance Sept. 2022	Distribution Policy
Temporarily Restricted Funds			
Peacemaking ¹	Available for Synod-based representatives to participate in peacemaking activities.	\$ 0	Ministry Support Committee (MSC) awards funds.
Capital Fund ²	Unused budgeted money for Synod Exec. Auto Expense is accumulated to be used to fund a new auto when needed to replace fully depreciated old automobile	\$16,415	Executive Administrative Commission (EAC) disburses.
Westcott, Nat'l Mission Partnership, Others ³	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.	\$3,461	Funds can be administered at the discretion of the Synod Executive.
Georgia Trans'l Interest ⁴	From sale of the Career and Counseling Center in Georgia used for transformational study of the future of Georgia Presbyteries. Final distribution 2020. Remaining account balance is interest.	\$2,957	EAC decision on use of remaining interest, which is unrestricted.
Urie Scholarship ⁵	Established by Robert M. Urie. Originally intended for the education of ruling elders. No such grants have been applied for or made.	\$3,208	Current policy indicates that the corpus can be spent. <i>EAC action, 10.4.19: these funds be put into cash to spend down balance over next three years.</i>
Synod Exec. Scholarship ⁵	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.	\$24,631	The original motion from the 2012 stated meeting indicates that this is temporarily restricted, allowing the corpus to be spent down. <i>EAC action, 10.4.19: these funds be put into cash to spend down balance over next three years.</i>
Gainesville Campus ⁶	Supports campus ministry at the University of Florida and is paid to the Presbytery of St. Augustine. Program is evaluated every 5 years, next scheduled review is 2024.	\$1,914,043	The current policy is to payout the greater of \$81,000 or 4% of the fund balance averaged over the past 36 months, paid semi-annually. The policy allows corpus to be used if earnings do not support the payment of \$81,000
Hawkins Short Term	See Hawkins Long Term Fund under Permanently Restricted Funds. Approximately \$35,000 was available to all 16 Presbyteries. This balance reflects undistributed interest. Distribution was limited to 2019-2020.	\$0	MSC awarded funds until December 2020

Fund Name	Objectives	Balance Sept. 2022	Distribution Policy
Permanently Restricted Funds			
Ogden Scholarship ⁷	Established by John and Phyllis Ogden to support a Florida Presbyterian College.	\$ 2,165	Preference is given to Eckerd College, but MSC can award if Eckerd does not avail. Annual distribution from Presbyterian Foundation.
Uderitz Memorial ⁸	Established by Edward Uderitz for the purpose of scholarship for deserving students or adults to further Christian and higher education (1/2 proceeds). Remainder to be used to develop physical structure and equipment in churches in Florida .	\$10,670	MSC awards funds. Annual distribution from Presbyterian Foundation.
Hemphill Grants ⁹	Established by Mary E. Hemphill to be granted to small churches with a membership of 100 or less in South Carolina , for church building improvement/relief	\$215,511	The Association of Smaller Congregations (ASC) determines grant winners and Synod distributes funds. See distribution formula below.
Hawkins Long Term ¹⁰	Established by Howard and Isabella Hawkins to provide for a theological students scholarship fund. In addition to the \$400,000 amount that was invested, approximately \$35,000 was available to all 16 Presbyteries for the Hawkins Short Term grants. See Hawkins Short Term above.	\$395,800	\$400,000 was initially invested for three years before any distribution. See distribution formula below. MSC awards funds.
Simpson Fund ¹¹	Established by Thomas Simpson to be used at the discretion of the Board	\$5,684	MSC awards funds. Annual distribution from Presbyterian Foundation.
Spencer Memorial ¹²	Established by Hazel Spencer, in the name of her son Robert Olan Spencer providing \$500 scholarships to assist worthy students.	\$9,872	The Synod office distributes funds, one per student, per Presbytery, annually. Annual distribution of 5% of fund from Truist Wealth beginning January 2021.
Unrestricted Fund			
General Fund ¹³	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.	\$1,366,382	See distribution formula below.

Grant applications are posted on the Synod website; contact Lisa Lovelady, lisa@synodsa.org for further information.

Spencer Memorial Fund Distribution: That each presbytery may chose one to award using either of these two options:

- TWO \$500 awards to the same person per presbytery, in two award periods, in a calendar year, or,
- TWO \$500 awards to different people, per presbytery, in a calendar year.

Hemphill, Hawkins, Gainesville and the General Fund Distribution Formula: to calculate the distribution formula, the average account market value as reported on monthly account statements for the previous 36 months shall be multiplied by 4%. In the event there are not 36 months worth of account market value history, the average account market values for as many months as possible should be used. Note for clarification: if monies earmarked for distribution are not used for the designated purpose the monies will remain in the investment account.

Footnotes:

- 1 Synod of South Atlantic Designated Accounts Revised 9.13.01
- 2 Finance & Investment Policy Revised 3.2008
- 3 Finance and Audit Committee Minutes, 3.17.2005
- 4 Stated Meeting Minutes, 3.2013: Georgia Transformation Funds divided between 5 Presbyteries, \$45,000 each
- 5 EAC Minutes, 10.4.2019/Overview of Synod Funds Workpaper 3.9.2021/Established 11.21.1995
- 6 EAC Minutes 2018/Overview of Synod Funds Workpaper, 3.9.2021
- 7 United Presbyterian Foundation Agreement, 11.11.1971
- 8 Irrevocable Declaration of Trust, 8.15.1960
- 9 Documents date back to 11.1988, 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.
10. Overview of Synod Funds Workpaper, 3.9.2021/Howard and Isabella Hawkins Funds Guidelines – approved by the EAC, 11.9.18
11. Presbyterian Church USA Foundation Agreement, 4.25.19XX [unreadable date]
12. Spencer Last Will and Testament, 6.27.1963.
13. Overview of Synod Funds Workpaper, 3.9.2021

Synod of South Atlantic

Balance Sheet

September 2022

		Current Year
ASSETS	1000	
BANK ACCOUNTS	1050	
CHECKING ACCOUNTS	1100	
TIAA-Operating Account	1110	\$ 211,905.16
MANAGED FUNDS	1300	
GENERALLY MANAGED FUNDS	1305	
VG General (\$1M)	1311-116	1,366,382.14
VG Gainesville (\$1.8M)	1341-114	<u>1,914,042.81</u>
Subtotal Generally Managed Funds	1305	3,280,424.95
SPECIALLY MANAGED FUNDS	1350	
VG Hawkins (\$400k)	1361-104	395,800.12
VG Hemphill (\$200k)	1371-103	215,510.63
TIAA 0958 GA Presby Trans	1390	<u>2,957.78</u>
Subtotal Specially Managed Funds	1350	614,268.53
Subtotal Managed Funds	1300	<u>3,894,693.48</u>
TOTAL ASSETS		<u>\$ 4,106,598.64</u>
FUND PRINCIPAL	3000	
UNRESTRICTED	3100	
Unrestricted Fund Balance	3110-116	\$ 1,502,180.89
RESTRICTED FUNDS	3200	
TEMPORARILY RESTRICTED	3201	
TIAA Capital Fund	3220-108	16,415.47
TIAA Westcott,NMPF,Others	3230-109	3,461.19
TIAA Trans'l/Interest	3250-111	2,957.78
TIAA Urie Schol (2.5k)	3260-112	3,207.51
TIAA Synod Exec Sch (25k)	3270-113	24,630.82
VG Gville Campus (1.8M)	3280-114	<u>1,914,042.81</u>
Subtotal Temporarily Restricted	3201	1,964,715.58
PERMANENTLY RESTRICTED	3300	
PF Ogden Scholarship	3310-101	2,165.50
PF Uderitz Memorial	3320-102	10,669.79
VG Hemphill/Grants	3330-103	215,510.63
VG Hawkins Long Term	3340-104	395,800.12
PF Simpson Fund	3350-105	5,684.13
ST Spencer Memorial	3360-106	<u>9,872.00</u>
Subtotal Permanently Restricted	3300	<u>639,702.17</u>
Subtotal Restricted Funds	3200	2,604,417.75
TOTAL EQUITY		<u>4,106,598.64</u>
TOTAL LIABILITIES AND EQUITY		<u>\$ 4,106,598.64</u>

Synod of South Atlantic
Income and Expense Statement
 September 2022

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		Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
INCOME	4000					
CONTRIBUTION INCOME	4010					
UNRESTRICTED	4020					
Per Capita	4030-401	\$11,631.79	\$137,688.54	\$164,000.00	-\$26,311.46	\$221,412.00
Prior Year Per Capita	4035-401	0.00	14,269.01	15,000.00	-730.99	15,000.00
Mission Giving	4040-402	3,651.95	50,266.23	50,750.00	-483.77	75,444.00
Prior Year Mission Giving	4045-402	0.00	5,195.55	0.00	5,195.55	0.00
Subtotal Unrestricted	4020	15,283.74	207,419.33	229,750.00	-22,330.67	311,856.00
Subtotal Contribution Income	4010	15,283.74	207,419.33	229,750.00	-22,330.67	311,856.00
INTEREST INCOME	4500					
Bank Interest	4510	44.34	445.47	600.03	-154.56	800.00
TOTAL INCOME		15,328.08	207,864.80	230,350.03	-22,485.23	312,656.00
EXPENSES	5000					
PERSONNEL	5010					
SE/SC SALARY & BENEFITS	5100					
SE/SC	5110					
SE/SC Salary	5120	\$5,029.36	\$45,264.24	\$45,264.24	\$0.00	\$60,352.38
SE/SC Housing	5121	3,051.50	27,463.50	27,463.50	0.00	36,618.00
SE/SC BOP	5122	3,218.65	28,967.85	28,967.85	0.00	38,624.00
SE/SC SECA	5123	618.18	5,563.62	5,563.62	0.00	7,418.23
Subtotal Se/sc	5110	11,917.69	107,259.21	107,259.21	0.00	143,012.61
SE/SC PROFESSIONAL EXP	5200					
SE/SC Continuing ED	5201	0.00	918.43	1,000.00	81.57	1,000.00
SE/SC Travel	5202	430.46	7,574.68	11,250.00	3,675.32	15,000.00
Subtotal Se/sc Professional Exp	5200	430.46	8,493.11	12,250.00	3,756.89	16,000.00
Subtotal Se/sc Salary & Benefits	5100	12,348.15	115,752.32	119,509.21	3,756.89	159,012.61
SUPPORT STAFF	5300					
OFFICE ADMIN	5310					
Admin Salary	5311	3,554.18	31,987.62	31,987.62	0.00	42,650.28
Admin Benefits	5312	871.13	7,840.17	7,840.17	0.00	10,453.47
Admin Payroll Tax	5313	271.90	2,447.10	2,447.10	0.00	3,262.75
Admin Continuing ED	5314	634.62	1,529.62	749.97	-779.65	1,000.00
Subtotal Office Admin	5310	5,331.83	43,804.51	43,024.86	-779.65	57,366.50
BOOKKEEPER	5320					
Bkkpr Salary	5321	1,453.32	13,080.00	13,080.00	0.00	17,439.96
Bkkpr Payroll Taxes	5322	111.18	1,000.63	1,000.63	0.00	1,334.17
Subtotal Bookkeeper	5320	1,564.50	14,080.63	14,080.63	0.00	18,774.13
Subtotal Support Staff	5300	6,896.33	57,885.14	57,105.49	-779.65	76,140.63
Subtotal Personnel	5010	19,244.48	173,637.46	176,614.70	2,977.24	235,153.24

Synod of South Atlantic
Income and Expense Statement
 September 2022

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		Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
SYNOD OPERATIONS	5400					
SYNOD ECCLESIASTIC	5410					
Stated Meeting	5411	100.00	9,473.79	26,000.00	16,526.21	26,000.00
Committee Expenses	5412	0.00	0.00	524.97	524.97	700.00
Moderator's Training	5414	0.00	0.00	749.97	749.97	1,000.00
Subtotal Synod Ecclesiastic	5410	100.00	9,473.79	27,274.94	17,801.15	27,700.00
SE DSCTNRY COUNCIL OPS	5450					
SE Discretionary	5451	120.00	9,850.06	0.00	-9,850.06	0.00
Subtotal Se Dsctnry Council Ops	5450	120.00	9,850.06	0.00	-9,850.06	0.00
OFFICE OPERATIONS	5500					
Rent	5510	1,000.00	9,000.00	9,000.00	0.00	12,000.00
Phones	5525	166.50	1,484.51	1,575.00	90.49	2,100.00
Office Supplies/Postage	5535	205.32	1,911.12	3,750.03	1,838.91	5,000.00
Website	5575	75.00	390.00	1,500.03	1,110.03	2,000.00
Staff Travel	5580	0.00	826.98	749.97	-77.01	1,000.00
Support Contracts	5590	332.90	2,170.84	2,700.00	529.16	3,600.00
Subtotal Office Operations	5500	1,779.72	15,783.45	19,275.03	3,491.58	25,700.00
INSURANCE & AUDIT	5600					
Insurance	5610	0.00	7,043.00	6,200.00	-843.00	6,200.00
Audit	5611	0.00	6,500.00	6,700.00	200.00	6,700.00
Subtotal Insurance & Audit	5600	0.00	13,543.00	12,900.00	-643.00	12,900.00
Subtotal Synod Operations	5400	1,999.72	48,650.30	59,449.97	10,799.67	66,300.00
DIRECT MINISTRIES	6000					
RACIAL ETHNIC MINISTRIES	6100					
Korean American Ministry	6110	0.00	15,000.00	15,000.00	0.00	15,000.00
African American Ministry	6120	0.00	12,612.52	15,000.00	2,387.48	15,000.00
HispanicAmerican Ministry	6130	0.00	5,000.00	10,000.00	5,000.00	10,000.00
Subtotal Racial Ethnic Ministries	6100	0.00	32,612.52	40,000.00	7,387.48	40,000.00
NETWORKING MINISTRIES	6200					
Smaller Cong (ASC)	6210	0.00	5,000.00	5,000.00	0.00	5,000.00
OTHER MINISTRIES	6300					
Pby Leader Formation	6310	0.00	4,600.00	8,000.00	3,400.00	8,000.00
Synod Pby Leaders Forum	6320	0.00	2,793.50	3,375.00	581.50	4,500.00
PJC Training	6330	0.00	0.00	3,750.03	3,750.03	5,000.00
Subtotal Other Ministries	6300	0.00	7,393.50	15,125.03	7,731.53	17,500.00
Subtotal Direct Ministries	6000	0.00	45,006.02	60,125.03	15,119.01	62,500.00
TOTAL EXPENSES		21,244.20	267,293.78	296,189.70	28,895.92	363,953.24
EXCESS INCOME/EXPENSES		-\$5,916.12	-\$59,428.98	-\$65,839.67	\$6,410.69	-\$51,297.24

2023 PROPOSED BUDGET

	2021 Actual	2022 <i>Projected Actual</i>	2022 Budget	2023 Proposed Budget
REVENUE				
Per Capita	\$202,573	\$191,689	\$221,412	\$200,082
Mission Giving	\$77,351	\$76,266	\$75,444	\$75,325
Interest/Rebates	\$317	\$580	\$800	\$600
Prior Year PC & MG	\$19,531	\$19,465	\$15,000	\$19,500
TOTAL INCOME	\$299,771	\$288,000	\$312,656	\$295,507
EXPENSES				
Direct Ministries				
Korean American Ministry	\$0	\$15,000	\$15,000	\$15,000
African American Ministry	\$558	\$12,613	\$15,000	\$15,000
Hispanic Ministry	\$0	\$5,000	\$10,000	\$10,000
Smaller Congregation (ASC)	\$5,000	\$5,000	\$5,000	\$5,000
Presbytery Leader Formation	\$8,275	\$4,600	\$8,000	\$8,000
Synod Pby Leaders Forum	-\$12	\$4,000	\$4,500	\$4,500
PJC	\$870	\$0	\$5,000	\$5,000
Total Direct Ministries	\$14,690	\$46,213	\$62,500	\$62,500
Synod Council Operations				
Ecclesiastic Operation	\$2,162	\$9,474	\$27,700	\$27,700
Office Operation	\$20,487	\$20,942	\$25,700	\$25,700
Insurance and Audit	\$12,687	\$13,543	\$12,900	\$13,700
Total Synod Council Operations	\$35,336	\$43,959	\$66,300	\$67,100
Personnel				
SE/SC	\$143,012	\$109,845	\$143,013	\$155,449
SE/SC Professional Expenses	\$4,338	\$9,743	\$16,000	\$19,500
Office Admin	\$55,541	\$57,896	\$57,366	\$59,662
Bookkeeper	\$18,406	\$17,210	\$18,774	\$19,713
Total Personnel	\$221,297	\$194,694	\$235,153	\$274,324
SE Discretionary Fund	\$0	\$9,850	\$0	\$10,000
Total Discretionary Expense	\$0	\$9,850	\$0	\$10,000
TOTAL EXPENSES	\$271,324	\$294,715	\$363,953	\$413,924
DIFFERENCE BETWEEN INCOME & EXPENSES	\$ 20,666	\$ (6,716)	\$ (51,297)	\$ (118,417)
Transfer from Reserve Earnings				
NET SURPLUS/(DEFICIT)	\$ 20,666	\$ (6,716)	\$ (51,297)	\$ (118,417)

REVENUE DETAILS

	A	B	C	D	E	F	G
1		2021		2022		2023	
2	<u>BILLED</u>						
3	Per Capita	\$257,064		\$246,014		\$235,391	
4	Mission Giving	\$171,376		\$164,009		\$156,927	
5	Combined	\$428,440		\$410,023		\$392,318	
6							
7	<u>BUDGETED</u>						
8	Per Capita	\$223,000	87%	\$221,412	90%	\$200,082	85%
9	Mission Giving	\$70,000	41%	\$75,444	46%	\$75,325	48%
10	Combined	\$293,000		\$296,856		\$275,407	
11	Interest/Rebates	\$800		\$800		\$600	
12	Prior Year PC & MG	\$12,000		\$15,000		\$19,500	
13	TOTAL INCOME	\$305,800		\$312,656		\$295,507	
14							
15	<u>ACTUAL/PROJECTED</u>						
16	Per Capita YTD 093022			\$137,689			
17	Estimated Oct - Dec			\$54,000			
18	Per Capita	\$202,573	79%	\$191,689	78%		
19							
20	Mission Giving YTD 093022			\$50,266			
21	Estimated Oct - Dec			\$26,000			
22	Mission Giving	\$77,351	45%	\$76,266	47%		
23							
24	Interest/Rebates YTD 093022			\$445			
25	Estimated Oct - Dec			\$135			
26		\$317		\$580			
27							
28	Prior Year PC & MG	\$19,531		\$19,465			
29	TOTAL INCOME	\$299,771		\$288,000			

Expense Details

	A	B	C	D	E	F	G	H
30	2022 Budget		2022 Actual YTD	Projected Actual	2023 Proposed Budget			
31	SYNOD DIRECT MINISTRIES							
32	Racial Ethnic Ministries							
33	Korean American Ministry	15,000.00		15,000.00		15,000.00		15,000.00
34	African American Ministry	15,000.00		12,612.52		12,612.52		15,000.00
35	Hispanic American Ministry	10,000.00		5,000.00		5,000.00		10,000.00
36	Total Racial Ethnic Ministry	40,000.00		32,612.52		32,612.52		40,000.00
37								
38	Networking Ministries							
39	Smaller Congregation (ASC)	5,000.00		5,000.00		5,000.00		5,000.00
40	Total Networking Ministries	5,000.00		5,000.00		5,000.00		5,000.00
41								
42	Other Synod Ministries							
43	Pby Leader Formation	8,000.00		4,600.00		4,600.00		8,000.00
44	Synod Leader Forum	4,500.00		2,793.50		4,000.00		4,500.00
45	PJC	5,000.00		0.00		0.00		5,000.00
46	Total Other Synod Ministries	17,500.00		7,393.50		8,600.00		17,500.00
47								
48	TOTAL SYNOD DIRECT MINISTRIES	62,500.00		45,006.02		46,212.52		62,500.00
49								
50	SYNOD COUNCIL OPERATIONS							
51	Synod Ecclesiastic Operation							
52	Synod Stated Meeting	26,000.00		9,473.79		9,473.79		26,000.00
53	Committee Expenses	700.00		0.00		0.00		700.00
54	Moderator's Training	1,000.00		0.00		0.00		1,000.00
55	Total Ecclesiastic Operation	27,700.00		9,473.79		9,473.79		27,700.00
56								
57	Office Operation							
58	Website/Internet	2,000.00		390.00		520.00		2,000.00
59	Rent	12,000.00		9,000.00		12,000.00		12,000.00
60	Telephone	2,100.00		1,484.51		1,979.35		2,100.00
61	Office Supplies/Operations	5,000.00		1,911.12		2,548.16		5,000.00
62	Support Contracts	3,600.00		2,170.84		2,894.45		3,600.00
63	Staff Travel	1,000.00		826.98		1,000.00		1,000.00
64	Total Office Operations	25,700.00		15,783.45		20,941.96		25,700.00
65								
66	Insurance and Audit							
67	Insurance	6,200.00		7,043.00		7,043.00		7,000.00
68	Audit	6,700.00		6,500.00		6,500.00		6,700.00
69	Total Insurance and Audit	12,900.00		13,543.00		13,543.00		13,700.00
70								
71	TOTAL SYNOD COUNCIL OPERATIONS	66,300.00		38,800.24		43,958.75		67,100.00

Expense Details

	A	B	C	D	E	F	G	H
30								
		2022 Budget		2022 Actual YTD		Projected Actual		2023 Proposed Budget
72								
73	W-2 EMPLOYEE (PERSONNEL)							
74	Synod Exec/Stated Clerk							
75	Synod Exec/Stated Clerk Salary	60,352.38		45,264.24		47,664.24		106,000.00
76	Synod Exec/Stated Clerk Housing	36,618.00		27,463.50		27,463.50		0.00
77	Synod Exec/Stated Clerk Payroll Tax	7,418.23		5,563.62		5,749.62		8,109.00
78	Synod Exec/Stated Clerk BOP	38,624.00		28,967.85		28,967.85		41,340.00
79	Total Synod Exec/Stated Clerk	143,012.61		107,259.21		109,845.21		155,449.00
80								
81	Synod Exec/SC Professional Expenses							
82	Synod Exec/SC Cont. Ed	1,000.00		918.43		918.43		2,500.00
83	Synod Exec/SC Professional Expense	15,000.00		7,574.68		8,824.68		17,000.00
84	Total Synod Exec/SC Prof Expenses	16,000.00		8,493.11		9,743.11		19,500.00
85								
86	SE/SC Search/Moving Expense							20,000.00
87								
88	Office Admin Expenses							
89	Office Admin Salary	42,650.16		31,987.62		42,650.16		44,782.67
90	Office Admin Benefit	10,453.47		7,840.17		10,453.56		10,453.47
91	Office Admin Payroll Tax	3,262.74		2,447.10		3,262.80		3,425.87
92	Office Admin Cont. Ed	1,000.00		1,529.62		1,529.62		1,000.00
93	Total Office Admin	57,366.37		43,804.51		57,896.14		59,662.01
94								
95	Bookkeeper							
96	Bookkeeper Salary	17,439.96		13,080.00		15,986.64		18,311.96
97	Bookkeeper Payroll Tax	1,334.16		1,000.63		1,222.99		1,400.86
98	Total Office Admin	18,774.12		14,080.63		17,209.63		19,712.82
99								
100	TOTAL PERSONNEL	235,153.09		173,637.46		194,694.09		274,323.83
101								
102	Synod Exec Discretionary Fund For Council Operation Support	0.00		9,850.06		9,850.06		10,000.00
103								
104								
105	TOTAL EXPENSES	\$363,953.09		\$267,293.78		\$294,715.42		\$413,923.83
106								
107	DIFFERENCE BETWEEN REVENUE & EXPENSES	(51,297.09)		(59,428.98)		(6,715.62)		(118,416.95)
108	TRANSFER FROM RESERVE EARNINGS							
109	NET SURPLUS/ (DEFICIT)	\$ (51,297)		\$ (59,429)		\$ (6,716)		\$ (118,417)

**PRESBYTERY PER CAPITA & MISSION GIVING
2023**

PRESBYTERY	Members	Per Capita	Mission Giving
		\$1.50	\$1.00
CENTRAL FLORIDA	13,705	\$ 20,557.50	\$ 13,705.00
CHARLESTON ATLANTIC	14,792	\$ 22,188.00	\$ 14,792.00
CHEROKEE	3,846	\$ 5,769.00	\$ 3,846.00
FLINT RIVER	2,947	\$ 4,420.50	\$ 2,947.00
FLORIDA	4,415	\$ 6,622.50	\$ 4,415.00
FOOTHILLS	12,940	\$ 19,410.00	\$ 12,940.00
GREATER ATLANTA	30,244	\$ 45,366.00	\$ 30,244.00
NEW HARMONY	6,689	\$ 10,033.50	\$ 6,689.00
N.E. GEORGIA	6,246	\$ 9,369.00	\$ 6,246.00
PEACE RIVER	12,531	\$ 18,796.50	\$ 12,531.00
PROVIDENCE	5,585	\$ 8,377.50	\$ 5,585.00
ST. AUGUSTINE	10,493	\$ 15,739.50	\$ 10,493.00
SAVANNAH	3,621	\$ 5,431.50	\$ 3,621.00
TAMPA BAY	11,528	\$ 17,292.00	\$ 11,528.00
TRINITY	11,615	\$ 17,422.50	\$ 11,615.00
TROPICAL FLORIDA	5,730	\$ 8,595.00	\$ 5,730.00
TOTAL	156,927	\$ 235,390.50	\$ 156,927.00

Report of the Ministry Support Committee (MSC) of the Synod of South Atlantic
November 3, 2022

At the August 30, 2022 meeting of the MSC, the following grant requests were considered for:

1. Peacemaking with the amount to be awarded as \$1,911. The committee awarded
 - a. \$500.00 to Honduras Mission
 - b. and the balance to AMIS: Atlanta Ministry with international, Amigo program, Greater Atlanta, in the amount of \$1,411.83.

2. Sixteen Hawkins grants were considered, and the committee awarded:
 - a. each of the 6 applicants in the Foothills Presbytery, \$800.00,
 - b. each of the 4 applicants in the Central Florida Presbytery, \$500,
 - c. and each of the 6 applicants in the Cherokee, Greater Atlanta, Peace River, and St. Augustine presbyteries \$1866 each, for a total of \$17,996.00, leaving \$120 in the fund.

3. Discussion was held as to the possibility of adding clarity to the application regarding the need for a first-person narrative from the applicants, and a follow-up with the same instructions to the Presbyteries.

The Ministry Support Committee will meet on November 16, 2022 to review/award final grants for 2022.

Submitted by:

Ken Whitehurst, Chairperson
Ministry Support Committee



Elder Valerie Young Synod of South Atlantic Synod Executive & Stated Clerk Nominee

Valerie Young has served at the synod level in multiple positions since 2004. Most recently, as Synod Leader & Stated Clerk of the Synod of the Sun since 2017.

She received a bachelor's degree in Organizational Development from the University of North Texas where she also studied alternative dispute resolution and mediation. She completed her Certificate in Executive Leadership from McCormick Theological Seminary in 2014. Over the years she has resourced committees, worked with presbyteries in transition and leadership searches, focusing on supporting leaders in their role and encouraging them to live out their call more fully to the glory of God.

Speaking about her call to mid-council ministry, Valerie says "I am called to mid council service as a partner in ministry where courageous and vulnerable leadership is valued and encouraged. For me, mid council ministry is not so much about staying within a particular box, but about equipping presbyteries and congregations to proclaim the gospel in word and in deed, and to be attentive and responsive to the needs of our communities. I seek ways and places to engage that may stretch those boundaries, knowing that we may not always succeed, but we will surely learn. Still, we continue to love and do good where good is most needed."

Valerie is a Ruling Elder who has actively served the denomination in multiple Cursillo communities, on the Ruling Elder Advisory Team to the Office of the General Assembly, the NEXT Church Strategy Team, the Steering Committee of the Association of Mid-Council Leaders, and most recently, as a co-moderator of the General Assembly Special Committee on Per Capita & Financial Sustainability.

Valerie is married to avid disc golfer, John Young, is a proud mother of Tasha Wheeler and BGE (Best Grandma Ever) to "Beamer", and is a camper, hiker, furniture up-cycler, and DIY enthusiast.

What the Search Committee has to say...

"As Christ's Church and our synod continues to significantly evolve, Valerie is uniquely equipped and experienced to lead us into the future. I'm confident that God has called Valerie to us 'for such a time as this.'"

Rev. Dr. David Shelor, Tampa Bay, Synod Moderator and Search Committee Chair

"We are fortunate to have a talented, experienced, and dedicated Synod leader who can take the reins of the Synod of South Atlantic and provide pastoral care to our Presbyteries and congregations. Valerie Young is called to mid-council leadership, and we look forward to having her walk with us as we discern God's will."

Kenneth L. Whitehurst, Ruling Elder/Commissioner, Presbytery of Greater Atlanta

"With a sparkle in her eye and holy mischief up her sleeve, Valerie is precisely what our synod needs. She understands our connectional system, has worked within it for decades, and relishes a hearty challenge. Unafraid of hard questions, she asks them with insight and courage. In addition, she listens fiercely and imagines deeply. I believe she will be a tremendous gift to our synod and those who serve within it. "

Rev. Debra Tregaskis, Executive Presbyter, Flint River

Elder Valerie Young Statement of Faith

“God’s unconditional love is freely offered through the life, death, and resurrection of Jesus Christ. As humans, we all fall short. This is what makes God’s grace so wondrous; That God persists in loving and caring for us, whether we ask for it or even choose to recognize it. We can never earn God’s love, and yet it is always there. Just as the Holy Spirit is always present, guiding us and providing direction. We must choose to listen.

Blessed with free will, we make the choice to live in response to God’s commitment to us as faithful, grateful, and loving individuals, sharing the Good News of Jesus Christ with and for the reconciliation of the world. If we do not love our neighbors, we cannot claim to love God. In loving our neighbors, we are called into relationship with them. Called to live in the love of Christ, focusing our energy and efforts so singularly upon the love of Christ that an atmosphere of mutual love and respect permeates all our activities.

I believe Jesus is the Son of God and my Savior. He lives and speaks directly to us through the Holy Spirit. It is through the interpretation of scripture that the Holy Spirit teaches us our purpose as Children of God. I trust in the sovereignty of God. I believe that it is by the grace of God that I am who I am, where I am – not by the power of “Me”, but sometimes despite me.

My hope is in Jesus Christ. God, my Lord, brings me through. God has brought me here and prepared me along the way, in every way for where I am at this moment. Being called to seek and do God’s will for my life and the lives of others, often requires setting myself aside so that God’s will may be done on earth.

As the priesthood of all believers, we are called to pray for one another, speak God’s truths as interpreted through the work of the Holy Spirit, and to serve of our gifts and talents. Recognizing and honoring each other’s unique gifts, skills, talents, and points of view, acknowledging that “the body does not consist of one part, but of many”, seeking God’s will involves being in community, discussing and discerning within the context of our shared relationship in Christ. We are called to serve without fear of failure, knowing our limitations as humans, and the possibilities for success with God’s help. I have a responsibility to fulfill God’s mission for my life, in my Church, and in the world.

We do not now, nor will we in our time on earth, have all the answers. But we rely on the one true God that does, knows our right path, directs, and re-directs us accordingly. We are called to be a Faithful Witness, passionate about the health and fruitfulness of our ministries that model the uniqueness of being a Reformed witness in this part of God’s creation, as well as the wider world, as we heed the call to ‘do justice, love kindness, and walk humbly with our God.’”

What she says about leadership and change...

“I believe that in today’s Church and society, being a Leader is to be leading change. We are a denomination and nation in constant transition. Yet, so much remains the same.

Sometimes, leading can mean being out front setting the path. Other times, it can mean empowering others to take action that is theirs to take. That often means being courageous in holding those in the system accountable. It is also about vulnerability and admitting flaws and complicity so that others can feel comfortable doing the same.

I see myself... where I can use my creativity to serve as an advocate for people and ministries; as a partner in ministry, leading with authenticity, integrity, and love; as a connector, bringing people and congregations together, attentive to their future, as well as the past; as one who leads out of abundance; and as one who accompanies people and congregations on their journey.

I value transparency and adaptability, and I feel called to building and sustaining systems that are nimble. The world moves quickly, and our systems should be able to adapt and keep up.”

SYNOD OF SOUTH ATLANTIC
SAVE THE DATE
STATED MEETING 2023

Thursday, FEBRUARY 23RD (Commissioners only)
Friday, FEBRUARY 24TH, Keynote and Worship
Saturday, FEBRUARY 25TH, Workshops

Friday Keynote Speaker



The Rev. Ruth Santana-Grace, Co-Moderator of the 225th General Assembly

Friday Preaching



The Rev. Dr. Victor Aloyo, President, Columbia Theological Seminary

SYNOD COMMISSIONERS AND COMMITTEES

EXECUTIVE ADMINISTRATIVE COMMISSION (EAC)

<i>Rev. Dr. David K. Shelor - Moderator</i>	<i>Tampa Bay Presbytery</i>
Rev. Dr. Brian Henderson - Moderator-Elect	Charleston-Atlantic Presbytery
Rev. Joyce Lieberman	Synod Executive/Stated Clerk
William "Bill" Byars	Cherokee Presbytery
Rev. Brad Clayton	Florida Presbytery
Charmaine Ponkratz	Peace River Presbytery
Ken Whitehurst	Greater Atlanta Presbytery

ADMINISTRATION AND RELATIONSHIPS COMMITTEE (ARC)

<i>William "Bill" Byars - Chair</i>	<i>Greater Atlanta Presbytery</i>
Rev. Travis Adams	Northeast Georgia
Robert "Bobby" Byrd	Charleston-Atlantic Presbytery
Rev. Beth Hoskins	Foothills Presbytery
Rev. Greg Rapier	Tropical Florida Presbytery
Jackie Rembert	New Harmony Presbytery
Rev. Croskeys Royall	Trinity Presbytery
Rev. Jeanne Simpson	Greater Atlanta Presbytery
<i>Vacant</i>	

BUDGET AND FINANCE COMMITTEE (BFC)

<i>Charmaine Ponkratz - Chair</i>	<i>Peace River Presbytery</i>
James "Jimmy" Cheeks	Foothills Presbytery
Timothy Cureton	Providence Presbytery
Rev. Christina Greenawalt	Central Florida Presbytery
Rev. Jessi Higginbotham	St. Augustine Presbytery
Don Mowat	Florida Presbytery
Rev. Dr. David K. Shelor	Tampa Bay Presbytery
Rev. Don West	Flint River Presbytery
Jennifer Lee Walker	Cherokee Presbytery

COMMITTEE ON REPRESENTATION (CoR)

<i>Rev. Brad Clayton - Chair</i>	<i>Florida Presbytery</i>
Hansler Bealyer	St. Augustine Presbytery
Janice Barge Clarke	Tampa Bay Presbytery
Rev. Dr. Brian Henderson	Charleston-Atlantic Presbytery
Maria Sit	Tropical Florida Presbytery

MINISTRY SUPPORT COMMITTEE (MSC)

<i>Ken Whitehurst - Chair</i>	<i>Greater Atlanta Presbytery</i>
Rev. Steve Austin	Providence Presbytery
Ray Bell	Trinity Presbytery
Margaret Brooks	Savannah Presbytery
Jan Lewis	Northeast Georgia Presbytery
Andy Moye	Flint River Presbytery
Jackie Rembert	New Harmony Presbytery
Mary Bell Streetman	Central Florida Presbytery

FAMILY LEAVE TASK FORCE

Rev. Elizabeth Milford Lovell
Task Force Facilitator
Cherokee

Rev. Cecelia “CeCe” Armstrong
Charleston-Atlantic

Bill Byars
Cherokee

Rev. Kathi Parchem
Savannah

SYNOD TRANSFORMATIONAL LEADERSHIP TASK FORCE

Rev. Dr. David Shelor
Task Force Facilitator
Tampa Bay

Rev. Dr. Brian Henderson
Charleston-Atlantic

Rev. Andy Casto-Waters
Peace River

Nancy Reimer
At-Large member
Flint River

SYNOD STAFF

Rev. Joyce Lieberman
Synod Executive/Stated Clerk

Lisa Lovelady
Synod Administrator

Josephine Mamangun
Synod Bookkeeper

Jodi Dodge
Synod Volunteer Treasurer

Rev. Joo Hoon Kim
Korean-American Consultant

Rev. Luis “Tony” Boada Davila
Hispanic-American Consultant

Rev. Cecelia “CeCe” Armstrong
African-American Consultant

SYNOD PERMANENT JUDICIAL COMMISSION

ACTIVE SPJC MEMBERS

CLASS OF 2026

Rev. Patricia Ashley
Tropical Florida

Rev. Sung Ho Lee
Peace River

William T. "Bill" Cravens
Northeast Georgia

CLASS OF 2024

Howard Barnard
New Harmony

Michael Clarke
Tampa Bay

Josue "Joe" Raymond
Central Florida

CLASS OF 2022

Rev. Dr. David Bender
Providence

Rev. Diane Lovin
Savannah

Dr. Phyllis Sanders
Trinity

Rev. Sharon Schuler
Florida

Robert Smalley
Cherokee

PAST SPJC 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

CLASS OF 2018

Cynthia Johnson-Stacks
Tropical Florida

Harrison "Bill" Oehler
Peace River

Rev. Norm Hatter
Tampa Bay

Ed Kelly
St. Augustine

CLASS OF 2016

Rev. Dr. Ella Busby
New Harmony

Rev. Dr. William Chegwin
Central Florida

CLASS OF 2014

William Gray
Greater Atlanta

Rev. Mary Vance
Flint River

PRESBYTERIES IN THE SYNOD

<u>PRESBYTERY</u>	<u>PRESBYTERY LEADER</u>	<u>STATED CLERK</u>
Central Florida	Rev. Dr. Daniel Williams	Rev. Dr. Daniel Williams
Charleston-Atlantic	Rev. Dr. Donnie R. Woods	Catherine Byrd
Cherokee	Rev. Wilson Kennedy	<i>Vacant</i>
Flint River	Rev. Deb Tregaskis	Becky Willis
Florida	Rev. Dr. Roy Martin	Jeannie Dixon
Foothills	Rev. Deborah Foster	Robin E. Morris
Greater Atlanta	Rev. Aisha Brooks-Lytle	Rev. Andy James
New Harmony	Rev. Gavin D. Meek	Rev. Gavin D. Meek
Northeast Georgia	Rev. Hilary Neufeld Shuford	Rev. Ed Rees
Peace River	Rev. Melana Scruggs	Rev. Dr. Randy Moody
Providence	Revs. Hoover and Olivia Haney	Revs. Hoover and Olivia Haney
Saint Augustine	Rev. Holly Dillon Inglis	Rev. Alexandra Hedrick
Savannah	Rev. Dr. Alan Baroody	Rev. Doug Craven
Tampa Bay	<i>Vacant</i>	Rev. Dr. William "Bill" Wildhack
Trinity	Rev. Dr. Danny Murphy	Jim Rowell
Tropical Florida	Rev. Dr. Daris Bultena	Rev. Dr. Daris Bultena

CAMPS AND CONFERENCE CENTERS IN THE SYNOD

<u>NAME/BOUNDS OF PRESBYTERY</u>	<u>OWNED BY</u>
Montgomery Conference Center/St. Augustine	St. Augustine
Bethelwoods Camp and Conference Center/Providence	Charleston-Atlantic/Providence
Cedarkirk Camp and Conference Center/Tampa Bay	Peace River/Tampa Bay
Dogwood Acres/Florida	Florida
Calvin Center/Greater Atlanta	Greater Atlanta
Fellowship Camp and Conference Center/Trinity	Trinity

EDUCATIONAL INSTITUTIONS IN THE SYNOD

<u>NAME</u>	<u>LOCATION</u>
Agnes Scott College	Decatur, Georgia
Columbia Theological Seminary	Decatur, Georgia
Eckerd College	St. Petersburg, Florida
Johnson C. Smith Theological Seminary	Atlanta, Georgia
Presbyterian College	Clinton, South Carolina
Rabun Gap-Nacoochee School	Rabun Gap, Georgia
Thornwell	Clinton, South Carolina

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