



Stated Meetings

February 23-24, 2023

Epworth-By-The-Sea
St. Simons Island, Georgia

November 14, 2023

Zoom Video Conference



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THE MINUTES OF THE SYNOD OF SOUTH ATLANTIC 37th STATED MEETING

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

**Thursday, February 23, 2023, 3:00 pm to
Saturday, February 25, 2023, noon**

WELCOME

The Rev. Dr. David Shelor, Synod Moderator, welcomed first-time and returning Commissioners, Presbytery Leaders, Corresponding Members, Staff, and Guests, who were gathered at St. Simons Island, Georgia, to conduct the business of the Synod on February 23-25, 2023. On Thursday evening, the 23rd, Commissioners gathered for Orientation and Committee meetings.

CALL TO ORDER AND OPENING PRAYER

The 37th Stated Meeting of the Synod of South Atlantic was called to order on Friday, February 24th at 9:00 am, with prayer and a Land Acknowledgement by Moderator Shelor.

DECLARATION OF A QUORUM

Moderator Shelor declared a quorum was present, with 12 Teaching Elders and 11 Ruling Elders, representing 14 presbyteries.

In addition, two Consultants for Racial Ethnic Ministries, ten Presbytery Leaders, six 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 (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) Lisa Martin (P) (RE) Don Mowat (A) (RE) Joanne Kublick, <i>alternate</i> (P)
FOOTHILLS PRESBYTERY	(TE) Beth Hoskins (A) (RE) Sonya Dawson (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) <i>Vacant</i> (RE) Charmaine Ponkratz (A)
PROVIDENCE PRESBYTERY	(TE) Steve Austin (P) (RE) Timothy Cureton (P)
SAINT AUGUSTINE PRESBYTERY	(TE) Susan Takis (P) (RE) Hansler Bealyer (P)
SAVANNAH PRESBYTERY	(TE) Jamil el-Shair (P) (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 (A) (RE) Karla Dias (P)

THE ROLL OF CORRESPONDING MEMBERS (*voice, no vote*)

SYNOD OF SOUTH ATLANTIC STAFF

Synod Executive and Stated Clerk	(RE) Valerie Young
Treasurer	(RE) Jodi Dodge

PRESBYTERY LEADERS AND STATED CLERKS

Central Florida, <i>Executive Presbyter and Stated Clerk</i>	(TE) Dan Williams
Charleston-Atlantic, <i>Stated Clerk</i>	(RE) Catherine Byrd
Cherokee, <i>General Presbyter</i>	(TE) Wilson Kennedy
Foothills, <i>Presbytery Leader and Stated Clerk</i>	(TE) Deborah Foster
Greater Atlanta, <i>Stated Clerk</i>	(RE) Andy James
Providence, <i>Interim Co-Presbyters</i>	(TE) Hoover Haney (TE) Olivia Haney
Savannah, <i>Director of Pastoral and Ecclesial Affairs</i>	(TE) Rick Douylliez
Savannah, <i>Interim Director of Administration and Interim Associate Stated Clerk</i>	(TE) Deanie Strength
Tampa Bay, <i>General Presbyter</i>	(TE) Holly Dillon
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

CONSULTANTS FOR RACIAL ETHNIC MINISTRIES

<i>Consultant for African-American Ministries,</i> Charleston-Atlantic	(TE) CeCe Armstrong
<i>Consultant for Korean-American Ministries,</i> Northeast Georgia	(TE) Joo Hoon Kim

SOSA PRESBYTERIAN WOMEN REPRESENTATIVE

<i>Synod Presbyterian Women Moderator, Trinity</i>	(RE) Shelagh Wirth
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PRESBYTERIAN CHURCH (USA) STAFF ASSIGNED TO SYNOD

Presbyterian Foundation, <i>Ministry Relations Officer</i>	Robert Hay
Presbyterian Mission Agency, <i>Ministry Engagement Advisor</i>	Sy Hughes

GUESTS

The Rev. Ruth Faith Santana-Grace, *Co-Moderator of the 225th General Assembly*

The Rev. Dr. Victor Aloyo, President, *Columbia Theological Seminary*

The Rev. Cindy Kohlmann, *Connectional Presbyterian and Stated Clerk, New Castle Presbytery;*
former Co-Moderator of the 223rd General Assembly

The Rev. Dr. Wylie Hughes, Pastor, *Orchard Park Presbyterian Church, Orchard Park, New York*

Klint Walker, Cybersecurity Advisor, *Cybersecurity Infrastructure Security Agency (CISA)*

Julie Bailey, Director of Alumni and Church Relations, *Columbia Theological Seminary*

Carson Brown, Moderator, *Peace River Presbytery*

Jane Byars, *Northeast Georgia Presbytery*

Rebecca Cox, Church Relations, *Thornwell*

Ann Cureton, *Providence Presbytery*

Pam Moye, *Flint River Presbytery*

Judith Murphy, *Trinity Presbytery*

Linda Nelms, *Savannah Presbytery*

Charles Wiley, *Columbia Theological Seminary*

SYNOD STAFF (no voice, no vote)

Administrator

Lisa Lovelady

VOICE TO CORRESPONDING MEMBERS

Steve Austin moved and was seconded to accept the corresponding members as named by Synod Executive Valerie Young. ***Approved by unanimous consent.***

ADOPTION OF THE PROPOSED DOCKET

(ATTACHMENT A)

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

SYNOD EXECUTIVE AND STATED CLERK'S REPORT

(ATTACHMENT B)

Synod Executive Valerie Young referred colleagues to her written report. She reminded us of the Book of Order (BOO) directive for Synods, G3.04: *Synod is responsible for the life and mission of the church throughout its region, and/or supporting the ministry and mission of its presbyteries as they seek to support the witness of congregations, to the end that the church throughout its region becomes a community of faith, hope, love, and witness.*

The Synod vision began in 2019, but it continues, and is a team sport. Her goal is to regather the team and empower each to live out the vision in what might be new and different ways. Synergy of spirit will develop as we come together, and it will move us forward. We will build a container to support one another. Our presbytery leaders are creative and energetic, wanting to see the churches thrive. One way we can connect is through social media. We can connect on Facebook, be in prayer for one another, and consider the power of “yet.” The poster on the wall, *the Power of Yet*, is a reminder of our calling – we can color in the areas as a symbol of a connected and vibrant ministry to come.

GREETINGS

PRESBYTERIAN MISSION AGENCY (PMA)

Ministry Engagement Advisor, Sy Hughes, reported that he has moved to the Administrative Services Group. He is here to be resource for the Office of the General Assembly (OGA), and can speak or run a workshop. At the present, PMA is in the midst of One Great Hour of Sharing and supporting Presbyterian Disaster Assistance (PDA). He has a quarterly email of all that is happening in PMA, webinars, special Sundays, etc., and welcomes all to be on the email list.

SYNOD OF SOUTH ATLANTIC PRESBYTERIAN WOMEN (SOSA PW) (ATTACHMENT C)

Shelagh Wirth, moderator of the SOSA PW, referred colleagues to her report on page seven of the packet. She also brought greetings from the Presbyterian Women’s Council. In October 2022, SOSA PW met; it was the largest gathering of PW in the country.

MINUTE FOR MISSION

(ATTACHMENT D)

School of the Laity representative, Linda Nelms, reported for the J. Richard Bass School of Laity. The program was developed in the late 1980s as a serious study program. So far, around 350 have gone through the program. The focus is upon learning scripture, reformed theology and ministry. The two-year program offers instructors who are well-qualified professors and ministers. Though it is a two-year certificate program, one does not need to commit to the entire cohort. A new cohort will begin in June 2023, with a March 1 deadline, classes at Epworth, and a hybrid platform of in-person and ZOOM. Students do tend to stay together in order to build relationships. Contact Savannah presbytery for more information.

CONVERSATION WITH THE MODERATOR AND SYNOD EXECUTIVE

Moderator Shelor and Synod Executive Valerie Young engaged in a question and answer session about her new role, discussing the unique role of synods, the challenges of the Synod of South Atlantic, her top priority of meeting and visiting, and a more robust communication network. She is appreciative of the openness of those she has met.

Following the Q and A, those present were asked to share their various ministries:

- Westhills Presbyterian Church of Atlanta has voted to become a Matthew 25 church; Greater Atlanta Presbytery
- Serve and Connect: Bringing Law enforcement, school district and worshiping community together to serve children in the community; Trinity Presbytery.
- 4 Vibrant Campus Ministry; Flint River Presbytery
- Faithful Innovation Learning Communities, with Lutherans; Legacy Partnership Project, with Presbyterians; Road Ahead Small Church Initiative; Foothills Presbytery
- The Community Garden at Belle-Terrace Presbyterian Church; Northeast Georgia Presbytery
- The Table, a New Worshiping Community (NWC); Tampa Bay Presbytery
- Cherokee Presbytery leadership is sharing Christ through water, service, money and support
- Peace River Presbytery is committed to support the Immokalee Fair Housing alliance to promote fair work/housing standards for farm workers!
- Parkside Church was chartered in Charleston, South Carolina at the end of January; 121 Charter members, Charleston-Atlantic Presbytery
- Ministries for the homeless, racial injustice, LGBTQ, weekend meals for children in need, First Presbyterian, Savannah Presbytery.

AFRICAN-AMERICAN MINISTRY

(ATTACHMENT E)

The Rev. CeCe Armstrong, Consultant for Racial Ethnic Ministries read a poem as her report:

KOREAN AMERICAN MINISTRY

(ATTACHMENT G)

The Rev. Joo Hoon Kim, Consultant for Racial Ethnic Ministries, shared details of their events. They meet three times a year: a family retreat of about 240 in July, then a 2nd generation retreat, then a pastor and wife retreat. Most churches are dual culture immigrant churches, where members speak Korean and English. For most, pastors and wives are Korean-Americans, and children are American and speak English only, so there is a translator at most services. Pastors work hard, around 50-60 hours, not only with pastoral duties, but also maintain buildings, cut grass, and clean toilets. Many struggle financially, but he reminded us of the importance of the gospel in the midst of this hard work, that is, saving people from sin.

SYNOD REPORTS

TRANSFORMATIONAL LEADERSHIP TASK FORCE

(ATTACHMENT H)

The Rev. Dr. David Shelor, facilitator, reported that the bi-annual, in-person Synod meeting with workshops and fellowship is the fruit of the Task Force's work this year.

EXECUTIVE ADMINISTRATIVE COMMISSION (EAC)

(ATTACHMENT I)

The EAC recommends a change to the credit card agreement in the addendum to the Synod's Manual of Operations. The agreement with changes was distributed for review. It impacts users of the Synod credit card (Valerie and Lisa), and basically removes the requirement for original receipts.

The recommendation was approved.

COMMITTEE ON REPRESENTATION (COR)

(ATTACHMENT J)

Hansler Bealyer, COR chair, reported that the Committee met on Thursday, the 23rd, with some meeting each other for the first time, while also learning about the committee duties. The COR presented, as a recommendation, nominees for the Synod Permanent Judicial Commission (SPJC):

The Rev. Virgil Marshall (TEBM), *Flint River Presbytery*

The Rev. Donna Wells (TEWF), *Greater Atlanta Presbytery*

Elder Evelyn White, (REBF), *Charleston-Atlantic Presbytery*

Moderator Shelor called for nominations from the floor. Hearing none, ***the recommendation was approved.***

TREASURER

(ATTACHMENT K)

Treasurer, Jodi Dodge, directed attendees to the overall summary on page 16 of the meeting packet. This page breaks down the numbers for 2022, with Per Capita, 78%, and Mission Giving, 46%. Following that page is balance sheet, income and expense statement. The breakdown of how each presbytery has given during the past year is on page 22, with the total amounts and percentages. In prior years, when we met later in the year as a Synod, we would add in late donations, so the percentages came out better. This one is through December 2022 only.

ADMINISTRATIVE AND RELATIONSHIPS COMMITTEE (ARC)

(ATTACHMENT L)

Bill Byars, Chair, reported that the ARC met as a committee, and was joined by Julie Bailey and Charles Wiley of Columbia Theological Seminary, and the Rev. CeCe Armstrong, reporting for Johnson C. Smith Theological Seminary (JCSTS). The committee is fostering meaningful and supportive covenant relationships with our partners, who are as follows: *Agnes Scott College, Columbia Theological Seminary, Eckerd College, Florida Presbyterian Homes, Johnson C. Smith Theological Seminary, Presbyterian Home of Georgia, Presbyterian College, Villa International and*

Westminster Communities of Florida. The message from our partners is for us to join with them in good news sharing. Tell good news to all the Presbyterian family. Columbia will have a special day on April 20th, a lunch, classes, and a tour of the campus. For a retreat or conference, contact JCSTS to see if there is an existing curriculum for your conference. They are building an educational platform and have received a grant to develop a faith-based approach toward society healing and unity in country. Presbyterian College provides a roundtable discussion for youth leaders; you may contact them directly. Villa International residential community near the Centers for Disease Control (CDC) and Emory University hosts visiting medical scholars. The ARC will continue to pursue agreements, and share good news from our partners.

MINISTRY SUPPORT COMMITTEE (MSC)

(ATTACHMENT M)

Ken Whitehurst, Chair, reported that the MSC is a good, hardworking committee; he had members stand up in the meeting to be recognized. This past year there were not funds to honor all requests, especially with churches hurting from Hurricane Ian. There were \$76,000 in requests, and around \$1,900 to award to Florida churches only, per the fund's restriction. The committee was as fair as possible with giving awards.

Addendum Reports

Hispanic/Latina/o Ministries (F)

Budget and Finance Committee (BFC) (N)

Presbyterian Foundation (O)

KEYNOTE ADDRESS

Moderator Shelor introduced the Rev. Ruth Faith Santana-Grace, *Co-Moderator of the 225th General Assembly*. A panel discussion with the Rev. Dr. Victor Aloyo and the Rev. Cindy Kohlmann served as our Keynote address.

Ruth introduced the panel discussion by sharing her thoughts on calling. Calling is important and stories are critical. God continues to transform. The church has pivotal role to play and we are called to build something new.

Questions came from the Synod Executive as well as meeting attendees:

Q: What gives you hope?

A: There is hope to see a new generation of leaders to be able to come alongside people who have economic needs. There are communities of faith propounding the word of God. Human stories are transforming our communities. There is hope at the presbytery level. Churches are finding the person God is calling to them; there is energy, intelligence, imagination, and love.

Q: What weighs on you?

A: Unarticulated grief and loss that we are experiencing, and not dealing with our angst. Reaction on social media - can we hit a semicolon on our emotional activity? God's vision is greater, but we

get stuck. So many in congregations in ministry, teaching, and administering have not dealt systemically with our grief and loss. Lament is a process and it needs to be part of our liturgy - how unloving we are. We are claimed by a God who is love, so let our hearts break and be filled with God's love.

Q: Why doesn't the Stated Clerk answer mail?

A: This should be done. Sy Hughes added that he will ensure a request gets answered and asked to be contacted as needed.

Q: Can seminaries address resources on liturgy exemplifying how to lament?

A: At Columbia, they are having intentional conversations. There is a shift in theological education.

Q: Energy, Intelligence, Imagination and Love, is the popular ordination vow. What are the challenges to live that out, and what are some resources?

A: The Matthew 25 initiative dealing with structural racism, injustice, and poverty is a place to start. Look also at Board of Pension (BOP) resources. Look at what we have, not what we don't have, the elements of context in living into our vows. Focus on what we do have and could have. We are people of a resurrected Lord, so take risks and move forward in abundance and grace, outside of scarcity.

Q: Lamenting must act on the spur of a moment; can you lead us in a moment of lamenting?

A time of prayer and song followed.

Workshops followed: Forms of Spiritual Practice, Equipping the Saints – An Imperative, not an Option, and Facing Racism: Addressing the Church's Original Sin

WORSHIP AND INSTALLATION SERVICE

(ATTACHMENT P)

The Synod welcomed the Rev. Dr. Victor Aloyo, President, *Columbia Theological Seminary*, as our guest preacher. In his sermon, *The Faithfulness of God*, based upon Luke 6:20-31, he preached about loving our enemies, and led the body in communion after the Installation of Valerie to her new role. Commissioners and Presbytery leaders assisted with music, liturgy and prayer, while the Rev. Dr. Daris Bultena offered an Installation charge to the Synod and its Presbyteries, and the Synod of the Sun offered a more personal charge to Valerie.

SATURDAY, FEBRUARY 25TH (ATTACHMENT Q)

Moderator David Shelor opened the meeting in prayer at 9:00 am.

KEYNOTE ADDRESS

The Rev. Ruth Faith Santana-Grace shared her family history, and God's leading her to this point in her life. She expressed how joy woven into the complexity carries the spirit. The joy comes from within, but we must claim it. There is the temptation to be so perfect, but then there is no joy. Her life experiences have influenced how she has served.

After the introduction, Ruth's PowerPoint discussed the church's "Current Cultural Context Uncharted," looking at the landscape of the PCUSA, its leadership challenges, and a re-formation from the wilderness. She closed with three points of encouragement: Dreaming Dreams (Joel 2), Collaborating (Mark 6:7; Luke 10:1-3), and Sharing your Story (Deuteronomy 6:7).

Workshops followed: Forms of Spiritual Practice, Legacy Giving: How to start (or re-ignite) a legacy, wills emphasis, planned giving, and endowment program for your Congregation, Cybersecurity Concerns for Houses of Worship, and Conversations about Transformational Leadership.

The body reconvened at 11:50 am. Moderator Shelor announced the Synod's upcoming Stated Meeting, **Tuesday November 14, 2023 at 10:00 am.**

FAREWELL TO RETIRING PRESBYTERY LEADERS AND SYNOD STAFF

Moderator Shelor offered thanks and farewell to the following who have served the Synod:

Presbyteries: The Rev. Doug Craven, Stated Clerk and Director of Administration, *Savannah Presbytery*
The Rev. Dr. Holly Dillon, Ministry and Mission Coordinator, *St. Augustine Presbytery*
The Rev. Sandra Hedrick, Stated Clerk, *St. Augustine Presbytery*
The Rev. Libby Shannon, Associate Presbyter for Emerging Ministries, *Tampa Bay Presbytery*

Synod of South Atlantic:

The Rev. Joyce Lieberman, Synod Executive/Stated Clerk, *St. Augustine Presbytery*
The Rev. Terry Newland, Bridge Stated Clerk, *Shepards and Lapsley Presbytery*

ADJOURNMENT

Moderator-Elect, the Rev. Dr. Brian Henderson, closed the meeting with prayer at 12:00 noon.

Submitted by:

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with the first name "Valerie" and last name "Young" clearly distinguishable.

Valerie Young
Synod Executive/Stated Clerk

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 February 2023 Stated meeting were sent out on March 22, 2023 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 April 5, 2023, with any corrections or editions brought to the attention of the Stated Clerk.



Valerie Young
Synod Executive/Stated Clerk
Synod of South Atlantic

SYNOD OF SOUTH ATLANTIC

37TH STATED MEETING

2023 PROPOSED DOCKET

Thursday, February 23rd, 3:00 pm to 8:00 pm ~ Commissioners
Friday, February 24th, 9:00 am to Saturday, February 25th, noon

JONES CENTER
 Epworth-By-The-Sea
 St. Simons Island, Georgia

ACTION ITEMS IN BOLD and ITALICS


ALL TIMES ARE EASTERN

THURSDAY, FEBRUARY 23RD

3:00 pm	Executive Administrative Commission (EAC) Meeting.....Jones Center, Room #2
4:30 pm	Commissioner Orientation.....Jones Center
5:30 pm	Dinner.....Epworth Dining Room
6:30 pm	Synod Committee Meetings.....Designated Rooms-Jones

FRIDAY, FEBRUARY 24TH


7-8:45 am	Breakfast.....Epworth Dining Room
9:00 am	Call to Order ~ Acknowledgement of Land and PeopleDavid Shelor, <i>Moderator</i> Opening Prayer Declaration of a Quorum Welcome to new Commissioners, Corresponding members and Guests <i>Seating Corresponding Members with voice</i>Valerie Young, <i>Synod Executive</i> <i>Adoption of Proposed Docket (A)</i>Moderator Shelor Synod Executive and Stated Clerk Report (B)Valerie Young, <i>Synod Executive</i>
9:20 am	<u>Greetings</u> Presbyterian Mission Agency.....Sy Hughes, <i>Advisor</i> Presbyterian Women SOSA (C)Shelagh Wirth, <i>Moderator</i> Minute for Mission ~ <i>Savannah School of the Laity (D)</i>Linda Nelms
9:35 am	Conversation with Valerie and Q and A <i>Moderator Shelor</i>
10:20 am	Break, with refreshmentsJones Center


-  **Forms of Spiritual Practice** ~ Explore Various Forms of Spiritual Practice, including the opportunity to experience a few of them.....Room #3
 The Rev. Cindy Kohlmann, *Facilitator*
Connectional Presbyterian/Stated Clerk, New Castle Presbytery
Former Co-Moderator of the 223rd General Assembly


- 3:30 pm** Racism workshop *continued*, OR free time.....
- 5:30 pm** Dinner.....Epworth Dining Room
- 6:45 pm** Worship, Installation and Communion Service.....Jones Center
The Rev. Dr. Victor Aloyo, preaching


SATURDAY, FEBRUARY 25TH

- 7-8:45 am** Breakfast and room checkout*Dining room/Epworth entrance
 *Bags may be left securely at the front desk, if needed
- 8:55 am** Meeting reconvenes with prayer.....Moderator Shelor
- 9:00 am** **Keynote: Leadership Challenges and Opportunities for Ruling and Teaching Elders**.....Jones
 The Rev. Ruth Faith Santana-Grace
Co-Moderator of the 225th General Assembly
- 10:00 am** **BREAK** with refreshments, sponsored by *The Presbyterian Foundation*.....Jones Center
- 10:30 am** **Workshops**

-  **Legacy Giving: How to start (or re-ignite) a legacy, wills emphasis, planned giving, and endowment program for your congregation**.....Room #1
 Robert Hay, *Facilitator*
Ministry Relations Officer of the Presbyterian Foundation

-  **Cybersecurity Concerns for Houses of Worship**.....Room #2
 Klint Walker, *Cybersecurity Advisor, Facilitator*
Cybersecurity and Infrastructure Security Agency (CISA)
Courtesy of the Insurance Board

-  **Conversations about Transformational Leadership**.....Room #3
 The Rev. Dr. David Shelor, *Synod Moderator, Facilitator*
Pastor, First Presbyterian Church, Dunedin, Florida

-  **Forms of Spiritual Practice** ~ Explore Various Forms of Spiritual Practice, including the opportunity to experience a few of them.....Room #4
 The Rev. Cindy Kohlmann, *Facilitator*
Connectional Presbyterian/Stated Clerk, New Castle Presbytery
Former Co-Moderator of the 223rd General Assembly

11:45 am Announcements, Upcoming Events, Housekeeping.....Moderator Shelor

12:00 pm Adjourn with prayer/lunch**.....Brian Henderson, *Moderator-Elect*

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

WELCOME FIRST-TIME COMMISSIONERS AND LEADERS

Commissioners: Sonya Dawson, Ruling Elder, *Foothills Presbytery*
 Waltraut Karla Matos Dias, Commissioned Ruling Elder, *Tropical Florida Presbytery*
 Joanne Kublik, Ruling Elder, alternate, *Florida Presbytery*
 Jamil El-Shair, Teaching Elder, *Savannah Presbytery*
 Lisa Martin, Teaching Elder, *Florida Presbytery*
 Susan Takis, Teaching Elder, *St. Augustine Presbytery*

Presbytery Leaders: Becky Albright, Bridge General Presbyter, *Charleston-Atlantic Presbytery*
 The Rev. Dr. Holly Dillon, General Presbyter, *Tampa Bay Presbytery*
 Evan “Charlie” Evans, Stated Clerk, *St. Augustine Presbytery*
 The Rev. Therese Howell, Stated Clerk, *Cherokee Presbytery*
 The Rev. Andy Meeker, Interim Stated Clerk, *Savannah Presbytery*
 The Rev. Deanie Strength, Interim Director of Administration, *Savannah Presbytery*

Synod of South Atlantic: Valerie Young, Ruling Elder, Synod Executive/Stated Clerk

FAREWELL TO RETIRING LEADERS

Presbyteries: The Rev. Doug Craven, Stated Clerk and Director of Administration, *Savannah Presbytery*
 The Rev. Dr. Holly Dillon, Ministry and Mission Coordinator, *St. Augustine Presbytery*
 The Rev. Sandra Hedrick, Stated Clerk, *St. Augustine Presbytery*
 The Rev. Libby Shannon, Associate Presbyter for Emerging Ministries, *Tampa Bay Presbytery*

Synod of South Atlantic:
 The Rev. Joyce Lieberman, Synod Executive/Stated Clerk, *St. Augustine Presbytery*
 The Rev. Terry Newland, Bridge Stated Clerk, *Sheppards and Lapsley Presbytery*

Mark your calendar for our upcoming Stated Meeting:

Tuesday, November 14, 2023 at 10:00 am

Synod Executive & Stated Clerk Report

I am grateful to be called to serve with and along side of the faithful people of the Synod of South Atlantic!

Thanks to the Executive Administrative Commission, I was able to begin my work earlier than anticipated. It's already been a busy few months, meeting people and learning the systems of the synod and becoming familiar with the various cultures of the region.

A few things I've learned so far:

- Presbytery meetings are FUN and worshipful!
- Encouraging and innovative ministry is everywhere!
- Presbyterian history in this region is deep and rich!

The Synod's EAC will gather for a retreat in May. We will spend time getting to know one another, considering my observations from my first few months, and reflecting and evaluating the synod's work. We would appreciate prayers for the journey ahead.

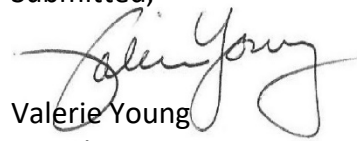
I hope that you will call, email, or text me if there is any way that I can be of assistance to you or your presbytery.

I am excited for the future of the Synod of South Atlantic and the ways the Spirit is moving among us!

Stated Clerk Business

- No Permanent Judicial Commission business.
- 2021 Presbytery minutes review will soon be completed and the deadline for 2022 Presbytery minutes is Sept. 25, 2023, when Clerks will gather in Jacksonville.
- Insurance will be reviewed prior to the Fall Synod Meeting.

Submitted,



Valerie Young
Synod Executive
& Stated Clerk

SE/SC Activities

January

- *Peace River, Executive
- Central Florida Search Committee
- *Tampa Bay, Executive
- *Tropical Florida, Executive
- *Central Florida, Executive
- *St. Augustine Search Committee
- Executive Presbyters
- Providence Presbytery Meeting
- Providence Search Committee
- GA Funding Model Development Team
- Synod BFC Chair
- Synod EAC Meeting

February

- Presbytery Stated Clerks
- *Savannah Presbytery Meeting
- *Flint River Presbytery Meeting
- Providence Search Committee
- Greater Atlanta, Executive
- *Flint River, Executive & Pastors
- *Northeast Georgia, Executive
- *Cherokee, Executive
- Synod MSC Chair
- Synod ARC Chair
- *Greater Atlanta Presbytery Meeting
- Synod Hispanic Ministries
- Synod African American Ministries
- Synod Korean American Ministries
- *Trinity Presbytery Meeting
- *Synod Stated Meeting
- *Synod Executives Forum

March

- *Association of Smaller Congregations
- *Georgia EPs Meeting
- *New Harmony, Executive
- Providence Search Committee
- *South Carolina EPs Meeting
- Synod BFC Meeting
- Vacation

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**Presbyterian Women in the Synod of South Atlantic
Synod Meeting
February 23-25, 2023**

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, January 31, 2023.
- 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, 2022, to join the PWS Moderators & Louisville staff on a quarterly zoom call to better understand what is happening with PW.
- Commission on the Status of Women (CSW) will be in March 2023 and will be both virtual & in person this year. The focus of the 67th session of the Commission will be on technology challenges for women.
- 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
- 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 PW Triennial at St Simons Island was October 21-23, 2022. We had a few glitches, but it turned out to be a fabulous gathering with 280 in attendance.

Submitted by,

Shelagh Wirth
PWS Moderator
PW in the PCUSA, Inc.



SAVANNAH PRESBYTERY'S
J. RICHARD BASS

School
OF THE Laity



WHAT: *Three courses to choose from at the March 2023 Session of School of the Laity*

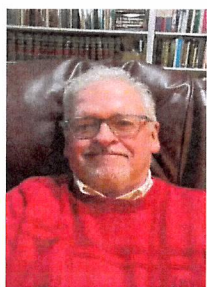
WHERE: Epworth by the Sea, Saint Simons, Georgia **OR** online via Zoom

WHEN: Saturday, March 11th at 8:30 AM through Sunday, March 12th at 3:00 PM

COSTS: \$110 tuition for everyone **PLUS** accommodations & meal fees for those participating in-person

NEW TESTAMENT SURVEY: Led by **Dr. Kaye Nickell**, who earned her PhD at Vanderbilt Divinity School

Pre-course requirement: Participants are required to acquire *The New Testament, A Student's Introduction* by Stephen L. Harris and read the text alongside the *New Testament* in their Bibles writing down any questions that come to mind.



ESSENTIAL ELEMENTS OF WORSHIP: This course focuses on what constitutes faithful Christian worship and explores the theological underpinnings of the key elements of worship including scripture, confession, prayer, music, sacraments, and sermon. Led by **Rev. Rick Douylliez**, Savannah Presbytery's Director of Pastoral and Ecclesial Affairs and longtime pastor of First Presbyterian, St. Marys.

Pre-course requirement: Participants are to read *A More Profound Alleluia; Theology and Worship in Harmony* by Leanne Van Dyk

ELECTIVE COURSE: THE REVELATION TO JOHN: ALL CREATION'S HALLELUJAH Led by much beloved School of the Laity professor **Dr. Bob Bryant** of Presbyterian College as he leads a deep dive into the book of Revelation.

Pre-course assignment: Participants are to read all of Revelation in their Bibles first without a commentary. Then read it a second time and using one of the following commentaries: 1) *Revelation. Interpretation*. Boring, M. Eugene. (Louisville: John Knox Press, 1989). **OR** 2) *Revelation and the End of All Things*. Koester, Craig. (Grand Rapids: Wm. B. Eerdmans PC, 2001).



SOL Registration and Payment can be done at [SOL Registration - Savannah Presbytery](#)

QUESTIONS? Contact Marty Susie, registrar: email at msusie1@savannahpresbytery.org or call (800) 616-3671 ext. 7003



47th Biennial Conference
National Black Presbyterian Caucus

Theme: *A Gathering of Black Presbyterians!*

June 15th - June 17th, 2023

This will not be just a meeting of NBPC members.

It's time for the Family to come together.

Co-Chairs: Elder Lynne Foreman, Elder Destini Hodges, and Elder Judith Murphy

Register for the hotel room at the conference NOW!!

National Black Presbyterian Caucus Conference

North Charleston Marriott

4770 Goer Drive North

Charleston, South Carolina 29406

843-747-1900

Click [here](#) to register or call the hotel.

Start Date: Wednesday, June 14, 2023 - **End Date:** Saturday, June 17, 2023

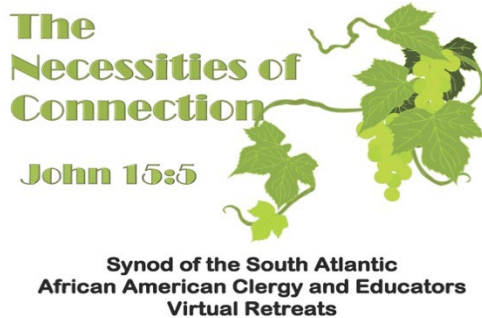
Last Day to Book: Wednesday, May 24, 2023

Hotel offering NBPC special group rate: \$161.00 USD per night



Greetings,

For 2022, there were planned virtual events that were made available to all clergy and educators with a focus on African American persons who serve the church.



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

In August of 2022, Rev. Dr. Joe Rigsby submitted a report from the 2022 Southeast Region's Biennial Meeting of the National Black Presbyterian Caucus. Seventy-five people registered for this Bi-Annual event. Programs, workshops, and worship were all parts of the conference. Thanks was offered to the leaders from the National Church, the Regional Chapters, and members across the southeast, the Conference was a great success. The evaluation forms received reported very positive responses to the Conference and positive remarks about future events. Rev. Dr. Joe Rigsby shared the state of the Region and had all the presenters to introduce themselves. Great information was shared from the presenters, led by the National Vice President, Rev. Doris Evans. Other presenters were Rev. Michael Moore, *Associate for African American Intercultural Congregational Support and Racial Equity & Women's Intercultural Ministries*; Ms. Deidre Allen, *Seminarian and Youth Leader with the Youth Advisory Volunteers Program*; Rev. Dr. J. Oscar McCloud, *Honorable Retired*; Rev. Carlton D. Johnson, *Coordinator for the Office of Vital Congregations for the Presbyterian Church USA*; Rev. Dr. Franklin Colclough, *Honorable Retired*; Rev. Dr. Ella Busby, *Staff of New Harmony Presbytery*; and Rev. CeCe Armstrong, *Associate Pastor of St. James Presbyterian Church*.

At the October 28th Zoom Gathering, we were able to receive contributions from various pastors and a musician who offered her gifts for the worshipful experience. Mrs. Simplicia Davis Smith was our musician. Rev. Dr. Brian C. Henderson was our preacher. Rev. British Hyman, Rev. Phanta Ladsen, Rev. Amantha Barbee, and Rev. Shavon Stallings-Louise offered liturgical roles for the virtual service.

There will be a return to an in person gathering of African American Clergy and Educators at Epworth by the Sea in Saint Simons Island, GA. We will gather September 11th – 15th, 2023. Please stay tuned for further information regarding theme, registration, and presenters for this wonderful returning event.

Humbly submitted,

Rev. Cecelia "CeCe" Armstrong

Hispanic Racial Ethnic Group

As we recall the work of 2022, we do so with grateful hearts. We have witnessed the Lord's presence in all that we have accomplished locally in each one of our churches. As a caucus, we have also been blessed by this irreplaceable alliance that offers a space for collective growth, enhanced spirituality, and strengthened fellowship. We are grateful for the hard work and support from the Synod of the south Atlantic.



MISION MUNDIAL PRESBITERIANA TE INVITA:

Presentación y conversación con
nuestros nuevos enlaces regionales
para el Caribe de la Mision Mundial
Presbiteriana

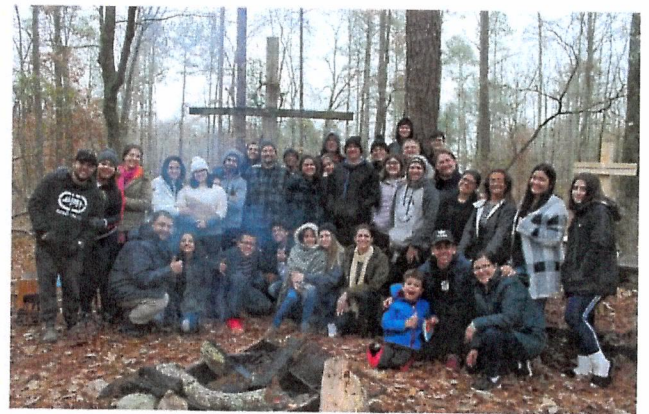
**Rvdo. Jose Manuel Capella-Pratts &
Presbitera Vilmario Cintrón-Olivieri**

"Una iglesia que trabaja unida para un cielo nuevo y una tierra
nueva: explorando la misión juntos en colaboración."
(Apocalipsis 21:1-9)

LUGAR: Iglesia Presbiteriana El Redentor
6971 Red Bug Lake Road
Oviedo, FL 32765

FECHA: lunes, 5 de diciembre de 2022
HORA: 1:00 P.M. - 3:30 P.M.





Our vision for 2023 is to see new churches planted, new leaders developed, and existing churches equipped for thriving ministry. All for God's glory.

Report from the Korean-American Caucus of the Synod of South Atlantic

ATTACHMENT G

(Racial Ethnic Concerns Committee)

2022-2023 Report by Consultant Rev. Joo Hoon Kim

1. Family Retreat: July 4~7, 2022

Starting on July 4, a family retreat was held for three days at Ridgecrest Retreat Center in North Carolina, hosted by the Korean Association of Churches within the Synod of South Atlantic and Living Waters under the Presbyterian Church (USA). 195 people from 20 churches participated in this family retreat.

Pastor Jin-soo Gong (Korean Shepherd Church), the main speaker of the Family Retreat, delivered five sermons under the theme of 'Comfort, Make Way, Proclaim'.

In addition, two pastors led workshops that resulted in a time of learning.

This family retreat was also a time of encouragement, comfort, and strength for all participants in their life of faith.

It was an opportunity for the saints to learn and rededicate themselves in the Lord through worship, praise, prayer, meals, and rest together.

Clark Simmons from the Board of Pensions stopped by momentarily to deliver a word of help and encouragement.

Furthermore, Dong J Lee from the Board of Pensions also provided pastors with fresh news, plans for the future, and personal interviews with pastors to help them better understand the benefits from the Board of Pensions.

This year in 2023, the family retreat will be held at the Ridgecrest Conference Center from July 3-6.

The expected number of participants is about 250 people.



2. Crossroads Synod Youth Retreat: July 4~7, 2022

The 2022 Crossroads Synod Youth Retreat was held at the same location as the family retreat from July 4, 2022 to July 7, 2022 at the Ridgecrest Conference Center.

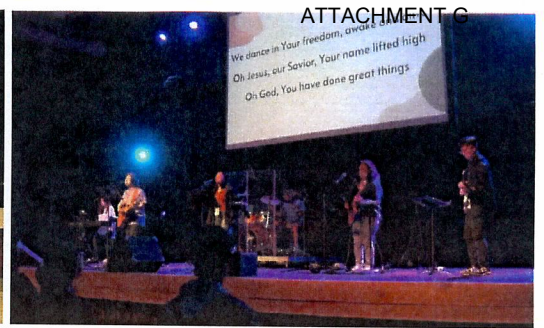
Pastor Sam Kim (Christ Central Presbyterian Church, Virginia), was the main speaker for the Youth Retreat, delivering five sermons under the theme of 'No Place Like Home'. The theme taught students that homes in this world may be broken and imperfect, but for those in Christ there is a true home, a perfect place of rest and peace within the Father's embrace. We are sojourners in this land we currently live in, but will soon be home with our Lord.

During the Youth Retreat, 247 young men and women from 6th grade to college students and beyond gathered to hear the Word of God, pray, and praise.

Beyond corporate worship, this gracious conference consisted of getting to know Jesus Christ through ten workshops, various small group meetings, personal counseling, and affirming that age aside, we are one in the Lord.

This year's Family Retreat will be held at the Ridgecrest Conference Center from July 3-6, 2023.

The expected number of participants is 250-300 people.



3. Pastor's Continuing Education: February 13-15, 2023.

Pastor's Continuing Education will meet on February 13-15, 2023 at the Unicoi Park & Lodge.

There will be about 33 pastors and their wives in attendance altogether.

The theme is, "Post-Pandemic Future Pastoral and Spirituality."

Professor Nam Joong Kim from the Claremont School of Theology is the main speaker of the Pastor's Continuing Education.

We thank our fellow co-workers in the gospel within the Synod of South Atlantic for the constant aid, financial or other, and continual prayers.

The provision has greatly served to grant our churches the privilege of bringing the gospel to the next generation and starting revival all over the southeast.

Moving forward, my hope and prayer is that we will all work together to further advance the gospel of Jesus Christ for the glory of our God.

Transformative Leadership Development Task Force
Synod of South Atlantic
February 23-24, 2023

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

The term of the Rev. Andy Casto-Waters, *Peace River*, has expired.

ACTIONS & INFORMATION (since November 2022 Synod Stated meeting)

This in-person Synod Gathering that you are currently attending, including keynote address and workshops, is the latest expression of the work of the Task Force, as an educational and development resource for our leaders. The hope has been to offer and expand this offering on a bi-annual basis (odd numbered years) during the years General Assembly is not meeting.

We value your feedback for 2025. Mark your calendars now.

EXECUTIVE ADMINISTRATIVE COMMISSION (EAC)
REPORT TO THE FEBRUARY 2023 STATED MEETING

ACTIONS SINCE THE NOVEMBER 3, 2022 STATED MEETING

- Approved moving Valerie Young's start date to January 1, 2023.
- Approved the purchase of a computer and any related equipment for Valerie with a cap of \$2,500.
- Approved the following terms of the work contract for Valerie Young, Synod Executive and Stated Clerk, effective January 1, 2023 - January 1, 2028.

Cash Salary: \$100,000.00

Housing: n/a

Board of Pensions: at cost (\$30,000 estimated)

FICA Half Share: (7.065%)

Professional Expenses: \$2,000.00

Professional Development: \$2,500.00

403b contribution: \$500 per month

Annual Paid Vacation: 6 weeks

Personal Days: 10 days

Study Leave: 2 weeks, accumulable to 6 weeks

- Approved the purchase of a Subaru Forester for Valerie with a cap of \$42,000, drive-out price.
- Approved a retreat for the EAC to include corresponding members (Consultants for Racial Ethnic Ministries, the SOSA PW Moderator, and one Presbytery Leader from each state) at a cost of no more than \$10,000.

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.~~ I will track, provide a receipt and description of each charge monthly, based on the statement date.
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#

#

**Committee on Representation Report
Synod of the South Atlantic
February 24, 2023**

The Members of the Committee on Representation are: Hansler Bealyer, St. Augustine, Chair; Janice Barge Clarke, Tampa Bay; Karla Dias, Tropical Florida; Rev. Lisa Martin, Florida; Rev. Dr. Brian Henderson, Charleston-Atlantic.

For Synod Action:

The Committee on Nominations has nominated the following commissioners to serve the Synod as Permanent Judicial Commission members:

1. Virgil Marshall, (TEBM), Flint River
2. Donna Wells, (TEWF), Greater Atlanta
3. Evelyn White, (REBF), Charleston-Atlantic

For Information:

“As many of you as were baptized into Christ have clothed yourselves with Christ. There is no longer Jew or Greek, there is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus. And if you belong to Christ, then you are Abraham’s offspring, heirs according to the promise” (Gal. 3:27-29)

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 will come together to develop a plan of action in furtherance of the purpose of the Committee as called forth in the Book of Order.

Respectfully submitted:

HAB

Treasurer's Report
Report to the 37th Stated Meeting of the Synod
February 24, 2023

Presbyteries of the Synod of South Atlantic remitted \$192,415 in per capita for 2022. This represents 78% of the amount due. Mission giving totaled \$74,872 which represented 46% of the target. To compare these figures to 2021, per capita was at 84% and mission giving was at 43%.

Expenses for 2022 finished at a total of \$299,172 which exceeded contributions by \$11,246. At the end of the year, we made a \$40,000 transfer from our reserve investment account to help offset the PJC trial expenses, search expenses and the purchase of the new synod vehicle.

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 2022 Financial Statements - Attachment I-1
- Per Capita and Mission Giving 2022 - Attachment I-2

Synod of South Atlantic
Balance Sheet
Consolidated - December 2022

ATTACHMENT K

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Page: 1

		Current Year
ASSETS	1000	
BANK ACCOUNTS	1050	
CHECKING ACCOUNTS	1100	
TIAA-Operating Account	1110	\$317,117.38
MANAGED FUNDS	1300	
GENERALLY MANAGED FUNDS	1305	
VG General (\$1M)	1311-116	1,424,739.31
VG Gainesville (\$1.8M)	1341-114	2,055,975.49
Subtotal Generally Managed Funds	1305	3,480,714.80
SPECIALLY MANAGED FUNDS	1350	
VG Hawkins (\$400k)	1361-104	424,889.83
VG Hemphill (\$200k)	1371-103	231,131.82
TIAA 0958 GA Presby Trans	1390	2,962.64
Subtotal Specially Managed Funds	1350	658,984.29
Subtotal Managed Funds	1300	4,139,699.09
OTHER ASSETS	1900	
Accounts Receivable	1920	1,477.01
TOTAL ASSETS		<u>\$4,458,293.48</u>
FUND PRINCIPAL	3000	
UNRESTRICTED	3100	
Unrestricted Fund Balance	3110-116	\$1,625,825.00
RESTRICTED FUNDS	3200	
TEMPORARILY RESTRICTED	3201	
TIAA Peacemaking	3210-107	322.60
TIAA Capital Fund	3220-108	39,311.45
TIAA Westcott,NMPF,Others	3230-109	3,461.19
TIAA Trans'l/Interest	3250-111	2,962.64
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	2,055,975.49
Subtotal Temporarily Restricted	3201	2,129,871.70
PERMANENTLY RESTRICTED	3300	
PF Ogden Scholarship	3310-101	2,259.07
PF Uderitz Memorial	3320-102	9,417.72
VG Hemphill/Grants	3330-103	231,131.82
VG Hawkins Long Term	3340-104	424,889.83
PF Simpson Fund	3350-105	5,893.34
ST Spencer Memorial	3360-106	29,005.00

Synod of South Atlantic
Balance Sheet
Consolidated - December 2022

ATTACHMENT K

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Page: 2

		Current Year
Subtotal Permanently Restricted	3300	702,596.78
Subtotal Restricted Funds	3200	2,832,468.48
TOTAL EQUITY		4,458,293.48
TOTAL LIABILITIES AND EQUITY		\$4,458,293.48

Synod of South Atlantic
Income and Expense Statement
GENERAL FUND , December 2022

ATTACHMENT K

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Page: 1

		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	\$30,498.71	\$192,414.75	\$221,412.00	-\$28,997.25	\$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	13,346.94	74,871.61	75,444.00	-572.39	75,444.00
Prior Year Mission Giving	4045-402	0.00	5,195.55	0.00	5,195.55	0.00
Subtotal Unrestricted	4020	43,845.65	286,750.92	311,856.00	-25,105.08	311,856.00
Subtotal Contribution Income	4010	43,845.65	286,750.92	311,856.00	-25,105.08	311,856.00
INTEREST INCOME	4500					
Bank Interest	4510	275.19	1,174.53	800.00	374.53	800.00
TOTAL INCOME		44,120.84	287,925.45	312,656.00	-24,730.55	312,656.00
EXPENSES	5000					
PERSONNEL	5010					
SE/SC SALARY & BENEFITS	5100					
SE/SC	5110					
SE/SC Salary	5120	\$800.00	\$47,664.24	\$60,352.38	\$12,688.14	\$60,352.38
SE/SC Housing	5121	0.00	27,463.50	36,618.00	9,154.50	36,618.00
SE/SC BOP	5122	0.00	28,967.85	38,624.00	9,656.15	38,624.00
SE/SC Payroll Tax	5123	61.20	5,747.22	7,418.23	1,671.01	7,418.23
Subtotal Se/sc	5110	861.20	109,842.81	143,012.61	33,169.80	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	0.00	8,533.52	15,000.00	6,466.48	15,000.00
Subtotal Se/sc Professional Exp	5200	0.00	9,451.95	16,000.00	6,548.05	16,000.00
SE/SC Search/Moving EXP	5250	-99.00	4,085.19	0.00	-4,085.19	0.00
Subtotal Se/sc Salary & Benefits	5100	762.20	123,379.95	159,012.61	35,632.66	159,012.61
SUPPORT STAFF	5300					
OFFICE ADMIN	5310					
Admin Salary	5311	3,554.18	42,650.16	42,650.28	0.12	42,650.28
Admin Benefits	5312	871.13	10,453.56	10,453.47	-0.09	10,453.47
Admin Payroll Tax	5313	271.90	3,262.80	3,262.75	-0.05	3,262.75
Admin Continuing ED	5314	0.00	1,000.00	1,000.00	0.00	1,000.00
Subtotal Office Admin	5310	4,697.21	57,366.52	57,366.50	-0.02	57,366.50
BOOKKEEPER	5320					
Bkkpr Salary	5321	0.00	15,986.64	17,439.96	1,453.32	17,439.96
Bkkpr Payroll Taxes	5322	0.00	1,222.99	1,334.17	111.18	1,334.17
Subtotal Bookkeeper	5320	0.00	17,209.63	18,774.13	1,564.50	18,774.13
Subtotal Support Staff	5300	4,697.21	74,576.15	76,140.63	1,564.48	76,140.63
Subtotal Personnel	5010	5,459.41	197,956.10	235,153.24	37,197.14	235,153.24

Synod of South Atlantic
Income and Expense Statement
 GENERAL FUND , December 2022

		Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
SYNOD OPERATIONS	5400					
SYNOD ECCLESIASTIC	5410					
Stated Meeting	5411	0.00	9,473.79	26,000.00	16,526.21	26,000.00
Committee Expenses	5412	0.00	0.00	700.00	700.00	700.00
Moderator's Training	5414	0.00	0.00	1,000.00	1,000.00	1,000.00
Subtotal Synod Ecclesiastic	5410	0.00	9,473.79	27,700.00	18,226.21	27,700.00
SE DSCTNRY COUNCIL OPS	5450					
SE Discretionary	5451					
Trial Expense	5451-100	0.00	810.00	0.00	-810.00	0.00
PJC Trial Expense	5451-101	0.00	9,040.06	0.00	-9,040.06	0.00
Subtotal Se Dsctnry Council Ops	5450	0.00	9,850.06	0.00	-9,850.06	0.00
OFFICE OPERATIONS	5500					
Rent	5510	1,000.00	12,000.00	12,000.00	0.00	12,000.00
Phones	5525	100.00	1,851.01	2,100.00	248.99	2,100.00
Office Supplies/Postage	5535	61.53	2,500.94	5,000.00	2,499.06	5,000.00
Website	5575	0.00	449.00	2,000.00	1,551.00	2,000.00
Staff Travel	5580	0.00	881.75	1,000.00	118.25	1,000.00
Support Contracts	5590	185.00	3,180.84	3,600.00	419.16	3,600.00
Subtotal Office Operations	5500	1,346.53	20,863.54	25,700.00	4,836.46	25,700.00
INSURANCE & AUDIT	5600					
Insurance	5610	948.00	7,147.00	6,200.00	-947.00	6,200.00
Audit	5611	0.00	6,500.00	6,700.00	200.00	6,700.00
Subtotal Insurance & Audit	5600	948.00	13,647.00	12,900.00	-747.00	12,900.00
Subtotal Synod Operations	5400	2,294.53	53,834.39	66,300.00	12,465.61	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	13,112.52	15,000.00	1,887.48	15,000.00
Hispanic American Ministry	6130	0.00	5,000.00	10,000.00	5,000.00	10,000.00
Subtotal Racial Ethnic Ministries	6100	0.00	33,112.52	40,000.00	6,887.48	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	1,875.00	6,475.00	8,000.00	1,525.00	8,000.00
Synod Pby Leaders Forum	6320	0.00	2,793.50	4,500.00	1,706.50	4,500.00
PJC Training	6330	0.00	0.00	5,000.00	5,000.00	5,000.00
Subtotal Other Ministries	6300	1,875.00	9,268.50	17,500.00	8,231.50	17,500.00
Subtotal Direct Ministries	6000	1,875.00	47,381.02	62,500.00	15,118.98	62,500.00
TOTAL EXPENSES		9,628.94	299,171.51	363,953.24	64,781.73	363,953.24
EXCESS INCOME/EXPENSES		\$34,491.90	-\$11,246.06	-\$51,297.24	\$40,051.18	-\$51,297.24

Synod of South Atlantic
Detail Changes in Equity, December 2022

ATTACHMENT K

01/19/2023 01:32 PM

Page: 1

Reference	Journal Date	Account	Description	Debit	Credit
01-3210-107	TIAA Peacemaking				
			Beginning Balance		167.53
CONTRIB.	CO 12/22/2022	01-3210-107	Contributions 12/22/2022 - Peacemaking		155.07
			Subtotal		155.07
			TIAA Peacemaking		Current Balance
					322.60
01-3220-108	TIAA Capital Fund				
			Beginning Balance		16,415.47
VG GEN TRANSFER	JE 12/23/2022	01-3220-108	VG Gen. Reserve Transfr - Transfer To TIAA-OP		22,895.98
			Subtotal		22,895.98
			TIAA Capital Fund		Current Balance
					39,311.45
01-3230-109	TIAA Westcott,NMPF,Others				
			Current Balance		3,461.19
01-3240-110	TIAA Trans'I/Savannah				
			Current Balance		0.00
01-3250-111	TIAA Trans'I/Interest				
			Beginning Balance		2,960.83
GA TRANS'L INTEREST	JE 12/30/2022	01-3250-111	GA Transl DEC'22 Interest - Monthly interest		1.81
			Subtotal		1.81
			TIAA Trans'I/Interest		Current Balance
					2,962.64
01-3260-112	TIAA Urie Schol (2.5k)				
			Current Balance		3,207.51
01-3270-113	TIAA Synod Exec Sch (25k)				
			Current Balance		24,630.82
01-3280-114	VG Gville Campus (1.8M)				
			Beginning Balance		2,133,078.92
VG FUND BAL-LOSS	JE 12/31/2022	01-3280-114	VG FUND BALANCE DEC'2022 - DEC'2022 G'ville FundBal.	77,103.43	
			Subtotal	77,103.43	
			VG Gville Campus (1.8M)		Current Balance
					2,055,975.49
01-3290-115	TIAA Hawkins Short Term				
			Current Balance		0.00
01-3310-101	PF Ogden Scholarship				
			Current Balance		2,259.07
01-3320-102	PF Uderitz Memorial				
			Current Balance		9,417.72
01-3330-103	VG Hemphill/Grants				
			Beginning Balance		239,701.02
VG FUND BAL-LOSS	JE 12/31/2022	01-3330-103	VG FUND BALANCE DEC'2022 - DEC'2022 Hemphill FundBal	8,569.20	
			Subtotal	8,569.20	
			VG Hemphill/Grants		Current Balance
					231,131.82
01-3340-104	VG Hawkins Long Term				
			Beginning Balance		440,208.66
VG FUND BAL-LOSS	JE 12/31/2022	01-3340-104	VG FUND BALANCE DEC'2022 - DEC'2022 Hawkins FundBal.	15,318.83	
			Subtotal	15,318.83	
			VG Hawkins Long Term		Current Balance
					424,889.83
01-3350-105	PF Simpson Fund				
			Current Balance		5,893.34
01-3360-106	ST Spencer Memorial				
			Current Balance		29,005.00
Total Debits & Credits				100,991.46	23,052.86

PRESBYTERY PER CAPITA & MISSION GIVING
AS OF DECEMBER 31, 2022

	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	14,860.32	2,416.51	5,809.61	926.90	24,013.34	21,883.50	68%	14,589.00	17%
125 - Charleston Atlantic	16,000.00	5,000.00			21,000.00	22,444.50	71%	14,963.00	33%
128 - Cherokee	8,063.05	1,000.00			9,063.05	5,794.50	139%	3,863.00	26%
218 - Flint River	2,614.66	3,921.99	1,179.39	1,876.03	9,592.07	4,678.50	56%	3,119.00	126%
221 - Florida	6,545.00	4,350.00			10,895.00	7,138.50	92%	4,759.00	91%
223 - Foothills	15,930.00	5,310.00			21,240.00	19,932.00	80%	13,288.00	40%
254 - Greater Atlanta	31,278.52	7,500.00	330.55		39,109.07	47,622.00	66%	31,748.00	24%
442 - New Harmony	10,534.50	7,023.00	2,708.00	1,805.25	22,070.75	10,534.50	100%	7,023.00	100%
472 - Northeast Georgia	9,619.50	4,000.00			13,619.50	9,619.50	100%	6,413.00	62%
528 - Peace River	15,067.49	6,541.51		587.37	22,196.37	19,876.50	76%	13,251.00	49%
554 - Providence	7,722.74	3,366.96	430.50		11,520.20	8,532.00	91%	5,688.00	59%
579 - St. Augustine	16,879.44	11,199.96			28,079.40	16,879.50	100%	11,253.00	100%
624 - Savannah	2,878.50				2,878.50	5,757.00	50%	3,838.00	0%
704 - Tampa Bay	14,007.09		2,014.61		16,021.70	18,240.00	77%	12,160.00	0%
713 - Trinity	9,194.86	12,041.00	1,796.35		23,032.21	17,826.00	52%	11,884.00	101%
714 - Tropical Florida	11,219.08	1,200.68			12,419.76	9,255.00	121%	6,170.00	19%
TOTAL	192,414.75	74,871.61	14,269.01	5,195.55	286,750.92	246,013.50	78%	164,009.00	46%

REPORT TO SYNOD OF SOUTH ATLANTIC

Named the **No. 1 Most Innovative School** for a record fifth consecutive year by *U.S. News & World Report* in its 2022-2023 rankings, Agnes Scott College continues to gain recognition for its distinctive SUMMIT experience. A global learning and inclusive leadership development initiative, SUMMIT focuses on concentrated work in the liberal arts disciplines and courageous conversations across differences to prepare students to claim their places in our workplaces, communities and world. The impact of SUMMIT has been widely recognized as Agnes Scott was again ranked **No. 1 for First-Year Experience** and also ranked **No. 3 for Best Undergraduate Teaching**. The college is equally proud of placing among the nation's top institutions **for Social Mobility**. In *The Princeton Review's* 2023 edition of "The Best 388 Colleges," Agnes Scott ranked **No. 1** in "**Town-Gown Relations**" and remained among the "Best Value" and "Most Green" Colleges.

Agnes Scott is honored to be the only Presbyterian-affiliated college in the state of Georgia. The college is proud of its roots and nurtures a special relationship with its founding congregation, the Decatur Presbyterian Church. Agnes Scott honors its affiliation by being home to the national office of the Association of Presbyterian Colleges and Universities. This fall the college hosted APCU's inaugural Leadership Development Institute.

Agnes Scott proudly supports its diverse study body and 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.).

Highlights of the past year include:

- Rev. Sarah Hooker was appointed Julia Thompson Smith Chaplain and director of religious and spiritual life on August 1, 2022. A minister member of the Presbytery of Greater Atlanta, Chaplain Hooker has worked with college students in the Atlanta area for the last five years. Originally from Minnesota, she earned her bachelor's degree from Macalester College and her Master of Divinity from Columbia Theological Seminary.
- Two senior members joined the college's leadership team in 2022. Dr. Rachel A. Bowser was appointed vice president for academic affairs and dean of the college in July, and Dr. Chicora Martin became vice president for student affairs and dean of students this fall.
- Agnes Scott reached record enrollment fall 2022, with the launch of new graduate programs in medical sciences and counseling.
- Last spring, star of the remake of ABC's sitcom, *The Wonder Years*, Saycon Sengbloh, delivered the 2022 Commencement address and was awarded an honorary degree by Agnes Scott.
- In October, Agnes Scott hosted its third annual Women's Global Leadership Conference, *Leading Inclusively: Transformative Change Across the Globe*, with keynote speakers Agnes Binagwaho, former minister of health for Rwanda and vice chancellor of the University of Global Health Equity; Paige Alexander, CEO of The Carter Center; and Ed Bastian, CEO of Delta Air Lines.
- Agnes Scott received a \$1,000,000 grant from the Delta Air Lines Foundation for students to travel and study globally.

- Agnes Scott has been awarded a \$750,000 grant from the Mellon Foundation to fund the “Acknowledging our Past: Acting Now for A Transformed Future” project to elevate the lives of Black, Indigenous, and People of Color (BIPOC) artisans and workers who built Agnes Scott’s campus and the city of Decatur.
- For the second year in a row, Agnes Scott received the Higher Education Excellence in Diversity (HEED) Award from INSIGHT Into Diversity magazine, the oldest and largest diversity-focused publication in higher education.
- The Agnes Scott class of 2021’s positive career outcome rate of 96 percent exceeded the overall national average of 84 percent, as well as the averages among private institutions (92%) and Southeast institutions (82%).
- Alumna Loretta J. Ross ’07 was named a 2022 MacArthur Fellow, the second Scottie to receive this distinguished honor in the past two years.
- Current student Victoria Colón Lopez ’24 is an inaugural recipient of the Voyager Scholarship, the Obama-Chesky scholarship for students pursuing a career in public service, administered by the Obama Foundation.
- The college successfully completed its Campaign for Main, a four-year effort to restore Agnes Scott Hall (known as “Main”). The college exceeded its original campaign goal of \$31,800,000 raising more than \$33 million. The renovated building, housing the Office of the President, the Center for Career Discovery and Professional Success and residence hall rooms, will re-open August 2024.

For more information on Agnes Scott College and SUMMIT, please visit our website at agnesscott.edu. To partner with Agnes Scott, please visit partners.agnesscott.edu. And, check out President Leocadia I. Zak’s podcast, *Journeys to Leadership*, at agnesscott.edu/president/about-our-president/podcasts.html.



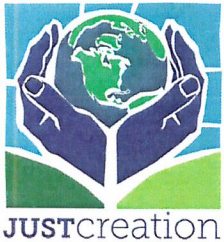
Photo Credit: Andra Melton



Greetings, siblings in Christ!

I bring you greetings from the beginning of the spring semester at Columbia Seminary! We are grateful for January's Contextual Immersion courses, in which groups of students and faculty studied together in India, South Korea, and here in Atlanta. I have heard from students and faculty about their excellent and edifying experiences. I'm looking forward to another excellent semester at the Seminary that will provide comprehensive academic exploration, vocational discernment, and lifelong learning opportunities for our students.

I am eager to do my part to facilitate platforms of dialogue, strategic planning, celebration, and camaraderie with my colleagues of the faculty and administrative staff.



Just Creation: Shalom for our Common Home, March 16-18, 2023

Columbia is hosting a multidisciplinary conference on climate change, which will feature leading theologians, scientists, artists, and activists discussing ways the Church can

respond during this time of precipitous environmental change. In addition, we will celebrate by awarding our annual alumni awards.

Join us: <https://www.ctsnet.edu/about-us/the-columbia-conference/>

Ministering to Ministers Program Thrives at Columbia:

Ministering to Ministers assists clergy in crisis after a forced termination or events that could potentially lead to a forced termination. The services are extended to pastors and church staff.

Lifelong Learning at Columbia

In addition to hosting the Ministering to Ministers program, Columbia continues to offer Leadership in Ministry cohorts, as well as certificate programs in Spiritual Direction, Christian Spiritual Formation, the Coaching Institute, and Older Adult Ministry for both lay and ordained leaders.

Come See Columbia! Join us April 20, 2023 for a day to experience your seminary and meet this year's Columbia Friendship Circle Scholarship recipients, enjoy lunch and sit in on classes! PW groups, older adult groups *ALL are welcome*.

Contact Julie Bailey for more info: baileyj@ctsnet.edu.
We have a new website! Visit us online: www.ctsnet.edu

Strategic Blueprint

A Strategic Blueprint Team has been steadily gathering data and has developed a first draft, including the formation of core values, strategic directions and prioritized goals for elements of institutional life, including Academic Pedagogy, Campus Culture, Administration, and Governance. This document will be presented to the board this spring and will guide us in a discernment period for the next three years.

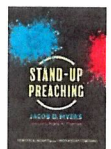
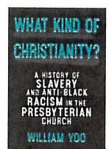
Ethics Professor Search

In May, Columbia will celebrate the retirement of Dr. Marcia Y. Riggs, J. Erskine Love Professor of Christian Ethics, whose remarkable career has spanned three decades at the seminary. We are now in a national search process to discern the person God is calling to join the faculty as a junior colleague in ethics, to continue her legacy of teaching and service at Columbia.

New Publications by Faculty (available on Amazon.com)

Dr. William Yoo, Associate Professor of American Religious and Cultural History, has recently released *What Kind of Christianity: A History of Slavery and Anti-Black Racism in the Presbyterian Church*.

Dr. Jake Myers, Wade P. Huie, Jr. Associate Professor of Homiletics, has recently released *Stand-Up Preaching: Homiletical Insights from Contemporary Comedians*.



**Eckerd College
Report to the Synod of the South Atlantic
Presbyterian Church (U.S.A.)
Stated Meeting
February 24-25, 2023**

Introduction to Eckerd College

Located on 188 acres of waterfront property in St. Petersburg, Florida, Eckerd College is a private, coeducational college of liberal arts and sciences known distinctively for marine science, environmental studies, international relations and global affairs, creative writing, organizational studies, study abroad, and civic engagement. Eckerd College is one of only 40 schools listed in Loren Pope's trusted *Colleges That Change Lives*. One of the youngest colleges to be awarded a Phi Beta Kappa chapter for the quality of its undergraduate education, Eckerd has one of the highest proportions of students who study abroad during their college career.

Religious Life at Eckerd College

The college is related by covenant to the Presbyterian Church (USA) and is a member of the Association of Presbyterian Colleges and Universities. The mission and work of the office of Religious Life at Eckerd are enriched and informed by the Reformed Tradition, while remaining ecumenical and inclusive in focus as the campus chaplains seek to meet the spiritual needs of our diverse academic community. If you would like more information about Eckerd College or the office of Religious Life at Eckerd, please contact Reverend Doug McMahon, Director of Religious Life and Chaplain at 727-864-8587 or mcmahodh@eckerd.edu



President James J. Annarelli, Ph.D.

Eckerd's New Interim President

Dr. James John Annarelli, Ph.D. has been an educator and educational leader for over four decades. A first-generation college graduate, he earned the Bachelor of Arts degree in Theology and Environmental Studies and the Master of Arts degree in Theology from St. John's University, New York, and the Master of Philosophy degree and the Doctor of Philosophy degree in Religion and Society from Drew University. He also completed the Institute for Educational Management program of the Graduate School of Education at Harvard University. He is the author of *Academic Freedom and Catholic Higher Education* (1987).

Dr. Annarelli began his career as a member of the faculty of Theology and Religious Studies at St. John's University and came to Eckerd in 1990. Since then, he has served as an academic coordinator and faculty member, and later as Assistant Director of Eckerd's adult degree completion program; as inaugural Associate Dean and Director of the College's Center for the Applied Liberal Arts; and, for the past 20 years, as Eckerd's Vice President for Student Life and Dean of Students. He is best described as a relationship-builder with a focus on campus community development, and under his leadership, the College's retention rate improved markedly and the percentage of students living on campus grew from under 70% to as high as 89%.

As Vice President for Student Life, he oversaw the design and construction of the Iota residential complex as well as the renovation of the College's seven original residential complexes. He was integral to the design and construction of a number of other student life facilities on campus—including the Starbucks® in the James Center for Molecular and Life Sciences, several athletic and recreational facilities, the GO Pavilion, and the Doyle Sailing Center. In 2003, he established the College's Intervention Team—among one of the first in the country—to identify and address the needs of students in crisis. He also anticipated the growing importance of the partnership between families and the College in preparing successful Eckerd students and relocated the Office of Family Relations to the Student Affairs division and expanded its role. A member of the extended Eckerd College faculty since 1990, Dr. Annarelli has taught a number of courses through the years, including the senior General Education capstone course. During his more than three decades at Eckerd, he has developed strong bonds with Eckerd's alumni community and, as Dean, traveled extensively on behalf of the College's alumni engagement efforts.

He is married to Anna Sorrentino Annarelli, an Educational Diagnostician in the Pinellas County School System. They have two children, Joshua, who is a 2014 graduate of Eckerd and works in the marine sales and brokerage industry, and Katie, who recently earned her Ph.D. in the Department of Political Science at Rutgers University, New Brunswick.

Florida Presbyterian Homes Lakeland, Florida

2023 Report to the Synod

Florida Presbyterian Homes (FPH), founded in 1955, is a not-for-profit Life Plan Community serving more than 300 residents ages 62+. This past year in 2022 several exciting new initiatives were implemented enhancing the quality of life for our residents and positioning FPH for the future.

Exciting New Initiatives

A group of residents with impeccable interior design taste, assisted our staff in developing and implementing the renovation of our interior resident amenity spaces in Forrer Bunker, our largest Independent Living apartment homes building. New flooring, paint, furniture, and decorative furnishings throughout. Our residents are loving the updated resident amenity spaces.

The computer system for our state-of-the-art exercise equipment in our Wellness Center, The McArthur Center, was updated further enhancing the ability of our residents working with our renowned Wellness Director, to create specific and effective fitness plans for each individual resident.

We are now offering a comprehensive FPH Wellness Assessment program to all Independent Living (apartment homes) and Residential Living (houses in our private neighborhoods) residents. This Assessment takes into account each of the Dimensions of Wellness. Based on the findings of the Assessment and the wishes of the resident, we offer to assist in connecting the resident to FPH or community resources. We then follow up and meet with the resident to review progress and determine next steps. This program is a proactive approach to healthy aging and is resident driven.

FPH now offers an affordable Rental Agreement option for a select number of Independent Living apartment homes. There is no Entrance Fee as this is not a lifecare contract. Residents in this program can participate in life enrichment and spiritual life programming as well as our regularly scheduled transportation offerings at no extra charge.

Our Assisted Living is getting a magnificent outdoor mural capturing the different perspectives and seasons of our beautiful Lake Hunter. The mural is being painted by a highly regarded Lakeland artist. He and his wife, who is also very active in the broader Lakeland community, now call Florida Presbyterian Homes their home!

Porter McGrath, our Skilled Nursing and Rehabilitative Care Center consistently has one of the lowest readmission rates in Polk County. Our short term stay program also has one of the lowest average lengths of stay and highest clinical outcomes in the county. This means people in our short term stay program get excellent rehab care and they return home (not back to the hospital in most cases as measured by our low readmission rates) faster . . . which is what people want!

FPH is a beautiful place to live!

Our residents are a wonderful, eclectic group of caring individuals with a wide variety of life interests, experiences, 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 highly competent staff, a strong local volunteer board of directors, the full continuum of housing and care services, located in Central Florida/Lakeland which provides endless places to explore, all within an inclusive Christian ministry. Please check out our new website: <https://fphi.org/> and “Like” our Facebook Page https://m.facebook.com/FLPresbyterianHomes/?_rdr



In the fall of 2022, Presbyterian College unveiled a new strategic plan that introduced a new market position—*America's Innovative Service College*. The strategic plan includes seven pillars of focus, one of which emphasises our Presbyterian-relatedness. PC's distinctive approach uses innovative service as a tool of self-discovery, an amplifier of problem-solving skills, and a catalyst of curiosity. Some of the new church-related initiatives include:

THE PRESBYTERIAN PROMISE SCHOLARSHIP

AN \$80,000 SCHOLARSHIP OVER 4 YEARS FOR ALL STUDENTS WHO ARE PRESBYTERIAN.

The Presbyterian Promise Scholarship is a commitment by Presbyterian College to recognize students for their merit and affiliation with the Presbyterian Church. PC seeks to develop students academically and spiritually in this signature scholarship. Students who are members of Presbyterian churches, or who attend Presbyterian/Reformed secondary schools, will receive a scholarship for a minimum of \$20,000 per year for up to four years—that's an \$80,000 commitment to you.



Scan QR Code to apply or
to refer a student

SEMINARY ARTICULATION AGREEMENTS

PC has been hard at work crafting articulation agreements with PCUSA seminaries which are known nation-wide for their caliber of theological education. These agreements are flexible to meet the needs and callings of our students. Some may choose to move quickly through an accelerated track to shorten the time it takes to receive both a bachelors from PC and a masters degree from a partner seminary. Other students may choose the traditional 4-year approach at PC but enroll in masters courses or even spend a semester in seminary (similar to a semester abroad). The first partnership we are excited to announce is with Columbia Theological Seminary (which also happens to be the alma mater of our college's founder, William Plumer Jacobs).

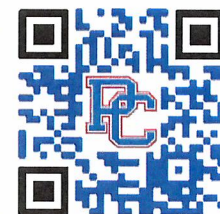
CENTER FOR SOUTH KOREAN AND EAST ASIAN STUDIES

Presbyterian College's expertise, relationships and experience in international education—particularly related to East Asia—will enable the launch of a new, nationally elite center focused on South Korea, a historic U.S. ally with a significant population of Presbyterians. The Center will also allow the college to realize some of its most closely-held PCUSA church-inspired values, including grace, service, hospitality, and justice. This innovation is timely in that it capitalizes on the surging popularity that South Korea is undergoing in the U.S.

EXECUTIVE CERTIFICATE IN RELIGIOUS FUNDRAISING

Presbyterian College is proud to partner with **the Lake Institute on Faith & Giving** at the **Lilly Family School of Philanthropy (Indiana University)** to offer the **Executive Certificate in Religious Fundraising (ECRF)**. This will be the first time this incredible program will be taught in the southeast region. The executive certificate program provides the research, tools, and customized training to meet the growing needs of leaders in religious communities and fundraisers of faith-based organizations. The focus of the ECRF is on the cultural, organizational, and philanthropic practices unique to religious institutions. These practices in turn enable donors motivated by spiritual and religious values to experience the joy of generous giving.

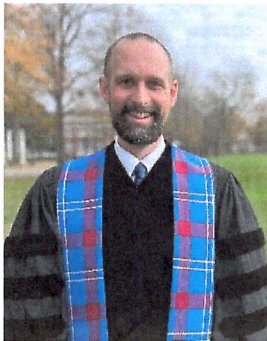
Hybrid Program Details: May 22-24, 2023 (online components afterwards) at Westminster Presbyterian Church in Greenville, SC.



Scan QR Code to register



Meet the Office of Spiritual Life Staff



The Marianne and E.G. Lassiter Chaplain and Dean of Spiritual Life

The Reverend Dr. Buz Wilcoxon '05

Email: bwilcoxon@presby.edu

Office: 864-833-8217



The Jack and Jane Presseau Associate Chaplain

The Reverend L. British Hyrams

Email: bhyram@presby.edu

Office: 864-833-8484



The Cornelson Family Director of Church Relations

Perrin Tribble Andersen '11

Email: ptribble@presby.edu

Office: 864-833-8007

We are happy to work with you to schedule guest preaching opportunities, retreat leadership, campus visits, or any other ways that we can be a resource for your church.



2022 Report to Synod of South Atlantic

Presbyterian Homes of Georgia is Christian ministry providing exceptional services to enhance the quality of life for senior adults. This mission was accomplished in six communities around the State of Georgia during our 72nd year of providing skilled nursing care and accommodations for more than 1,300 residents annually, many of whom receive some level of financial assistance from our *Caring Hands Fund*. The income from our modest endowment combined with our annual *Caring Hands Fund* support enables Presbyterian Homes of Georgia to provide millions of dollars each year in annual assistance. In 73 years, no resident has been asked to leave one of our communities because they have depleted their personal resources and can no longer afford to pay for their care.

Annual support for the *Caring Hands Fund* is received by gifts in honor or in memory of special friends, special offerings from churches, the support of generous foundations across the state, and from special events like our Ceilidh Auction and golf tournament. In 2022, foundation support provided nearly \$600,000 and the Ceilidh Auction and golf tournament provided an additional \$496,000 in support for the *Caring Hands Fund*.

February 2022, Presbyterian Village in Athens, Georgia celebrated its first year as Presbyterian Homes of Georgia's newest Life Plan Community. With independent living cottages, villas, and apartments, and healthcare support services in assisted living, memory support assisted living and skilled nursing care, this new vibrant community offers the full range of senior support services and most technologically advanced Life Plan Community in the country. As we serve the needs of UGA faculty, alumni and seniors in the surrounding area, Presbyterian Village, Athens holds the promise of setting the bar and transforming senior living for all whom come seeking a Christian home.

At Calvin Court in Atlanta's Buckhead, Philips Tower in Decatur, and Swainsboro Presbyterian Apartments, we offer 495 independent living affordable housing apartments and duplexes, 275 of which are eligible for Section 8 assistance through Housing and Urban Development. These affordable housing communities are unique in that they have wellness programs, meals programs, transportation to and from doctors' appointments and shopping, and chaplains to enhance the spiritual life of our residents. Each facility enjoys an active waiting list of perspective residents to become part of these vibrant communities.

Page Two

Presbyterian Home and Retirement Community in Quitman, GA (1949) and Presbyterian Village, Austell (1987) combine to offer 295 skilled nursing care accommodations with the most advanced technology enhancements available. Every skilled nursing care resident is provided with a private computer with all the advantages of the Internet. Residents may Skype to distant family members and connectivity with the larger community while providing our nursing staff with Point of Care charting in each resident's personal medical record to enhance detailed records and continuity in care. The convenience of technology provides added staff time with residents instead of sitting at a nurses' station charting the events of the day. We are especially grateful for our reputation as the gold standard for quality nursing care in Georgia.

Design development architectural plans have been completed to enlarge existing support services and accommodate residents in the expansion of the Presbyterian Village, Austell campus. Presbyterian Village, Austell has acquired 34 of the 35 home sites in the adjacent Cherokee Trails Subdivision which will add 20 acres to the current 60-acre campus. The future development of these 20 acres will enable us to serve 100 or more senior residents with independent living accommodations while providing support services in enlarged facilities. This is a very exciting time in the life of Presbyterian Village, Austell as we plan its growth both in size and in service.

Presbyterian Home and Retirement Community, Quitman continues to enjoy a stellar reputation for high quality care in South Georgia. Our original campus now offers 188 skilled nursing accommodations, 17 personal care apartments and independent living villas and cluster homes. Independent living residents especially enjoy superlative support services and the rural community lifestyle.

With a commitment to balancing margin with mission, we enter our 74th year of serving God's senior Christians in His name and for His glory. We continue to be grateful for the support of your prayers and the providential leadership of Presbyterian Homes of Georgia.



President and CEO, Presbyterian Homes of Georgia



Villa International in Atlanta had an exciting and momentous year. Having opened its doors in 1972, Villa celebrated 50 years of providing a “home away from home” for international guests in Atlanta. Launched with funding from the Presbyterian Women, Villa has hosted over 27,000 guests who are primarily researchers at the CDC or studying at Emory University’s Rollins School of Public Health.

During our 50th Anniversary celebration weekend, Villa friends, guest alumni from around the world, and community partners found opportunities to reminisce and to play a role in securing Villa’s future. Events included a Friday night Oktoberfest at Villa at a guest reunion, a Saturday reception at Emory’s Miller-Ward Alumni House where Camille Gaffron, retired Executive Director, was honored, and a Sunday morning open house and brunch so that new friends and old could tour Villa and learn about plans for the next 50 years.

In 2022 Villa was able to serve additional guests as COVID restrictions opened at Emory and the CDC. In 2022 Villa hosted 70 individuals from 33 different countries across the globe. We provided safe and affordable housing for international guests coming to work and study in Atlanta.



80 West Lucerne Circle, Orlando, FL 32801 | Phone: 407-839-5050 | Fax: 407-839-0079 | WestminsterCommunitiesFL.org/foundation

Report to the Synod of South Atlantic Spring 2023

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 have been touching lives through service since 1954. Today we serve more than 7,500 residents in 22 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 321 grants totaling \$12.2 million. 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 (Foundation), the philanthropic arm of our communities. The grants make our communities affordable for the retired missionaries and ministers who make our communities richer.

The Foundation focuses its annual fundraising efforts on garnering support for contract residents of our 10 Life Plan Communities around the state who, through no fault of their own, have outlived their financial resources. The Foundation provides approximately \$1.9 million annually through benevolent assistance to ensure every resident will forever have a home at Westminster Communities of Florida. It is a crucial part of our Mission, which is what makes us unique and what makes us a family.

Westminster Communities of Florida offers affordable housing and amenities to nearly 2,300 senior adults aged 62 and older in 12 Rental Retirement Communities. Affordable senior housing is a valuable part of our Mission as a faith-based, not-for-profit organization. As such, the Foundation funds the communities' chaplain positions and associated programs.

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

Sincerely,

Jeff D. Coates

Vice President of Philanthropy

Westminster Communities Foundation, Inc.

407-839-5050

jcoates@wservices.org

**Report of the Ministry Support Committee for
The Synod of South Atlantic
February 24, 2023**

The Ministry Support Committee met on November 16, 2022 and took the following actions:

Two Florida grant applications were considered as eligible for the Uderitz fund for church repair, both from Central Florida Presbytery:

- First Presbyterian Church of Daytona Beach requesting \$63,316.57.
- Westminster By the Sea Presbyterian Church requesting \$13,990.00.

The Uderitz fund had \$1,939.08.

The committee voted to give each church ½ in the amount of available funds, \$969.54 each.

Three other applications were non-Florida and only qualified for Disaster Funds. At that time, there were no funds available.

- Trinity Presbyterian Church, South Carolina, requesting \$57,532
- Mt. Lisbon Presbyterian Church, South Carolina, requesting \$22,528.81
- Grace Covenant Presbyterian Church, South Carolina, requesting \$10,000

The committee recommended these churches work with Presbyterian Disaster Assistance (PDA) for help with renovation and make a video to post to social media as it was a big help when a committee member's church was destroyed by a tornado. That congregation received many responses with some visits and gifts from other states. The committee will work with staff to send a letter with suggestions to these churches.

Submitted by:

Kenneth L. Whitehurst

Chair, Ministry Support Committee

BUDGET AND FINANCE COMMITTEE

Report to the Synod of the South Atlantic

February 23-24, 2023

Committee Members:

Charmaine Ponkratz, Chair – Peace River; the Rev. Christina Greenawalt, Clerk – Central Florida; Timothy Cureton – Providence; Sonya Dawson – Foothills; the Rev. Jennifer Lee – Cherokee; Don Mowat – Florida; the Rev. Dr. David Shelor, Synod Moderator – Tampa Bay; the Rev. Don West – Flint River

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

Synod Staff: Valerie Young, Synod Executive/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. *Year End Financials – report provided by Treasurer Jodi Dodge*

For Your Information

1. *Synod of South Atlantic – Overview of Funds – March 29, 2022:* this report provides a thumbnail of the funds that appear on the Synod's Balance Sheet, the restrictions for use and the policy to draw/release funds - Attachment K-1
2. *Actions planned for a March meeting of the BFC committee:*
 - a. Audit review of 2022
 - b. Investment performance review of portfolio (Vanguard)
 - c. Investment policy review
3. *Actions planned for later in the year*
 - a. Budget preparation for 2024
 - b. Consider the Synod mission and its need to adjust its revenue assumptions with an eye toward the timing of any adjustments to give Presbyteries time to plan for an adjustment
 - c. Initiate conversation about the review process for the Synod's investment portfolio management.

Synod of South Atlantic - Overview of Funds

February 1, 2023

Fund Name	Objectives	Balance as of 12-31-2022	Distribution Policy
Peacemaking	Available for Synod-based representatives to participate in peacemaking activities.	\$322.60	¹ 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	\$39,311.45	² 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.	\$3,461.19	³ 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.	\$2,962.64	⁴ 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.	\$3,207.51	Current policy indicates that the corpus can be spent ⁵ . <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.

¹ Synod of South Atlantic Designated Accounts Revised 9.13.01² Finance & Investment Policy Revised 3.2008³ Finance and Audit Committee Minutes 3.17.2005⁴ Stated Meeting Minutes 3.2013: Georgia Transformation Funds divided between 5 Presbyteries, \$45,000 each⁵ EAC Minutes 10.4.2019/Overview of Synod Funds Workpaper 3.9.2021

Synod of South Atlantic - Overview of Funds

February 1, 2023

Fund Name	Objectives	Balance as of 12-31-2022	Distribution Policy
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.	\$24,630.82	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.
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 2027.	\$2,055,975.49	⁶ EAC action 03.16.18: 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. <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.
Ogden Scholarship	Established by John and Phyllis Ogden to support Florida Presbyterian College. The balance is endowment income received annually from Presbyterian Foundation.	\$2,259.07	⁷ Entire balance is available for distribution. Preference is given to Eckerd College, but MSC can award if Eckerd does not avail.

⁶ EAC Minutes 2018/Overview of Synod Funds Workpaper, 3.9.2021⁷ United Presbyterian Foundation Agreement, 11.11.1971

Synod of South Atlantic - Overview of Funds

February 1, 2023

Fund Name	Objectives	Balance as of 12-31-2022	Distribution Policy
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.	\$9,417.72	⁸ Entire balance is available for distribution. 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.
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.	\$231,131.82	⁹ The Association of Smaller Congregations (ASC) determines grant winners and Synod distributes funds. Distribution formula recommended (See below).
Hawkins (Long Term)	Established by Howard and Isabella Hawkins to provide for a theological student scholarship fund with a corpus of \$400,000 invested.	\$424,889.83	¹⁰ 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.	\$5,893.34	¹¹ 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

⁸ Irrevocable Declaration of Trust, 8.15.1960

⁹ Documents date back to 11.1998 but was likely established earlier. Originally as a loan program, converted to a grant program by action of the 2014 Stated Meeting of the Synod of South Atlantic.

¹⁰ Overview of Synod Funds Workpaper 3.9.2021/Howard and Isabella Hawkins Funds Guidelines – approved by EAC, 11.9.2018.

¹¹ Presbyterian Church USA Foundation Agreement, 4.25.19XX (Unreadable date)

Synod of South Atlantic - Overview of Funds

February 1, 2023

Fund Name	Objectives	Balance as of 12-31-2022	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.	\$29,005.00	¹² 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.	\$1,424,739.31	¹³ 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.

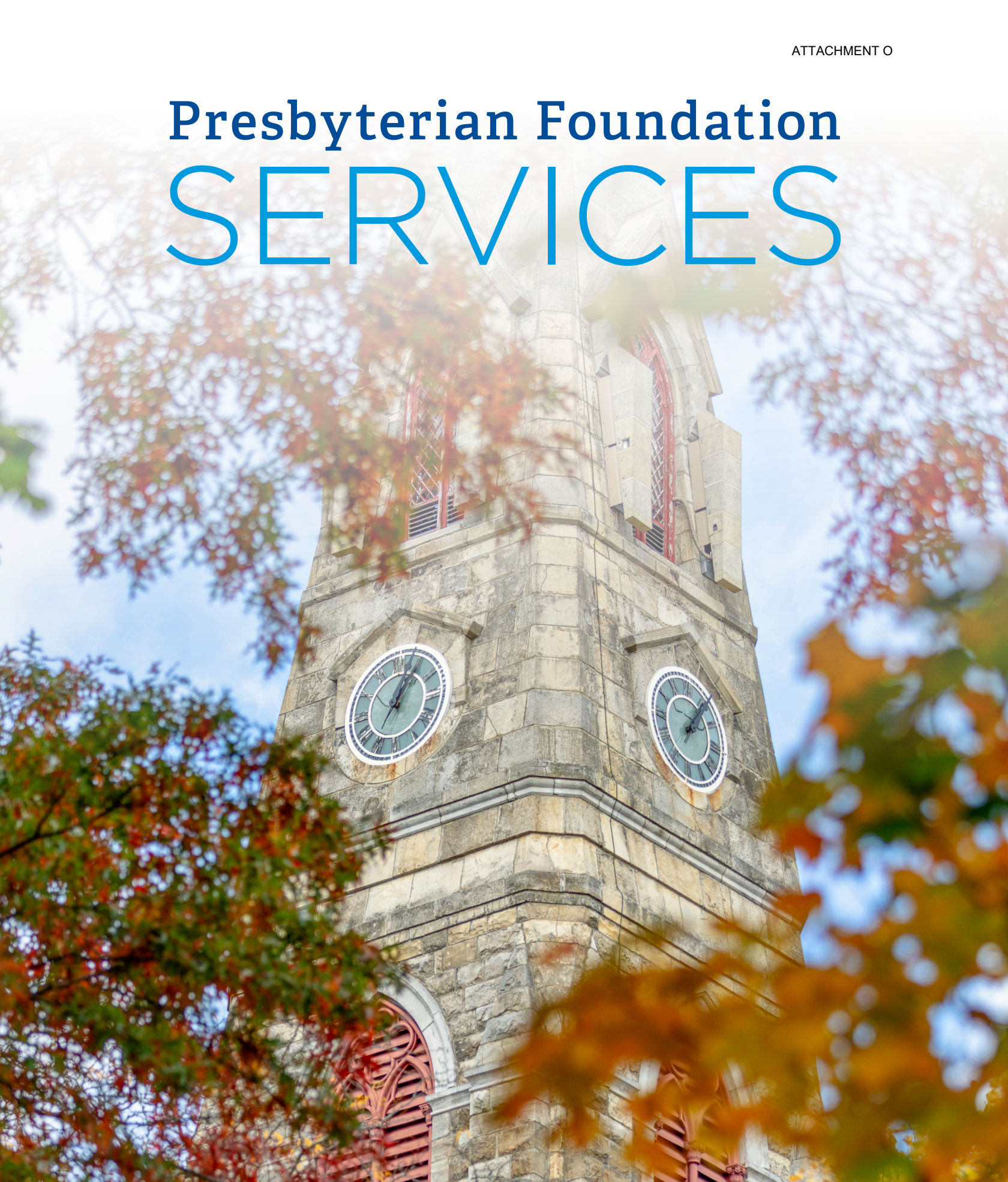
This distribution formula applies to Hemphill, Hawkins and the General Fund.

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.

¹² Spencer Last Will and Testament, 6.27.1963

¹³ Overview of Synod Funds Workpaper, 3.9.2021

Presbyterian Foundation SERVICES





How the Presbyterian Foundation SERVES CHURCHES

Online Giving

If your church has not set up online giving yet, we can help you get started. The Presbyterian Foundation offers an [online giving portal](https://www.presbyterianfoundation.org/onlinegiving/) (www.presbyterianfoundation.org/onlinegiving/) that handles all of the administrative tasks of processing gifts, transferring funds to your church once a month (more often by request). No set-up fees required. Please get in touch with us if you'd like to set up online giving.

Project Regeneration

Is your church considering what's next? We have a collaborative process that can help your church discern where God may be calling you next. Talk to your Ministry Relations Officer to find out more.

Stewardship

Start with Stewardship Navigator [Stewardship Navigator](https://stewardshipnavigator.com) (<https://stewardshipnavigator.com>), an online resource that is available at no cost for PC(USA) churches. You can sign up for an online account and find resources on all aspects of stewardship, including an online calendar. Your regional Ministry Relations Officer can set up a time to talk to you, your pastor or other church leaders about creating theologically sound stewardship campaigns that invite all of your members to fully participate.

"Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received." — 1 Peter 4:10

“The Presbyterian Foundation is a wonderful resource for local churches. First of all, it helps the pastor not have to carry all the water of stewardship education. The Foundation has helped us realize a variety of giving methods, and we know that has increased giving, particularly of our younger cohort.” — Rev. Dr. Louise Westfall, Pastor

Planned Giving

Working through a plan for your estate is essential, and such a big relief for those who accomplish this task. Members of your congregation may find it helpful to have a session on [estate planning](http://www.presbyterianfoundation.org/wills-legacy-giving/) (www.presbyterianfoundation.org/wills-legacy-giving/). Your Ministry Relations Officer can lead a webinar with members of your congregation who are ready to take this important step.

Investments

As you plan for the future of your church, it may be time to consider who holds your church’s investments. Do you receive personalized service from those who manage those accounts? Can you get help when you need it? Are your investments managed in ways that are consistent with Presbyterian values? Your Ministry Relations Officer can talk with you about meeting your investment needs with socially responsible investments that help you meet your financial and moral objectives.

“The Presbyterian Foundation is a partner with us, and in being a partner, they are helping us be what God has called us to be.” —Rev. Jeremy Jinkins, Pastor

Church Financial Leadership Academy

Few pastors or commissioned ruling elders would say that they had adequate financial training for leading their church. That’s why we created the Church Financial Leadership Academy. It’s a Netflix-style website for church leaders who need resources to bolster their knowledge of church finances – and it’s offered free of charge, thanks to a grant from the Lilly Endowment Inc. You can find it here: <https://churchfla.com/>. Use the registration code **PCUSA** when setting up your account.

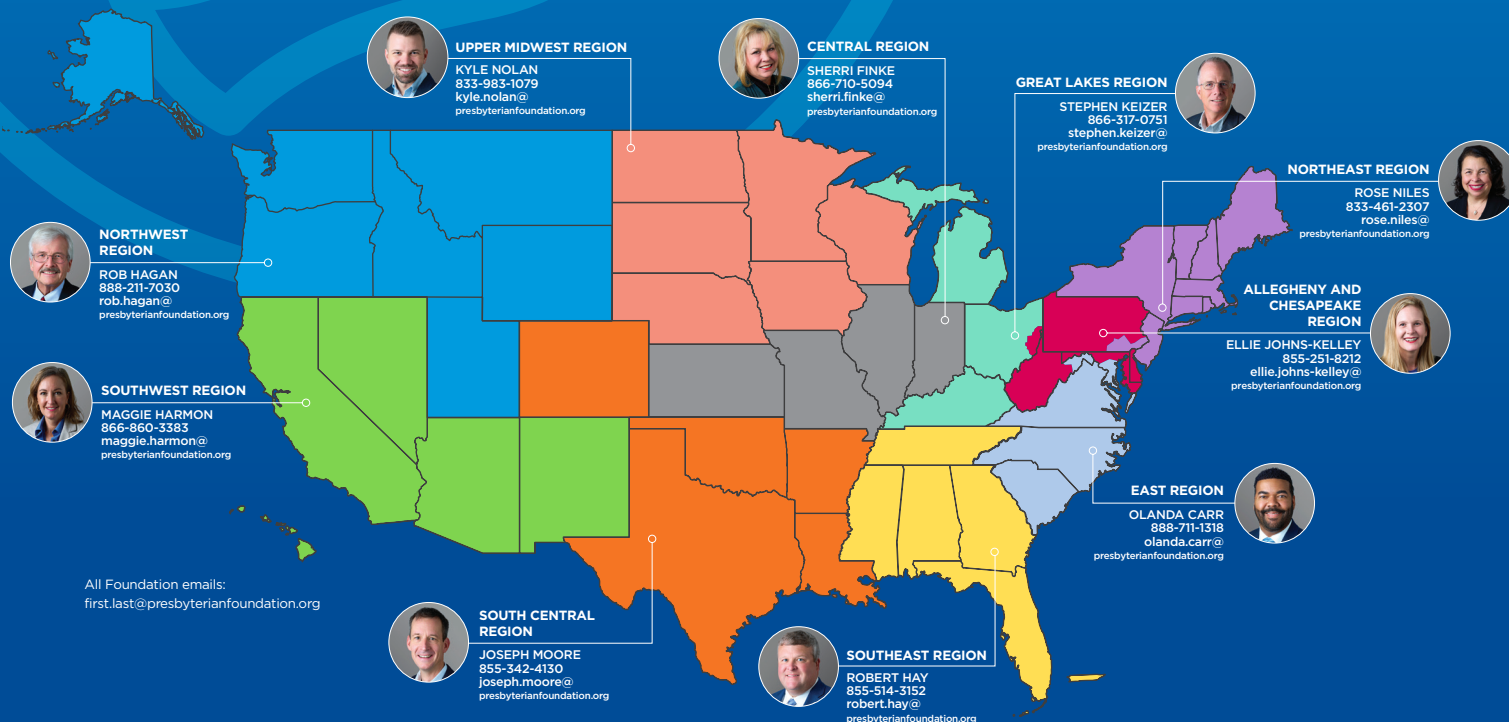


PARTNERS IN FUNDING MISSION

The Presbyterian Foundation partners with individual donors and the congregations and mission organizations they support to gather resources, steward gifts and investments, and disburse funds faithfully. It is our ministry to increase funding for mission.

Ministry Relations Officers

Ministry Relations Officers (MROs) work with churches, ministries, mid-councils and individuals. Each one is a seasoned and experienced professional in planned giving, stewardship and church vitality.



200 E 12th Street, Jeffersonville, IN 47130
800-858-6127 presbyterianfoundation.org

SYNOD OF SOUTH ATLANTIC WORSHIP AND INSTALLATION

February 24, 2023

6:45 pm

Prelude.....*Blessed Assurance*, arr. Hambright
Rhonda Hambright

Call to Worship.....Mary Bell Streetman

Leader: Break open our hearts to hear your word, O God.

People: **Let our fears be defeated, our spirits restored!**

Leader: Come and let us worship with great joy!

People: **Let us forget the things of the past which weighed us down!**

Leader: God is about to do something new in our lives!

People: **Let us press on to experience the opportunities, the call, the prize of Jesus Christ. Amen.**

Hymn.....*For Everyone Born*, verses, 1-4

For everyone born, a place at the table,
for everyone born, clean water and bread,
a shelter, a space, a safe place for growing,
for everyone born, a star overhead,
and God will delight when we are creators
of justice and joy, compassion and peace:
yes, God will delight when we are creators
of justice, justice and joy!

For woman and man, a place at the table,
revising the roles, deciding the share,
with wisdom and grace, dividing the power,
for woman and man, a system that's fair,
and God will delight when we are creators
of justice and joy, compassion and peace:
yes, God will delight when we are creators
of justice, justice and joy!

For young and for old, a place at the table,
a voice to be heard, a part in the song,
the hands of a child in hands that are wrinkled,
for young and for old, the right to belong,
and God will delight when we are creators
of justice and joy, compassion and peace:

yes, God will delight when we are creators
of justice, justice and joy!

For just and unjust, a place at the table,
abuser, abused, with need to forgive,
in anger, in hurt, a mindset of mercy,
for just and unjust, a new way to live,
and God will delight when we are creators
of justice and joy, compassion and peace:
yes, God will delight when we are creators
of justice, justice and joy!

Call to Confession.....Kenneth Whitehurst

Prayer of Confession

Leader: Holy Font of New Life, you promise to set us free from paths of fear, doubt, and denial.

People: Yet we struggle with your invitation to press on, seeing only what we must give up if we are to follow the path of Jesus.

Leader: You call us to have faith in your sustaining presence and power, but your call takes us beyond anything we can see or touch.

People: We fear placing our trust in things beyond our control – in you, Holy God.

Leader: We doubt that you can bring water to the dry places of our lives or replace our suffering with joy.

People: Forgive us when we turn away from your promises.

Leader: Heal us and lead us to see opportunities in the challenges and guide us as we press on home, Holy God. Amen.

Assurance of Pardon

Whenever we seek to leave behind our old ways and turn to God for help, God forgives our faithlessness and strengthens us for the journey ahead. We are the heirs of God's promises. We are the children of God's compassion and mercy.

Response to Assurance.....*Freely, Freely*, verse 1

God forgave my sin in Jesus' name, I've been born again in Jesus' name
And in Jesus' name I come to you to share His love as He told me to
He said freely freely you have received, freely freely give
Go in My name and because you believe, others will know that I live

Scripture: Luke 6:20-31

Sermon: *The Faithfulness of God*.....The Rev. Dr. Victor Aloyo

Responding to God's Word..... The Rev. Ruth Faith Santana-Grace
The Rev. Dr. David Shelor

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

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

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

People: **There is one body and one Spirit,
just as we were called to the one hope of our calling,
one Lord, one faith, one baptism, one God and Father of
all, who is above all and through all and in all.**

Service of Installation for Valerie Young

Hymn.....*We Are One in the Spirit*, verse 1

*We are one in the Spirit;
we are one in the Lord;
we are one in the Spirit;
we are one in the Lord,
and we pray that all unity
may one day be restored:
And they'll know we are Christians
by our love, by our love;
yes, they'll know we are Christians by our love.*

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

People: **The great ends of the church are
the proclamation of the gospel for the
salvation of humankind;
the shelter, nurture, and spiritual fellowship
of the children of God;**

**the maintenance of divine worship;
the preservation of the truth;
the promotion of social righteousness;
and the exhibition of the Kingdom of Heaven to the world.**

Leader: The call of Christ is to willing, dedicated discipleship.
Our discipleship is a manifestation of the new life
we enter through baptism. Discipleship is both a gift and
a commitment, an offering and a responsibility.

Remarks by the Synod Moderator and Executive Administrative Commission members

Questions of Affirmation

Leader: Valerie, will you be governed by our church's polity, abiding in its discipline? Will you be a friend among your colleagues in ministry, working and ministering with them?

Valerie: I will, with God's help.

Leader: Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?

Valerie: I will, with God's help.

Leader: Do you, commissioners, consultants, and co-workers of the Synod of South Atlantic, confirm the call of God to our sibling Valerie as Synod Executive in the service of Jesus Christ?

People: We do.

Leader: Will you support and encourage her in this ministry?

People: We will.

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

Charge to the Synod and its Presbyteries.....Rev. Dr. Daris Bultena

Charge to the Synod Executive.....Synod of the Sun

**People: Almighty God, in Jesus Christ you called disciples
and, by the Holy Spirit,
made them one church to serve you.**

**Let your Spirit rule your church,
so that we may be joined
in love and service to Jesus Christ,
who, having gone before us,
is coming to meet us in the promise of your kingdom. Amen.**

Hymn.....*We Are One in the Spirit, verses 2, 3, 4*

*We will walk with each other;
we will walk hand in hand;
we will walk with each other;
we will walk hand in hand,
and together we'll spread the news
that God is in our land:
And they'll know we are Christians
by our love, by our love;
yes, they'll know we are Christians by our love.*

*We will work with each other;
we will work side by side;
we will work with each other;
we will work side by side,
and we'll guard human dignity
and save human pride:
And they'll know we are Christians
by our love, by our love;
yes, they'll know we are Christians by our love.*

*All praise to the Father,
from whom all things come,
and all praise to Christ Jesus,
God's only Son,
and all praise to the Spirit,
who makes us one:
And they'll know we are Christians
by our love, by our love;
yes, they'll know we are Christians by our love.*

The Lord's Supper.....The Rev. Dr. Victor Aloyo

**Invitation to the Table
Prayer of Thanksgiving**

**Breaking of the Bread
The Communion of the People
Prayer after Communion**

Closing Hymn.....*For Everyone Born*, vs. 5

For everyone born, a place at the table, to live without fear, and simply to be, to work, to speak out, to witness and worship, for everyone born, the right to be free, and God will delight when we are creators of justice and joy, compassion and peace: yes, God will delight when we are creators of justice, justice and joy!

Blessing.....The Rev. Dr. Brian Henderson

Postlude.....*Great is Thy Faithfulness*, Rhonda Hambright

Worship participants

The Rev. Ruth Faith Santana-Grace, *Co-Moderator of the 225th General Assembly*

The Rev. Dr. Victor Aloyo, President, *Columbia Theological Seminary*

The Rev. Dr. David Shelor, *Synod Moderator, Tampa Bay Presbytery*

The Rev. Dr. Brian Henderson, *Synod Moderator-Elect, Charleston-Atlantic Presbytery*

The Rev. Dr. Daris Bultena, General Presbyter, *Tropical Florida Presbytery*

Mary Bell Streetman, Commissioner, *Central Florida Presbytery*

Kenneth Whitehurst, Commissioner, *Greater Atlanta Presbytery*

Rhonda Hambright, Director of Music, St. Simons Presbyterian Church, *Savannah Presbytery*



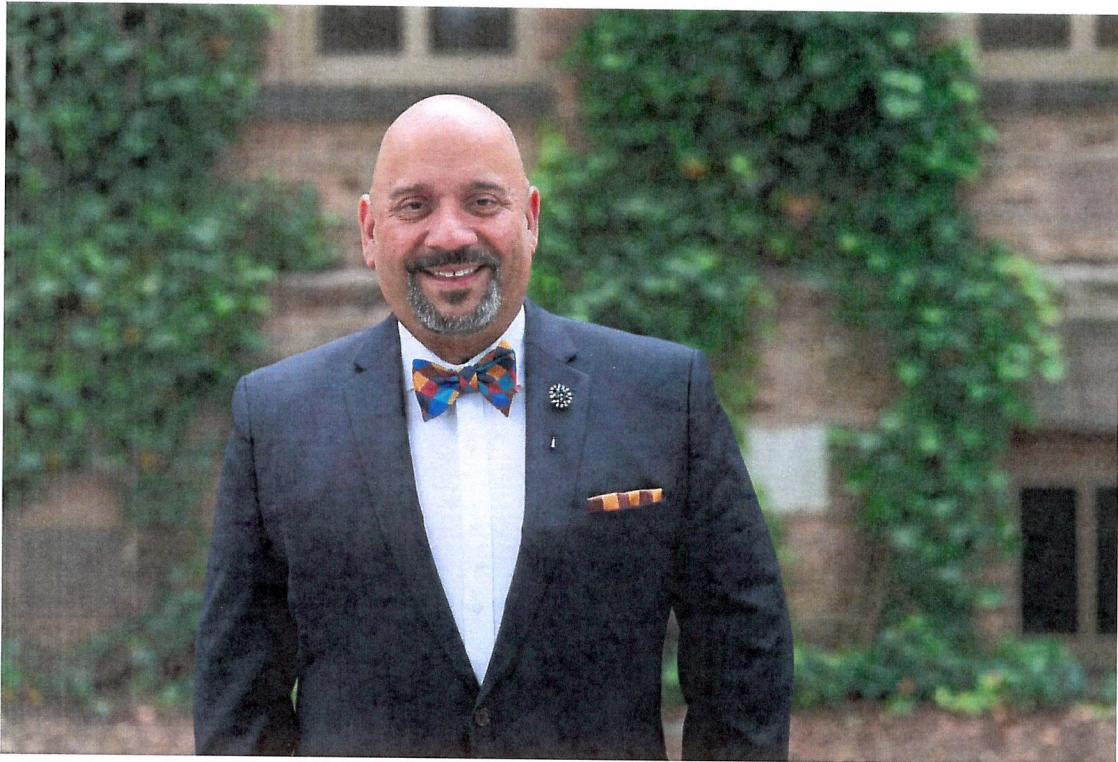
The Rev. Ruth Faith Santana-Grace

Ruth is Co-Moderator of the 225th General Assembly of the Presbyterian Church (U.S.A.). She also serves as Executive Presbyter of the Presbytery of Philadelphia, the first woman and person of color to be installed in the presbytery's more than 300-year history.

A graduate of Princeton Theological Seminary, Santana-Grace served as Associate Pastor for Adult Discipleship at First Presbyterian Church in Bethlehem, Pennsylvania, and Executive Presbyter of San Gabriel Presbytery in Southern California before her call to Philadelphia.

Prior to her work in ministry, Santana-Grace received a Masters in Public Administration and served as a "bridge builder" in Washington, DC, and Rome, Italy. She would bring council members, mayors, governors, and other state and municipal leaders together with their counterparts in Europe to discuss issues of mutual concern such as education, employment and economic development.

Santana-Grace is described as linguistically trilingual (English, Spanish and Italian) and serves on two national boards: Princeton Theological Seminary and the Presbyterian Foundation. She is married to the Rev. Dr. Edward Santana-Grace and has two sons and three grandchildren.



The Rev. Dr. Victor Aloyo

Victor Aloyo is the 11th President of Columbia Theological Seminary. He is the son of the late Esperanza Aloyo and Victorino Aloyo from Vieques, Puerto Rico. He has been married to Suzette Aloyo for over thirty-five years and they are blessed with two daughters, Kayla Cristen, an aerospace engineer working in Huntsville, Alabama, and Alyssa Nicole, a Program Manager with the Steve Fund.

Victor was previously the associate dean of institutional diversity and community engagement at Princeton Theological Seminary and organizing/lead Pastor of La Iglesia Presbiteriana Nuevas Fronteras. Victor received a Bachelor of Arts in Religious Studies and Sociology from the College of New Rochelle, a Masters of Divinity from Princeton Theological Seminary, and a Doctorate in Higher Education Administration from the University of Pennsylvania, focusing his dissertation on navigating diversity and inclusion within a framework of social justice.



The Rev. Cindy Kohlmann

Cindy has served two churches as a solo pastor, in Ohio and Massachusetts, and the Presbyteries of Northern New England and Boston as Resource Presbyter. She was elected in June 2018 as Co-Moderator of the 223rd General Assembly of the Presbyterian Church (USA).

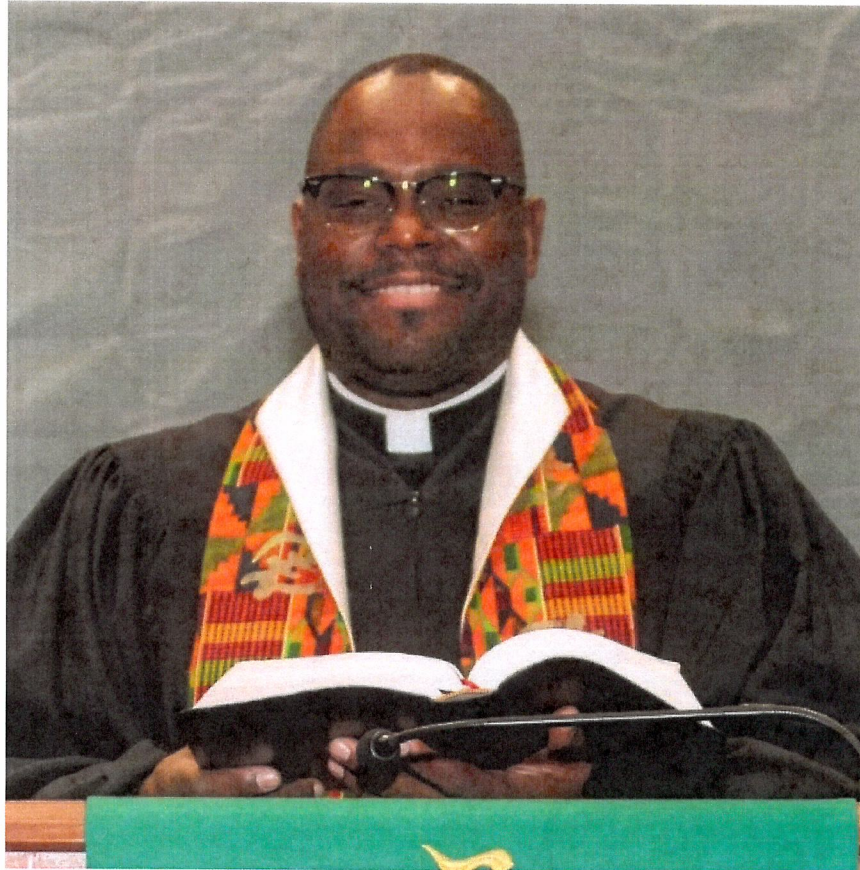
In January of 2021, she began service as the Connectional Presbyter and Stated Clerk for New Castle Presbytery (Delaware and the Eastern Shore of Maryland). She is married to the Rev. Eric Markman, interim pastor of First Presbyterian Church in Newark, Delaware, and has two adult step-daughters.



Robert Hay, Jr.

Robert Hay, Jr. is the Senior Ministry Relations Officer covering the southeast region (MS, AL, GA, FL, TN, and Puerto Rico) of the *Presbyterian Foundation*. In this role, Robert helps individuals and churches to be successful in the areas of stewardship and investments.

Robert is a Ruling Elder and has volunteered in many different roles within the PCUSA. He lives in Peachtree City, GA with his wife, the Rev. Morgan Hay (who serves as the Pastor of First Presbyterian Church Peachtree City), and their two children; son Stockton (age 14), and daughter Anderson (age 11). Robert enjoys spending time with his family, playing golf, watching college football (War Eagle!), and supporting the Atlanta United soccer team.



The Rev. Dr. Wylie V. Hughes

The Rev. Dr. Wylie Hughes, was born in Atlanta, Georgia to a strong Baptist family. Blessed with musical talent, he began serving God and the Church as a child singing in the choir. He is a graduate of the historic Clark Atlanta University with Dual Degrees in Religion/Philosophy and Music.

After graduating in 2001, Pastor Hughes enlisted in the United States Marine Corps and served in Operation Iraqi Freedom, during which, he had a “Damascus Road experience,” which led him to answer God’s call to the ministry.

After the war, he attended Columbia Theological Seminary in Decatur, Georgia and earned a Master’s in Divinity. Since then, Pastor has traveled, preached and taught the Word across Europe and the UK, serving congregations within the Church of Scotland’s International Presbytery and with the Anglican Archdiocese of Europe. Pastor Hughes currently holds a Doctorate in Pastoral Psychology, and is a motivational speaker, lecturer, and husband to the Rev. Dr. Njeri Wagana Hughes, and father to two beautiful children.



The Rev. Dr. David K. Shelor

David has served as the pastor of First Presbyterian Church of Dunedin, Florida since 2016. A native of the mountains of Western North Carolina, David has been a minister in the Presbyterian Church (USA) for over 25 years. In addition to his seminary education and work with the church, David holds a Master of Science in Positive Organizational Development from Case-Western University (Cleveland), and works as an organizational consultant and leadership coach. He serves as a trainer and board member for the Center for Emotional Intelligence and Human Relations, providing emotional intelligence training for church leaders, and on the Leadership Team for the Presbyterian Coaching Network.

David is married to Dr. Merry Lynn Morris, a dance professor at the University of South Florida. He has two children in college, Graham and Lillie.



Klint Walker

Klint Walker is the newly appointed Cyber Security Advisor for Region IV, which covers Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. With 17 years of Cyber Security experience in both the government and private sector, Klint provides expertise to assist critical infrastructure owners and operators to improve their cyber security posture. Additionally, he provides support and guidance for State, Local, Territorial and Tribal government cyber security programs.

Mr. Walker has previously held positions as an Information Systems Security Officer for the Department of Health and Human Services, and as the Chief Information Security Officer for the National Air and Space Intelligence Center (NASIC).

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Assembly via Zoom

November 14, 2023, 10 am Eastern Time

MINUTES

Call to Order – Moderator, Rev. Dr. David Shelor called the meeting to order at 10 a.m. noting that this meeting serves both as a meeting of the ecclesiastical governing body of the Presbyterian Church (U.S.A.) and a meeting of the Synod of South Atlantic, Inc., a non-profit corporation of the State of Florida. Then, called on the Stated Clerk, Valerie Young to do a quick zoom training.

Acknowledgement of Land & People – *Rev. Brian Henderson, Vice Moderator* reminded participants that they were asked to visit the link <https://native-land.ca/> and learn about the indigenous peoples who were once living on the land. Participants were then asked to enter those tribes/communities of people into the chat, and they were all recognized by the Assembly

Moderator Shelor opened the meeting with prayer.

Declaration of Quorum – Moderator, Shelor called on Stated Clerk, Valerie Young who declared a quorum with 28 Commissioner present, 15 Ruling Elders and 13 Ministers of the Word and Sacrament of the 32 elected Commissioners, representing at least one-third of the constituent presbyteries of the synod.

Commissioners Present

First Name	Last Name	Presbytery	Ordination	Attending as
Christina	Greenawalt	Central Florida	Teaching Elder	Commissioner
Mary Bell	Streetman	Central Florida	Ruling Elder	Commissioner
Bobby	Byrd	Charleston-Atlantic	Ruling Elder	Commissioner
Brian	Henderson	Charleston-Atlantic	Teaching Elder	Commissioner
Bill	Byars	Cherokee	Ruling Elder	Commissioner
Andy	Moye	Flint River	Ruling Elder	Commissioner
Donald	West	Flint River	Ruling Elder	Commissioner
Lisa	Martin	Florida	Teaching Elder	Commissioner
Donald	Mowat	Florida	Ruling Elder	Commissioner
Sonya	Dawson	Foothills	Ruling Elder	Commissioner
Beth	Hoskins	Foothills	Teaching Elder	Commissioner
Jeanne	Simpson	Greater Atlanta	Teaching Elder	Commissioner
Kenneth	Whitehurst	Greater Atlanta	Ruling Elder	Commissioner
Ashley	Cheek	New Harmony	Teaching Elder	Commissioner
JACKIE	REMBERT	New Harmony	Ruling Elder	Commissioner

Jan	Lewis	Northeast GA	Ruling Elder	Commissioner
Charmaine	Ponkratz	Peace River	Ruling Elder	Commissioner
Karen	Wismer	Peace River	Teaching Elder	Commissioner
Steve	Austin	Providence	Teaching Elder	Commissioner
Margaret	Brooks	Savannah	Ruling Elder	Commissioner
Jamil	el-Shair	Savannah	Teaching Elder	Commissioner
Hansler	Bealyer	St. Augustine	Ruling Elder	Commissioner
Jessi	Higginbotham	St. Augustine	Teaching Elder	Commissioner
David	Shelor	Tampa Bay	Teaching Elder	Commissioner
Ray	Bell	Trinity	Ruling Elder	Commissioner
W Croskeys	Royall	Trinity	Teaching Elder	Commissioner
Waltraut Karla	Dias	Tropical Florida	Ruling Elder	Commissioner
Gregory	Rapier	Tropical Florida	Teaching Elder	Commissioner

Commissioners Excused

Jennifer	Lee	Cherokee	Teaching Elder	Commissioner
Travis	Adams	Northeast GA	Teaching Elder	Commissioner
Timothy	Cureton	Providence	Teaching Elder	Commissioner
Janice	Clarke	Tampa Bay	Ruling Elder	Commissioner

Welcome to New Commissioners – Moderator Shelor asked that any new commissioners identify and introduce themselves to the Assembly. We are grateful for their service.

Seating of Corresponding Members – Moderator Shelor recognized all Corresponding Members present and, with a motion by Kenneth Whitehurst, seconded by Karla Dias, they were granted the privilege of voice in this Assembly.

Corresponding Members & Guests

Rebecca	Albright	Charleston-Atlantic	Teaching Elder	Executive/ Presbyter
Daris	Bultena	Tropical Florida	Teaching Elder	Executive/ Presbyter
Holly	Dillon	Tampa Bay	Teaching Elder	Executive/ Presbyter
Olivia	Haney	Central Florida	Teaching Elder	Executive/ Presbyter
David	Rollins	St. Augustine	Teaching Elder	Lead Presbyter
Therese	Howell	Cherokee	Ruling Elder	Stated Clerk
Deanie	Strength	Savannah	Teaching Elder	Stated Clerk
William	Wildhack	Tampa Bay	Teaching Elder	Stated Clerk
Rebecca	Willis	Flint River	Ruling Elder	Stated Clerk
Erika	Rembert Smith	Thornwell		Guest
Joo Hoon	Kim	Northeast GA	Teaching Elder	Consultant for Korean Ministries

Synod Staff

Annel	Belmont	Tampa Bay		Synod Admin. Assistant
Valerie	Young	St. Augustine	Ruling Elder	Synod Executive & Stated Clerk
Jodi	Dodge	St. Augustine	Ruling Elder	Synod Treasurer

Adoption of the Docket (*Attachment Docket*)– Moderator Shelor presented the docket and, with no changes necessary. ***Motion to approve by Ray Bell, was seconded and approved by unanimous consent.***

Call to Worship led by *Karla Diaz, Tropical Florida*

L: Lord, you have called us to the mountaintop.

P: Help us to look forward to where you would have us go.

L: Help us to listen carefully to the words of your healing love.

P: Open our hearts and spirits to receive your glorious directions.

L: Place your trust in the Lord in all your ways.

P: Lord, we have come here to give our lives to you. AMEN.

Song - “Jesus Keep Me Near the Cross”, played by Sidney Michell

Scripture – Luke 12:49-56 Message – “Fire!”, Rev. Dr. David Shelor, Moderator

Prayer

Report of the Executive Administrative Commission (*Attachment AA*)

Rev. Brian Henderson, Vice Moderator, provided an overview of the actions by the EAC since the synod last met in February 2023 (*Attachment AA*). He called on Moderator Shelor to give an update on the Plan for Agile Administration (*Attachment AA- 1*).

The Assembly was reminded of the work of the *Transformational Leadership Task Force* (appointed in 2020), several webinars and coaching programs. Thank you to the Task Force members: Rev. Dr. David Shelor; Rev. Brian Henderson; Andy Casto-Waters; Nancy Reimer.

Henderson, on behalf of the EAC, moved that the synod dismiss the Transformational Leadership Task Force with the Assembly’s thanks. ***The motion was approved with no dissent.***

Vice Moderator, Henderson shared the formation of a Synod Visioning Task Force 2024 (*Attachment AA- 2*), a purpose and hopeful timeline. The nominees for the Task Force will come up for election in the Committee on Representation’s report.

Vice Moderator Henderson asked Moderator Shelor to explain the Assembly's next step. As a way of giving further opportunity for listening to commissioners and corresponding members in a season of assessment, Shelor explained that the results of the 2023 Evaluation of Missional Priorities & Impact (*Attachment AA- 3*) are in the packet. The Assembly is going into breakout rooms for 20 minutes to discuss the following questions:

- A. Are you surprised by any of the evaluation responses?
- B. Is there anything you would add to the responses?
- C. What are your hopes for the future Church? For future Synod?

Members of the EAC facilitated the breakout rooms and gathered responses for use by the Visioning Task Force.

Treasurer's Report

Jodi Dodge, Synod Treasurer walked the Assembly through the 2022 Audit results (*Attachment BB*). Moderator Shelor called for a motion to receive the 2022 Financial Audit. **Moved by Commissioner Steve Austin, there was a second and the report was unanimously received.**

Treasurer, Dodge, then provided an updated report of the synod's finances and receipts (*Attachments BB 1-3*) noting the reduction in deficit with the implementation of the Agile Administration Plan. Moderator Shelor called for a motion to receive the 2023 finances to date. **Moved by Commissioner Steve Austin, there was a second and the report was unanimously received.**

Treasurer Dodge concluded her report with an update on the transition to the accounting firm, Sommerville & Associates, P.C. Jodi and Synod Executive, Valerie Young, have met with representatives from Sommerville and begun the work necessary to transition to a new accounting system. Jodi and Valerie have also worked on the development of new procedures and policies for the manual of operations that will come from the Budget & Finance Committee.

Consultants for Racial Ethnic Ministries – Moderator Shelor noted that there are written reports in the packet for African American Ministries (*Attachment CC*) and Hispanic/Latinx Ministries (*Attachment DD*) and offered thanks for both ministries. We will hear from the consultants at the next synod meeting.

Committee Updates & Actions – Moderator Shelor called on the Chairs of committees to bring their reports.

Administration & Relationships (ARC) (*Attachment EE*) report was brought by Bill Byars, Chair. Chair Byars brought a motion from the ARC to approve the Covenant Renewal with Thornwell (*Attachment EE-1*). Moderator Shelor asked for questions or discussion, seeing none a vote was called. **The motion was approved unanimously.**

Chair Byars introduced Rev. Erika Rembert Smith, member of the Thornwell board, to bring greetings to the Assembly. Commissioner Jeanne Simpson led a prayer for Thornwell, its leadership and ministry.

Chair Byars explained that ARC has received a request from Villa International to convey the property deed held in trust by the Synod. The request is currently under consideration by the committee for a recommendation that will serve the best interest of the Synod, the six founding ecumenical partners, and Villa International. Chair Byars explained the ongoing conversation with the leadership of Villa International. On behalf of the ARC, Chair Byars brings the following motions:

1. The ARC recommends that the synod retain legal counsel to advise about the legal rights to Villa International property, for which synod holds the deed. **Motion was moved on behalf of the committee and Approved by the Assembly.**
2. Upon receipt of legal advice, the synod authorize the ARC, based on said legal advice, to direct the stated clerk to execute any legal documents up to and including the transfer of the deed to Villa International.

Several questions were asked, and discussion occurred regarding history of the property, legal standing, and a future relationship with Villa International.

Commissioner Jamil el-Shair made a motion to postpone. **The motion to postpone was seconded and approved by a majority vote.**

Representation (COR) (*Attachment FF*) report was brought by Hansler Bealyer, Chair.

The Committee on Representation nominated the following commissioner to serve as **Moderator and President, Synod of South Atlantic, PC(USA), Inc.:** Rev. Dr. Brian Henderson, (TEBM), Charleston-Atlantic

Moderator Shelor asked for nominations from the floor. Seeing none, **the election was approved.**

The Committee on Representation nominated the following to serve as Committee Chairpersons and, thereby the Executive Administrative Commission for 2024:

Administration and Relationships Committee (ARC): *Jeanne Simpson* (TEWF), Greater Atlanta

Budget and Finance Committee (BFC): *Christina Greenawalt* (TEWF), Central Florida

Committee on Representation (COR): *Hansler Bealyer* (REBM), St. Augustine

Ministry Support Committee (MSC): *Ray Bell* (REWM), Trinity

Moderator Shelor asked for nominations from the floor. Seeing none, **the election was approved.**

The Committee on Representation nominates the following to service on the Synod Permanent Judicial Commission:

- *Calvin Dixon* (TE), Savannah – Class of 2026
- *Stuart Mauney* (RE), Foothills – Class of 2028

Moderator Shelor asked for nominations from the floor. Seeing none, **the election was approved.**

The Committee on Representation placed into nomination, 7 members for the Synod Visioning Task Force (4 commissioners and 3 presbytery staff).

- (co-chair) Jackie Rembert, Commissioner, New Harmony Presbytery
- Karla Dias, Commissioner, Tropical Florida Presbytery
- Rev. Jamil El-Shair, Commissioner, Savannah Presbytery
- Rev. Christina Greenawalt, Commissioner, Stated Clerk, Central Florida Presbytery
- (co-chair) Rev. Andy James, Stated Clerk, Greater Atlanta Presbytery
- Rev. Danny Murphy, General Presbytery, Trinity Presbytery
- Rev. Holly Dillon, General Presbytery, Tampa Bay Presbytery

Moderator Shelor asked for nominations from the floor. Seeing none, **the election was approved.**

Chair Bealyer, brought the following motions (*Attachment FF-1*) on behalf of the COR:

1. That the Synod modify its plan for election and method for fulfilling the principles of participation and representation under the Manual of Operations by adding six (6) At-Large Commissioners to be elected by the Synod. **Approved.**
2. That the Synod modify the size of the Synod Permanent Judicial Commission to sixteen (16) members, one member from each constituent presbytery. **Approved.**

Lastly, Chair Bealyer informed the Assembly that the requirements of the General Assembly for 2022 records has been completed as seen in the GA COR survey (*Attachment FF-2*).

Budget & Finance (*Attachment GG*) brought by Charmaine Ponkratz, Chair.

It was shared that the BFC considered several options for the 2024 budget and its funding that included no funds from reserves, 3%, 4%, and 4.5% from reserves. Ultimately the BFC brings a budget with a 4% draw that is aligned with current policy.

Motion on behalf of the BFC to approve the 2024 Budget (*Attachment GG-1*) – **Approved**

Chair Ponkratz explained that the move to virtual offices and the agile administration plan precipitated amendments to the Financial Policies in the synod Manual of Operations. They were completely re-written in light of the changes.

Motion on behalf of the BFC to approve new Financial Policies (*Attachment GG-2*) - **Approved**

As a matter of information, the Synod Funds Overview (*Attachment GG-3*) is provided as an explanation of available funds.

Ministry Support Committee (*Attachment HH*) brought by *Kenneth Whitehurst, Chair*

The possibilities were shared for a task force of the committee to take a fresh look at our grants and grant processes. One hope is to provide applications in a seamless online way.

Report of the Executive & Stated Clerk (*Attachment II*), *Valerie Young*

Young shared that the work of developing relationships with and among presbyteries' leaders and volunteers continues. Over 30 sets of minutes have been read and attested to, and that process is almost completely caught up to 2022. She shared that, when invited into a search or visioning process, she is blessed to be part of those conversations and discernments; that staff is working toward the virtual office and transition of accounting. She recognized Josephine Mangun's service and dedication to the synod over the last eight (8) or so years and asked that people would thank you via email, phone, or card. We welcomed Annel Belmont to part-time/contract service to the synod as administrative assistant and requested that the Assembly pray for those called to serve on the Synod Visioning Task Force. There is much to look forward to.

Thank you & Goodbye to Commissioners terming out

Vice Moderator Henderson thanked the following for their six years of service to the Synod of South Atlantic:

- **Bill Byars**, Cherokee Presbytery
- **Charmaine Ponkratz**, Peace River Presbytery
- **Rev. Dr. David Shelor**, Tampa Bay Presbytery
- **Mary Bell Streetman**, Central Florida Presbytery

Moderator Shelor conducted the **Installation of the 2024/25 Moderator Rev. Brian Henderson**

Closing Prayer & Adjournment by Moderator Shelor at 12:09 p.m.

2024 Synod Meeting Dates via Zoom

Saturday, April 6
Saturday, October 12

Submitted by:



Valerie Young,
Synod Executive
& Stated Clerk

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 November 2023 Stated meeting were sent out on November 21, 2023 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 7, 2023, with any corrections or editions brought to the attention of the Stated Clerk.



Valerie Young
Synod Executive/Stated Clerk
Synod of South Atlantic



Assembly via Zoom

November 14, 2023, 10 am Eastern Time

This meeting serves both as a meeting of the ecclesiastical governing body of the Presbyterian

Church (U.S.A.) and a meeting of the Synod of South Atlantic, Inc., a non-profit corporation of the State of Florida.

AGENDA

Call to Order – Moderator, Rev. Dr. David Shelor

- Acknowledgement of Land & People – *Brian Henderson, Vice Moderator* –
 - *Visit this link and discover the indigenous peoples that once lived where you are <https://native-land.ca/>. You will be asked to share in the chat section during the meeting.*
- Opening Prayer
- Declaration of Quorum – Stated Clerk, Valerie Young
- Welcome to New Commissioners
- Seating of Corresponding Members
- Adoption of the Docket

Call to Worship – *Karla Diaz, Tropical Florida*

Song

Scripture – Luke 12:49-56 Message – “Fire!”, Rev. Dr. David Shelor, Moderator

Prayer

Report of the Executive Administrative Commission (*Attachment AA*)

Rev. Brian Henderson, Vice Moderator

- Actions of the EAC (*Attachment AA*)
- Plan for Agile Administration (*Attachment AA- 1*)
- Dismissal of Transformative Leadership Task Force
- Synod Visioning Task Force 2024 (*Attachment AA- 2*)
- Evaluation & Breakouts for Discussion (*Attachment AA- 3*)

Treasurer’s Report

Jodi Dodge, Synod Treasurer

- Audit (*Attachment BB*)
- Financial Reports
 - Balance Sheet/Income & Expense Statement (*Attachment BB-1*)
 - Per Capita & Mission Giving (*Attachment BB-2*)

- 2023 Grants Financial Activity (*Attachment BB-3*)
- Accounting Transition

Consultants for Racial Ethnic Ministries

- African American Ministries (*Attachment CC*) - Rev. Cecelia Armstrong, Consultant
- Hispanic/Latinx Ministries (*Attachment DD*) – Luis A. “Tony” Boada Davila, Consultant

Committee Updates & Actions

Administration & Relationships (*Attachment EE*)

Bill Byars, Chair

- Covenant Renewal with Thornwell (*Attachment EE-1*)

Representation (*Attachment FF*)

Hansler Bealyer, Chair

- Nominations
- Amendment to Manual of Operations: Commissioners/SPJC (*Attachment FF-1*)
- GA COR survey (*Attachment FF-2*)

Budget & Finance (*Attachment GG*)

Charmaine Ponkratz, Chair

- 2024 Budget (*Attachment GG-1*)
- Amendment to Manual of Operations: Financial Policies (*Attachment GG-2*)
- Synod Funds Overview (*Attachment GG-3*)

Ministry Support Committee (*Attachment HH*)

Kenneth Whitehurst, Chair

Report of the Executive & Stated Clerk (*Attachment II*)

Valerie Young, SE/SC

Thank you & Goodbye to Commissioners terming out

Rev. Brian Henderson

Installation of the 2024/25 Moderator

Closing Prayer & Adjournment

2024 Synod Meeting Dates via Zoom

Saturday, April 6

Saturday, October 12

ACTIONS OF THE EXECUTIVE ADMINISTRATIVE COMMISSION (EAC) SINCE THE FEBRUARY 23, 2023, SYNOD STATED MEETING

- Adopted the Plan for Agile Administration. The plan includes a reduction in force of two staff positions, outsourcing that work, and vacating the physical office by the end of 2023.
- Established monthly stated meetings of the EAC on the first Wednesday of each month.
- Donated all the furniture not otherwise spoken for by synod staff to the Presbytery of St. Augustine, and the copier to Presbyterian Social Ministries when synod vacated our office space.
- Approved a contract with Sommerville & Associates for financial management, effective January 1, 2024
- Formed a Task Force to review and make recommendations for Book of Order policy requirements.
- Provided the Synod Executive and Stated Clerk a stipend \$100/month for mobile phone use effective January 1, 2023.
- Approved a formula for 'grossing up' moving expenses for the new Synod Executive and Stated Clerk, to include the tax liability of the moving expense benefit, assuming an income tax rate of 25%.
- Approved the synod as a co-sponsor of the Women in Vocational Ministry Sabbath event, with Diakonos Solutions, providing funding of up to \$1,000.
- Approved a change to the investment model of the Synod's investment portfolio from the current customizable portfolio to the life strategy moderate growth 60/40.
- Gave permission to serve communion at the African-American Clergy & Educators' Conference on September 14 at Epworth Camp & Conference Center.
- Approved a Staff Sharing Agreement with the Presbytery of Tampa Bay for administrative staffing.
- Approved 2024 Synod meeting dates: April 6 & October 12.
- Formed a Task Force for Synod Visioning and By-Law Revision, comprised of 4 synod commissioners, 3 presbytery staff members, and the synod executive, if the way be clear.
- Conducted the annual review of the Synod Executive and Stated Clerk with deep appreciation for her ministry among us this year.

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Joining in God's Good Works

A plan for agile administration

Agenda

2019 Vision

Vision Implementation: Where are we?

Story Behind the Budget

Recommendations

Timeline

Questions

2019 Vision Goals

1. Integration of Diversity
2. Transformational Leadership
3. Mutual Enrichment
4. Innovative Technology
5. Effective Communication and Sharing Best Practices

1. Integration of Diversity

Objective: To ensure full diversity in all of its life and work.

Strategies:

1. Manage EAC for diversity with the increase in the number of persons of different ethnicities by 2021
2. Explore feasibility to sponsor “Big Tent Event” by 2021

2. Transformational Leadership

Objective: To equip and empower transformational leadership

Strategies:

1. Researching and sharing resources for transformational leadership by Dec 2020 (email links)
2. Explore synod wide pastor (new and transition) support and development by May 2020.

3. Mutual Enrichment

Objective: To provide mutual enrichment among the leadership of our 16 presbyteries.

Strategies:

1. Provide resources and financial support for state cluster gatherings and for the twice annual leader forum.

4. Innovative Technology

Objective: To use innovative technology to accomplish its purpose

Strategies:

1. Make use of video conferencing whenever appropriate for all synod and committee/commission meetings at the discretion of the chair, effective immediately
2. Use current website and Facebook page to promote current activities and opportunities of synod and its presbyteries, effective immediately

5. Effective Communication and Sharing Best Practices

Objective: To model effective communication and share best practices

Strategies:

1. Explore cost and options for a new website by EAC meeting in May 2020
2. Explore options for sharing best practices through the website, FB, constant contact, RSS feeds, etc. by EAC meeting in May 2020

Behind the Budget

What story are we telling ourselves & our donors?

WHERE YOUR
Treasure
IS
THERE YOUR
Heart
— WILL BE ALSO —
~ MATTHEW 6:21 ~

Budget Compilation 2015-2023

	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
SYNOD DIRECT MINISTRIES				1,400.00					
Potential NCD's	10,000.00	10,000.00							
1001 New Worshipping Community	10,000.00	10,000.00	12,000.00						
Total NWC	20,000.00	20,000.00	12,000.00						
Racial Ethnic Ministries									
Asian American Ministry									
Korean American Ministry	20,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Other Asian American Ministry	3,000.00	3,000.00							
African American Ministry	20,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Hispanic American Ministry	15,000.00	15,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Total Racial Ethnic Ministry	58,000.00	58,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Networking Ministries									
Chaplains Network Ministry	5,000.00	5,000.00							
FLAPDAN Support	5,000.00	5,000.00							
Smaller Congregation (ASC)			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Networking Ministries	10,000.00	10,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Other Synod Ministries									
New Presbytery EP/GP Mentoring	10,000.00	10,000.00	8,000.00	8,000.00	5,700.00	6,000.00	6,000.00	8,000.00	8,000.00
EP/GP Forum	3,000.00	3,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,500.00	4,500.00
Synod PDA PTC Service Fee	19,915.25	10,800.00							
Synod PDA-PTC Travel	5,000.00	2,000.00							
Resource Center	1,000.00	1,000.00							
Synod Exec Dscrtionary Fund for	5,000.00	5,000.00							
Synod Exec Dscrtionary Fund for			20,000.00	0.00					
Total Other Synod Ministries	43,915.25	31,800.00	32,000.00	12,000.00	9,700.00	10,000.00	10,000.00	12,500.00	12,500.00
Unexpected Ministry & Operation Support	15,000.00	15,000.00							
TOTAL SYNOD DIRECT MINISTRIES	146,915.25	134,800.00	89,000.00	57,000.00	54,700.00	55,000.00	55,000.00	57,500.00	57,500.00

Budget Compilation 2015-2023

	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
SYNOD COUNCIL OPERATIONS									
Synod Ecclesiastic Operation									
Synod Stated Meeting	20,000.00	20,000.00	20,000.00	20,000.00	26,000.00	26,000.00	2,600.00	26,000.00	26,000.00
Committee Expenses	12,000.00	12,000.00	8,000.00	6,000.00	10,000.00	7,000.00	700.00	700.00	700.00
Permanent Judicial Commission	5,000.00	8,000.00	8,000.00	3,000.00	1,500.00	5,000.00	5,000.00	5,000.00	5,000.00
Special Task Force Expenses	4,000.00	4,000.00	3,000.00	0.00	0.00				
Presbytery Minutes Review	2,000.00	2,000.00	1,500.00	1,500.00	0.00				
Resource Center									
Moderator's Training	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
EAC Meeting Expense	3,000.00	5,000.00	5,000.00	5,000.00	0.00				
Service Contract			4,000.00	4,000.00	3,874.00				
Yearly Savings for Synod Car			8,000.00	6,000.00	0.00				
Treasurer Travel	2,000.00	2,000.00	2,000.00	1,000.00	0.00				
Synod Transition Team	15,000.00	5,000.00							
Synod Advisor Travel	0.00	2,000.00							
Treasurer Service Fee	12,918.00	13,000.00							
Bookkeeper Service Fee		16,600.00							
Total Ecclesiastic Operation	76,918.00	90,600.00	60,500.00	47,500.00	42,374.00	39,000.00	9,300.00	32,700.00	32,700.00
Office Operation									
Website/Internet	1,500.00	2,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Rent	18,000.00	22,000.00	24,000.00	12,000.00	11,400.00	11,400.00	12,000.00	12,000.00	12,000.00
Telephone	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	2,100.00	2,100.00
Office Supplies/Operations	12,000.00	12,000.00	10,000.00	8,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Printing	6,000.00	5,000.00	3,000.00	3,000.00					
Postage/Shipping	2,000.00	1,500.00	1,000.00	1,000.00					
Staff Administrative Travel	2,000.00	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Service Contract	5,000.00	4,000.00				3,874.00	3,874.00	3,600.00	3,600.00
Total Office Operations	50,500.00	52,500.00	47,000.00	31,000.00	23,400.00	27,274.00	27,874.00	25,700.00	25,700.00
Bookkeeper Service Fee			16,600.00	0.00					
Total Service Contract			16,600.00	0.00					
Insurance and Audit									
Insurance	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	6,000.00	6,200.00	7,000.00
Audit	5,500.00	5,500.00	6,500.00	6,500.00	6,250.00	6,250.00	6,700.00	6,700.00	6,700.00
Total Insurance and Audit	10,500.00	10,500.00	11,500.00	11,500.00	11,250.00	11,250.00	12,700.00	12,900.00	13,700.00
TOTAL SYNOD COUNCIL OPERATIONS	137,918.00	153,600.00	135,600.00	90,000.00	77,024.00	77,524.00	49,874.00	71,300.00	72,100.00

Budget Compilation 2015-2023

	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
W-2 EMPLOYEE (PERSONNEL)									
Synod Exec/Stated Clerk									
Synod Exec/Stated Clerk Salary	55,200.00	56,400.00	57,528.00	57,528.00	57,528.00	60,352.38	60,352.38	60,352.38	106,000.00
Synod Exec/Stated Clerk Housing	35,100.00	35,900.00	36,618.00	36,618.00	36,618.00	36,618.00	36,618.00	36,618.00	0.00
Synod Exec/Stated Clerk Payroll Tax	6,907.95	7,061.00	7,202.00	7,202.00	7,202.00	7,418.23	7,418.23	7,418.23	8,109.00
Synod Exec/Stated Clerk BOP (Note 2)-36%	31,605.00	32,305.00	34,363.00	36,485.00	36,485.00	38,623.80	38,624.00	38,624.00	41,340.00
Total Synod Exec/Stated Clerk	128,812.95	131,666.00	135,711.00	137,833.00	137,833.00	143,012.41	143,012.61	143,012.61	155,449.00
Synod Exec/SC Professional Expenses									
Synod Exec/Stated Clerk Cont. Ed	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	2,500.00
Synod Exec Travel Meeting Expense	12,000.00	12,000.00	12,000.00	12,000.00	15,000.00	15,000.00	5,000.00	15,000.00	17,000.00
Stated Clerk Travel Meeting Expense	4,500.00	3,000.00	3,000.00	3,000.00	0.00	0.00			
Stated Clerk Technology Expense			2,500.00	0.00	0.00	0.00			
Total Synod Exec/SC Prof Expenses	17,500.00	16,000.00	18,500.00	16,000.00	16,000.00	16,000.00	6,000.00	16,000.00	19,500.00
SE/SC Search/Moving Expenses									20,000.00
Office Admin Expenses									
Office Admin Salary	36,000.00	39,800.00	40,596.00	40,596.00	40,596.00	41,813.88	41,813.88	42,650.16	44,782.67
Office Admin Benefit (Note 2)-25%	7,716.00	8,100.00	9,759.00	10,149.00	10,149.00	10,453.47	10,453.47	10,453.47	10,453.47
Office Admin Payroll Tax	2,754.00	3,045.00	3,106.00	3,106.00	3,106.00	3,198.76	3,198.76	3,262.74	3,425.87
Office Admin Cont. Ed	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,925.00	1,000.00	1,000.00
Total Office Admin	47,470.00	51,945.00	54,461.00	54,851.00	54,851.00	56,466.11	57,391.11	57,366.37	59,662.01
Bookkeeper									
Bookkeeper Salary	0.00	0.00	0.00	16,600.00	16,600.00	17,098.00	17,098.00	17,439.96	18,311.96
Bookkeeper Payroll Tax	0.00	0.00	0.00	1,270.00	1,269.90	1,308.00	1,308.00	1,334.16	1,400.86
Total Office Admin	0.00	0.00	0.00	17,870.00	17,869.90	18,406.00	18,406.00	18,774.12	19,712.82
Accountant/Event Planner									
Accountant/Event Planner Salary	44,800.00	0.00							
Accountant/Event Planner Benefit	10,500.00	0.00							
Accountant/Event Planner Payroll Tax	3,427.20	0.00							
Accountant/Event Planner Cont Ed	1,000.00	0.00							
Total Accountant/Event Planner	59,727.20	0.00							
TOTAL PERSONNEL	253,510.15	199,611.00	208,672.00	226,554.00	226,553.90	233,884.52	224,809.72	235,153.09	274,323.83

“

*For everything there is a season
and a time for every matter under
heaven.*

Ecclesiastes 3:1

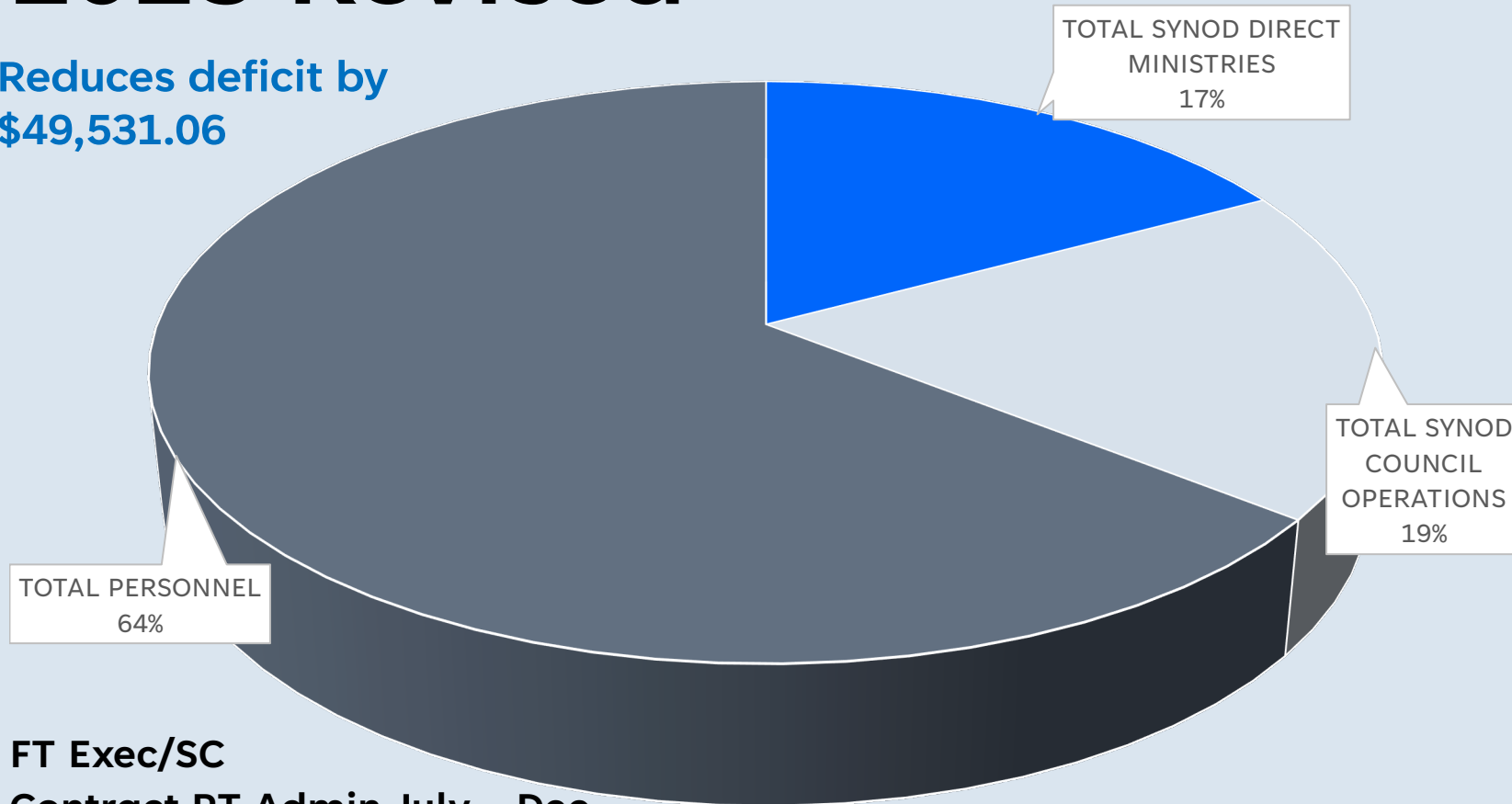
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Percentages

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2023*	2024*	2025*
Direct Ministry	27%	28%	21%	15%	15%	15%	17%	16%	14%	25%	25%	24%
Operations	26%	31%	31%	24%	22%	21%	15%	19%	18%	16%	16%	18%
Personnel	47%	41%	48%	61%	63%	64%	68%	65%	68%	59%	59%	58%

2023 Revised*

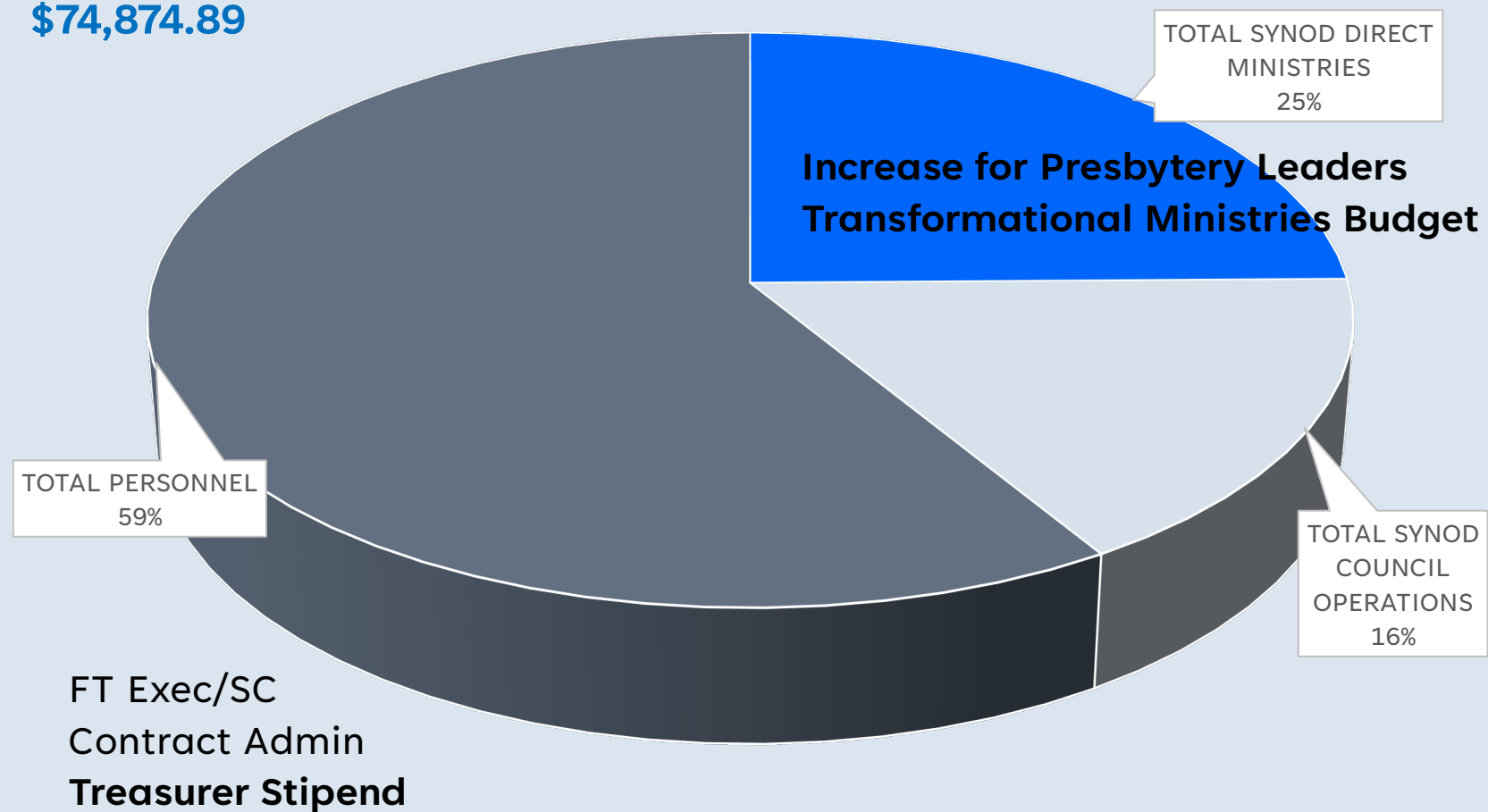
Reduces deficit by
\$49,531.06



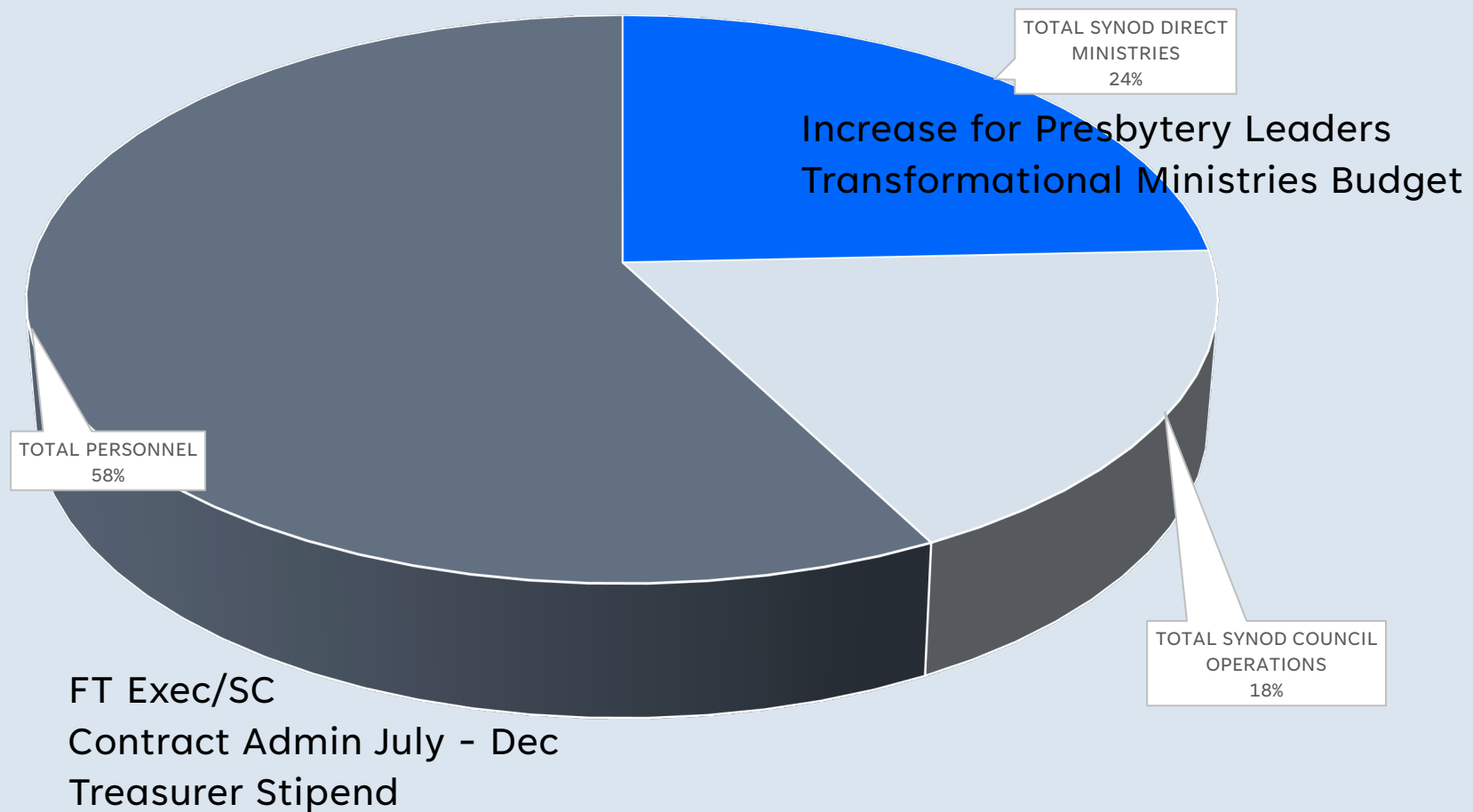
FT Exec/SC
Contract PT Admin July - Dec
PT Bookkeeper
Volunteer Treasurer

2024*

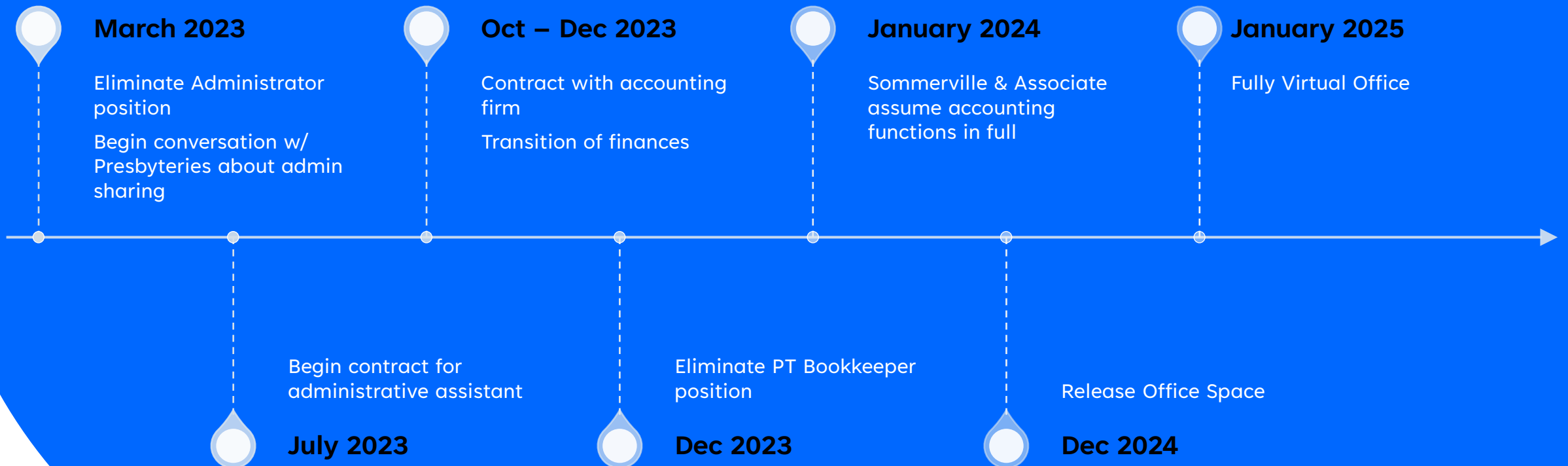
Reduces deficit by
\$74,874.89



2025*



Timeline



Questions?

Administration

Elimination of
Administrator position
(ASAP w 3 mos. salary)

Contract w/ Presbytery for
10-15 hours/week
administrative assistant

Work with committees to
get forms/processes online

Accounting

Contract with accounting
firm

Begin transition to new
system 4th qtr 2023

Eliminate PT Bookkeeper
position end of 2023

Fully integrate policies and
procedures 2024

Office

Begin archiving records
2023

Complete move out by
Dec. 31, 2024



Summary

As Synod Executive & Stated Clerk, my only motivation is to help the synod move forward toward the work God has called us to, together.

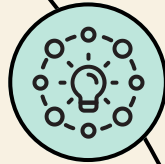
This plan is a start – a way for us to begin reorienting ourselves toward the future, letting go of the past – not from the lessons learned, but from the mindset that keeps us there.

Synod Visioning Task Force

A hopeful timeline

The Synod Visioning Task Force is charged with discerning how God is calling us to live together for the future Church.

It is imagined to include: the development of new mission, vision, and values; engaging in conversation with those ministries currently supported by the synod to listen to and assess the impact of each, discerning how each fit into the synod's vision moving forward; designing a plan for structure, budget, and operations – essentially the shape of the synod to faithfully serve Christ in the Synod of South Atlantic.



Jan 2025

Design Implementation & In-person SM celebration of ministry

Attachment AA-2 Synod Visioning Task Force

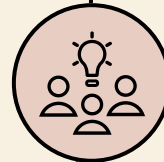


Oct 2024

TF Presents Design, Ops Manual, Budget, and nominations

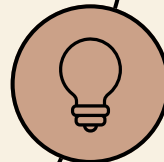


Possible Called meeting for first reading & feedback



April - Sept 2024

Vital Conversations: Listening & Assessing



April 2024

TF Presents Mission & Values for Assembly vote



Nov 2023

Task Force Elected*

4 Commissioners
3 Presbytery Staff
SE/SC ExOfficio

SOSA 107

Intentionally Blank





2023 Evaluation of Missional Priorities & Impact

Of the 39 responses, the following were represented:

- 16 Currently Serving Synod Commissioners
- 11 Participated in Synod-sponsored training/conference/webinar (in the past 5 years)
- 2 Presbytery Leadership (Volunteer)
- 15 Presbytery Staff
- 5 Previous Synod Commissioner

How is "full integration" measured? By percentages ? I know that diversity is encouraged when electing commissioners and leadership.
By having both equal representation and equal inclusion.
teams are well diverse as it relates age, race and gender
The Synod does an excellent job of insuring diversity in its standing committees, task forces, and opportunities for training.
I am not in a position to fully assess this. At this point , I can only make observation based on the optics/ What I see is gender national origin diversity. However, I am not prepared to say that what I see is proportional.
by diverse representation of commissioners and support of covenant agreements across racial boundaries
Diversity of commissioners; encouraging diversity in presbyteries
Committees are diverse in nature
Committees and task force assignments have been inclusive of race, gender, presbytery location, etc.
The COR works to ensure full integration of diversity.
(LEFT BLANK)
Careful attention to diversity in all gatherings and in adding at-large members.
By being inclusive in committees and leadership and by providing opportunities and support to all member presbyteries.
I am not sure - I've been here for one year! I believe the Synod seeks to engage a range of persons - gender, ethnicity, race - in its life and work.
(LEFT BLANK)
Synod has attempted to recognize the ethnic groups within the presbytery and expended funds in various programs to enrich their emphasis.
By being inclusive, having more leaders from all walks of life, cultures and ethic backgrounds.
I don't know.
I do not know.
The Committee on Representation has done careful and excellent work to ensure that the synod's racial, gender, and geographic diversity has been well represented in its commissioners, committees, and leadership. The synod's support of the three racial-ethnic caucuses has kept their work central to the synod. The addition of the caucus leaders as ex-officio members of the EAC has been an important new change.
(LEFT BLANK)
Makes sure that minorities have a place in the planning and structuring of some activities.
(LEFT BLANK)

The inclusion of ministry partners to the synod meetings along with their verbal and written reports has allowed Synod commissioners to better understand some the challenges and joys of the work of these ministry partners. Also, having opportunities to learn and grow in our understanding of the need and work of diversity is helpful - these opportunities include workshops, speakers, book studies, conferences etc. Not only is the synod supporting financially ministries; is is promoting people within the churches within the synod to attend and grow.
I am confident this work is being done, but as one who has not participated directly in the work of synod I am unaware of details.
They intentional diversity seen in Synod commissioners, committees, and outreach is clearly evident. Making sure that all demographics are treated equally, from small churches to large, from rich congregations to poor, from white, black, and brown congregations, all are treated with respect.
The 2022 PW meeting that I visited talked about social justice and diversity.
As part of the Hispanic population, I believe that the Synod had provide opportunities for Hispanics to develop leadership skills.
I believe synod leaders in the past 30 years that I have been involved have consciously taken this seriously in both staffing and carrying out its mission.
Land Acknowledgement Book Study IDI Assessment training through PCUSA Strong Advertisements for the Variety of Cultural Training and Education Events.
I only have observational data from the synod meeting where I saw a diverse group of people gathered for worship and encouragement for ministry together. I am not aware of an intentional effort for diversity. I wonder about equity and inclusion in addition to simply diversity.
The Synod has had people of color on its staff and through it Committee on Representation has sought to ensure diversity is represented in the Synid leadership and committees.
Received a call yesterday from Synod Exec Valerie Young about any candidates for needed Synod leadership position. She and I had the same idea and I gave her a name of a female ruling elder, an African American, who is creative, open and has characteristics of a good and contributing leader.
I am not involved enough to provide a good answer to this question.
The Synod has been supportive in resourcing presbyteries when asked, advertising grants and scholarships. The Synod has offered Matthew 25 workshops and resources at gatherings and supported the Mission Agency and Sy Hughes, making sure that he has been at gatherings or has been online when needed.
I'm not clear on this except to say that I would assume all our synod committees and entities are diverse.
I am not sure HOW or IN WHAT WAYS, but I did enjoy seeing a diverse group of synod commissioners and participants at the annual meeting at Epworth.
Beyond having the racial/ethnic advocates I don't know of any way.

Organizational changes have taken place .A degree of visioning has been done. It seems that the same responsibilities are being addressed differently. I question whether that is evidence of transformational leadership.
Programs and training.
the Synod is open to change even as it relates to the use of technology
The Synod uses feedback from presbyteries to connect and offer workshops for transformational leadership
(LEFT BLANK)
periodic gatherings and workshops
support to execs, clerks, advocacy groups
(LEFT BLANK)
I am not informed enough to respond.
The Synod is pushing transformational leadership through the working of its commissioners.
(LEFT BLANK)
I'm most aware of online and onsite gatherings for professional development and fellowship with mid-council staff -- and have greatly enjoyed those.
As changes occur in the church and in our society, the synod has tried to respond to these changes with an emphasis on opportunity for mission rather than looking backward.
The Synod Executive/Stated Clerk has reached out to Executives and Stated Clerks, offering support and training. The Stated Clerks have a monthly zoom meeting, and have had some training sessions. The clerks just met to review minutes, and PJC training was also just provided.
(LEFT BLANK)
It has actually weakened transformational leadership by equipping the EAC with such broad powers that not even duly elected Commissioners are informed of the concept of leadership promulgated by the EAC. The result is increasing mistrust and criticism and lack of confidence in the entire Synod.
(LEFT BLANK)
The leadership training and book studies are empowering transformation leadership in all 16 presbyteries.
I do not know.
Since 2020, the synod, through its Transformational Leadership Task Force, has sponsored an online workshop, an online book discussion, and a facilitated cohort, in partnership with the Ministry Collaborative, as well as a few other workshop events. In 2023, the synod also initiated an enhanced bi-annual in-person synod meeting with workshops.
(LEFT BLANK)
Funded minority programs.
(LEFT BLANK)
(LEFT BLANK)
I know here in Central Florida both Joyce and Valerie have talked to the presbytery about the need for transformational leadership. Also with the inclusion of workshops from such people as Tod Bolsinger we have had opportunities to grow in knowing some practical ideas to bring

back to our own presbytery leadership and congregations. Also, the Synod had been modeling what it means to have transformational leadership. We much all be willing to assess and be willing to see where the Holy Spirit is leading us as a Denomination, Synod, Presbytery and church so that the message of Jesus Christ will be relevant in an ever-changing world. Jesus has always been relevant - to be clear.
I participated in the leadership training workshop with Todd Bolsinger. I know our synod supports and provides opportunities for our smaller membership congregation through the Associate of Smaller Congregations (I think we may be the only synod who does this.) I am also aware of other events/retreats offered for clergy & educators but have not participated.
The Synod is taking a hard look at where is came from with a clearer vision to the future. Realizing that life, and especially church-life, is changing, the Synod needs to be proactive instead of reactive to the future of mid-level council functions.
NA
Through educational activities and workshops.
The synod most recently has been very supportive of a new leadership staffing model for our presbytery.
(LEFT BLANK)
I don't have enough information to answer this question.
(LEFT BLANK)
Offering space for conversation among mid-council leaders on a wide range of church, cultural, national and world issues.
*The Synod has offered a couple of webinars for leaders *The Synod offers scholarships that presbyteries can offer students and leaders for Cont Ed and other development opportunities
When we came in 2019, the Synod leadership was very insistent on making sure we were part of the latest trainings in Louisville and has been extremely supportive with the Presbyterian Leaders Formation over the last 4 years. During COVID the office kept in touch with us and offered whatever she could during the lockdown.
I'm not clear on this as well. I have not attended, but I would assume ASC has a strong element of this goal as well as Women's and Men's ministry, Rural congregation minutes and our African American, Hispanic and Korean ministries.
The Synod Transformational Grant assisted Savannah Presbytery in pushing ourselves to utilize the funds offered us to transform our leadership, record keeping, and communication styles and tools over the last four years. We were inspired to sell our office building and become a virtual presbytery freeing us up to have more people involved at the leadership level representing more diversity of geographical representation.
It sponsored and event with Todd Bolsinger--I think that was the lion's share of efforts in that regard. There had been talk, at one point, of putting together a group of new clergy that serve as a learning cohort together. I don't know what became of that idea.

A leadership event was held at the end of our most recent meeting at Epworth. This was one enrichment effort.
Opportunity for programs and events.
(LEFT BLANK)
Close connections among presbytery leaders fosters sharing of great visioning and strategies.
(LEFT BLANK)
periodic workshops and gatherings
a good thing for us to strive for
(LEFT BLANK)
I am not informed enough to respond.
The Synod held a gathering to allow mutual enrichment among its leadership.
(LEFT BLANK)
See last question.
Attending presbytery meetings and providing opportunities for presbytery leaders to gather for information and fellowship.
Gatherings of Executives and Clerks, Monthly Zoom meetings (for clerks), and the recent gathering of clerks to read minutes helped me connect with my colleagues across the synod. I enjoyed the opportunity to meet these colleagues and learn about their work.
(LEFT BLANK)
I can see no significant action.
By holding Conferences and Retreats with special keynote speakers.
Slated meetings held at Epworth.
Support of Association of Smaller Congregations Conference/Training.
I do not know.
The synod sponsors the Synod Leadership Forum to support presbytery leaders.
(LEFT BLANK)
I have heard some Synod Executives express the feeling that the Synod has less and less influence and assistance to the presbyteries.
(LEFT BLANK)
(LEFT BLANK)
the synod has had Zoom meetings for presbytery leaders and retreats so that presbytery leaders can network, grow in understanding and worship together. Sharing in the pains of ministry and life while celebrating accomplishments.
Not sure.
The Synod has provided training and support among the Presbyteries within its bounds.
NA
not aware
This is an area that I find myself the least knowledgeable. It's tough to geographically do this in-person, yet technology has provided new means to accomplish such enrichment.

Leadership Planning Events at Epworth
webinars, guest speakers, synod meetings, presbytery leader gatherings virtual and in person
Prior to COVID-19, held a Synod Presbytery Leaders Forum twice a year. This provided mid-council leaders with a respite and a time of fellowship and learning from formal keynote speakers and informal network opportunities.
Participating in regular meetings of execs/presbytery leaders in Georgia. Hosting zoom gatherings for mid-council leaders. General encouragement and support.
The Synod took intentional steps (about five years ago) to bring presbytery leaders together during their bi-annual meetings and in various Zoom meetings and leadership development opportunities.
The gatherings in person and online have been a wonderful time of getting to know new colleagues and to renew friendships. These gatherings reaffirm our connectional system.
For me, serving in a dual role as an EP and Stated Clerk, goal is most felt. I so appreciate the synod's role in bringing EPs and Stated Clerks together for fellowship, mutual support, sharing of ideas and best practices, etc., etc.
Annual conference, special education events
The synod leader has been present when the Florida execs have met together.

The use of technology in its various forms is an accepted method of functioning and communicating.
I guess taking advantage of electronic meetings and powerpoint type media.
the use of ZOOM has been effective, Doodle polls, emails, and newsletters are helpful to "get the word out,"etc
The Synod is undertaking revamping of integrated systems that enhance communication among presbyteries and Synod staff.
I am aware of the Synod facilitating technology grants for the Savannah Presbytery,
website and zoom meetings
this may be something that comes about
The Synod is utilizing current technology that is available
Available technology resources have been utilized to provide as much access to as many people as possible.
The Synod has made extensive use of ZOOM meetings to allow continued communications during Covid and as we work through post Covid period.
(LEFT BLANK)
Continuing to evolve -- and using new tools like this!
Newsletters, emails, sharing best practices from member presbyteries.
Zoom! Clerks gather monthly via Zoom. There is always a topic or a training opportunity, as well as a chance to connect with colleagues. The Clerks' use a Dropbox for documents and resources. And the Synod website is a great source for communications.
(LEFT BLANK)
It has empowered the EAC to take swift action to promulgate the concepts of this small and non representative group.
Use of Zoom for meetings!
Virtual Book studies/discussions.
I do not know.
Over the past 3 years, the synod has dramatically increased its use of videoconferencing for committee and synod meetings. The synod website has been greatly improved and an email newsletter initiated. The synod has also improved administrative functions through enhanced use of technology, including record retention and bookkeeping.
(LEFT BLANK)
I do not feel that the institutions within the Synod feel any tie to the Synod. Else why do they promote their own fund raising, such as Columbia Seminary, in defiance of Synod approval. Yes! It happened.
(LEFT BLANK)
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prior to 2020, I am not sure how much the synod utilized technology such as Zoom. Over the pandemic that Synod has grown in the use of technology to have meetings, to do business, to communicate more effectively and to build community. Also, technology has been used to bring educational opportunities to our presbyteries and churches. Serving on committees with the use technology has meant that the synod can make quicker pivots when needed.

The new E-news has been a helpful communication piece... the challenge to keeping it readable (short) so that it is not just another of the many ignored emails I receive daily.
The Synod is working on providing training materials as well as connecting presbyteries so that all are moving into tomorrow's future.
NA
Providing information via emails and Zoom activities
This has been enhanced in ALL of the councils of the church. I see it being used most effectively in mid-council communication and work.
Recent Zoom Trainings: example Adobe usage, by Andy James
zoom, new blog by Valerie, website
I attended two to three Synod-sponsored webinars during Covid.
I am pleased with the clarity of communication from the Synod exec (both previous and current) to presbytery leaders. Hosting zoom meetings and very competent use of technology.
I don't believe this one got the attention hoped
During the lockdown, there were Zoom meetings for the Synod leaders in which we discussed best practices and new ideas.
I can't say that I see any particular innovative technology, unless one wants to name meetings and gatherings by ZOOM.
I experienced a snafu with the online registration for the Synod conference at Epworth but otherwise always got a quick response from Lisa Lovelady about upcoming events and Valerie communicates consistently through email.
I don't know that it has other than that one Zoom Webinar.

We commissioners come together to do business. For the most part, we function without developing relationships.
High quality of leaders and speakers.
simply being open to change and being aware of the change has taken place in the world and in the communities around us is helpful
(LEFT BLANK)
(LEFT BLANK)
no
there is more to be done
(LEFT BLANK)
I am not informed enough to respond.
Relatively new commissioner.
(LEFT BLANK)
Helping to keep the presbytery staffs connected.
(LEFT BLANK)
I appreciate that the Synod is working to be flexible and resilient as the Church moves into a new future!
(LEFT BLANK)
There is a breach in communication not only between the synod and the presbyteries, but within the synod as well. The synod commissioners had no idea that the Synod had been reconstructed before the last Synod meeting, and it was not even mentioned at Synod! Bad form!
(LEFT BLANK)
(LEFT BLANK)
(LEFT BLANK)
The addition of a stellar new Synod Executive and Stated Clerk, of course!
(LEFT BLANK)
If the EAC is empowered to re organize the Synod with no influence from the Presbyteries, do we need Commissioners? Why not perhaps enlarge the EAC by some equitable formula and allow the EAC to be the Synod.
(LEFT BLANK)
(LEFT BLANK)
I think over the last 4 years, during a really rough time due to the pandemic the Synod through Joyce and now Valerie have done a wonderful job being connectional and connections the presbyteries together. More today, presbytery leaders have a way to connect with one another for mutual support and best practices.
The Synod has continued its partnership (mostly through the staff) with the South Atlantic and Puerto Rico region of the Association of Partners in Christian Education (SOAP APCE), of which I (Chris Denny) am currently the president.
The Synod has become more transparent.
NA

Increase amount of Spanish speaking workshops.
I will have to think on this one. Excited to embrace the dynamic energy and vision of our new Synod Exec Valerie Young.
Assistance through COVID - Zoom gatherings - for Leadership
Synod Staff was always available for a call back with answers to Presbyter or Staff regarding questions, information needs, or polity evaluations.
(LEFT BLANK)
(LEFT BLANK)
None
From the chair of a Presbytery Leader, the best thing the Synod has done over the past four years is make deeper connections between presbytery leaders
nothing I can think of at this point
I have nothing to add.
No
I must be missing something about that email.

The Synod might consider having cluster enrichment/educational/ training sessions throughout the year.
One of the hardest things to get...younger leadership.
to be even more engaged than we have been before. I'm not exactly sure what that would look like, but how can we connect the Presbytery to the Synod on a much greater level, a greater partnership
No recommendations
Nothing additional at this time.
more connectional activities across presbyteries and churches in the synod and inclusion of other synods in workshops
its a new day; let's figure out how to make synod a value add to all we do as mid-councils
Continue to be open to change yet remaining true to the churches One Foundation, using the small church model even in larger churches as a model as they once did in the early church, a community of believers, yet accepting of others
Please continue to be as inclusive as possible in Synod service and communication.
No response at this time.
Focus on supporting Presbyteries as they work to support the churches. Everything else is nice, but not necessary.
None at the moment, but we'll see. ;)
Continue being accessible and listening to all voices.
Please call on me if there is anything I can do to assist the Synod.
I'd prefer not to say as it appears this will not be anonymous.
If the EAC is to have such broad power that it does not see the need to inform the elected Commissioners of a major issue, such as the re structuring of the Synod, then Commissioners need to know that when they are elected so that they have no preconceived notion that their opinions are required.
More information to the congregations about Synod
Offer varying times for the leadership training and book studies/discussions. There may be lay persons who wish to participate, but are unable due to working an 8-5 day during the traditional workweek.
Synod must continually strive to be relevant to presbyteries and churches. Currently, not very important to the great majority of church members.
I believe we will need further clear discernment as to whether empowering transformational leadership is a central part of the synod's mission or not, and, if so, what resources and attention can be brought to bear.
As the new chaplain for Agnes Scott College (Decatur, GA) I am not very familiar with the Synod's involvement in connection or leadership opportunities among its member presbyteries. I would love to see more investment into the APCU and PCCA, particularly in the realm of higher education. Strengthening connections with covenant partners can be beneficial for all of us.

The role of the EAC is not clear. It seems that the Synod Commissioners have no influence on the actual direction of the Synod, witness the Agile Plan which the Commissioners had no knowledge of until it was released and others on the list were questioning the Commissioners who had no knowledge of the Plan, which had the effect of re-organizing the Synod with no influence from the Commissioners. Do we actually need Commissioners when the EAC makes such major decisions? Why not enlarge the EAC with some equitable formula?

In November 2017, the Synod of the South Atlantic, Tampa Bay Presbytery, and Eckerd College co-sponsored an anti-racism conference on our college campus attended by members of our presbytery and synod. Eckerd College received a John & Phyllis Ogden Fund synod grant in 2017 for the purpose of hosting this conference. Rev. Paul Roberts (Johnson C. Smith Seminary) and Prof. Erin Cooley (Colgate University) were our guest presenters at the conference. Also, in April 2018, Palma Ceia Presbyterian Church (Tampa) and Eckerd College hosted a four day conference on the theme of "Telling Stories" as guide, this conference employed discussions, poetry readings, presentations, visual arts, and theater to examine art's power to confront current narratives, allow people to tell their own stories, and explore new ways of talking about God, faith, and social responsibility. Presenters included contemporary poet and member of the Gila River Indian Tribe Natalie Diaz, New York Times best-selling author and Episcopal priest Barbara Brown Taylor, and others. The synod co-sponsored the event with \$1,000. Bill Byars and Rev. David Shelor have remained connected to Eckerd College. Our new college president has expressed an interest in renewing the covenant and we look forward to conversations in the weeks ahead with synod leadership. We also look forward to offering conferences in the years ahead like the ones described above. We value our partnership with the synod and look forward to working with Valerie Young, our Synod Executive & Stated Clerk.

I'm retired now, but served as a synod commissioner for five years and on the EAC for three. It was the most enjoyable volunteer position I ever had, and I would have done it longer but someone else needed a turn!

You have really taken the work of the synod forward, through staffing issues (past) and covid as well as the normal work of synod. I love seeing the new ways that you have been meeting the needs of the present times.

It would be great to have resources available online for smaller congregations- good books, dissertations, etc. or book synopses so pastors could see what would be relevant (for example so books are geared for the rural or small town small church), if MSC were able to source these from current or past small church pastors. Or a link to someone else who has already done it.

Thank you for all the ways you have been serving and making the synod stronger in changing times!

<p>how can the synod help presbyteries actually connect to share work. All presbyteries and churches have too much work to do for their staffs. Trying to use more part-time staff. How can we have some centralized services. I think of Tropical Florida Presb. and the ways their presbytery helps to do the finances (for a price) for a few churches.</p> <p>I also think about how does the synod connect the presbytery leaders to the work within the synod. I have had a rare position to be a synod commissioner and a presbytery staff member. I think helping to see how the synod work and presbytery work intertwines would be helpful and help to form even more connections.</p>
<p>Continued partnerships with smaller congregations through the Association of Smaller Congregations, racial ethnic congregations (is there an association for this?? there should be), the newly developed SOAP region of PAM, and the SOAP region of APCE. When we work together to offer excellent training, sabbath, and forums for mutual encouragement, we are better!!</p>
<p>Keep looking towards the future. Don't become the frozen chosen, but keep your eye on what God is discerning for the Synod and the PCUSA.</p>
<p>I am new to my position and have not fully seen all that the Synod is trying to accomplish. My first impressions are good.</p>
<p>Don't know at this moment</p>
<p>To borrow a concept from Phylis Tickle's 500 year rummage sale... continue to discern what no longer serves us well, what we need to keep doing , and how we can make room for NEW THINGS!</p>
<p>Into the future, Presbytery Leaders/Staff could do leadership (continuing education) opportunities for the Synod, through Zoom, or when there is Synod leadership gatherings:</p> <p>Such Subjects could be - PDA preparedness Trustees, property, contracts Computer Software - how to select What are strengths and weakness of different programs: Positive Roles in Presbytery for Smaller membership Congregations</p>
<p>support presbyteries and volunteer leaders in presbyteries to assist congregations in discerning vitality and longevity - curate resources for these and other difficult conversations with churches - provide resources (webinars, training, etc) for COM (or equivalent) to develop strategies for addressing declining congregations, conflict, pastoral transitions given the decreased number of pastoral candidates</p>
<p>While I know very little as to how or what way the Synod has implemented its priorities in the past, I would be willing to offer my services in helping the Synod establish, implement, and monitor i</p>
<p>None</p>
<p>Continue creating ways for leaders across the three states to connect, learn, and grow.</p>
<p>I think helping address not only how the "church has changed since COVID" conversations, by adding the "what do we need to do differently" conversation to move forward would be helpful.</p>

I was present when the above goals were discerned in Atlanta May of 2019. It was a good process and well discerned. I don't have a sense of the results. That doesn't mean there are no results, achievements, etc.; I just may not be as aware as I do attend most every synod meeting, I am not involved on a committee. We also need to take into account a world pandemic.

I do not have any suggestions at this time.

Lets identify priorities that have deliverables and attend to them.

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SYNOD OF SOUTH ATLANTIC

FINANCIAL STATEMENTS

December 31, 2022 and 2021

with

REPORT OF INDEPENDENT AUDITORS

SYNOD OF SOUTH ATLANTIC

December 31, 2022

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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, 2022 and 2021, and the related statements of activities and changes in net assets — modified cash basis and statements of cash flows — modified cash basis for the years then ended, and the related notes to the financial statements.

In our opinion, except for the effects on the financial statements of not recording and depreciating fixed assets as described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of Synod of South Atlantic as of December 31, 2022 and 2021, and its activities and cash flows for the years then ended in accordance with the modified cash basis of accounting as described in Note 1.

Basis for Qualified Opinion

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

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

Synod of South Atlantic
Independent Auditors' Report

Emphasis of Matter (Basis of Accounting)

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

Synod of South Atlantic
Independent Auditors' Report

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

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

Newsom and Associates, P.A.

March 1, 2023

SYNOD OF SOUTH ATLANTIC
STATEMENTS OF FINANCIAL POSITION -
MODIFIED CASH BASIS OF ACCOUNTING
December 31, 2022 and 2021

ASSETS

	<u>2022</u>	<u>2021</u>
Current assets :		
Cash	\$ 266,514	\$ 234,328
Other receivables	<u>1,477</u>	<u>-</u>
Total current assets	267,991	234,328
 Cash restricted for long term purposes	 53,566	 26,438
 Investments	 <u>4,136,736</u>	 <u>5,158,014</u>
	<u>\$ 4,458,293</u>	<u>\$ 5,418,780</u>

LIABILITIES AND NET ASSETS

Other current liabilities	\$ -	\$ 5,500
 Net assets:		
Unrestricted net assets	3,755,696	4,576,760
Restricted net assets	<u>702,597</u>	<u>836,520</u>
Total net assets	<u>4,458,293</u>	<u>5,413,280</u>
	<u>\$ 4,458,293</u>	<u>\$ 5,418,780</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, 2022 and 2021

	<u>Without Donor</u> <u>Restrictions</u>	<u>2022</u> <u>With Donor</u> <u>Restrictions</u>	<u>Total</u>	<u>Without Donor</u> <u>Restrictions</u>	<u>2021</u> <u>With Donor</u> <u>Restrictions</u>	<u>Total</u>
Contributions:						
Presbytery & congregation	\$ 206,059	\$ 80,692	\$ 286,751	\$ 218,218	\$ 81,236	\$ 299,454
Investment income	64,782	17,098	81,880	77,380	19,177	96,557
Realized and unrealized gains and (loss) on investments	(800,034)	(149,839)	(949,873)	408,546	76,240	484,786
Other income	17,363	32,005	49,368	7,856	-	7,856
Released from restriction	113,879	(113,879)	-	102,457	(102,457)	-
Total contributions	(397,951)	(133,923)	(531,874)	814,457	74,196	888,653
Expenditures:						
Racial ethnic ministries	33,113	-	33,113	12,143	-	12,143
Networking ministry	14,269	-	14,269	8,299	-	8,299
Ecclesiastic operations	27,857	-	27,857	512	-	512
Scholarships, grants, and other	123,942	-	123,942	120,659	-	120,659
Office operations	24,949	-	24,949	21,489	-	21,489
Insurance and audit	13,647	-	13,647	12,852	-	12,852
Salaries and benefits	185,336	-	185,336	218,765	-	218,765
Total expenditures	423,113	-	423,113	394,719	-	394,719
Changes in net assets	(821,064)	(133,923)	(954,987)	419,738	74,196	493,934
Beginning net assets	4,576,760	836,520	5,413,280	4,157,022	762,324	4,919,346
Ending net assets	\$ <u>3,755,696</u>	\$ <u>702,597</u>	\$ <u>4,458,293</u>	\$ <u>4,576,760</u>	\$ <u>836,520</u>	\$ <u>5,413,280</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC
STATEMENTS OF CASH FLOWS -
MODIFIED CASH BASIS OF ACCOUNTING
For the years ended December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Cash provided by (used in)		
operating activities:		
Mission contributions	\$ 286,751	\$ 299,454
Outside contributions	49,368	11,657
Other investment income	6,273	4,700
Program & support expenditures	<u>(430,091)</u>	<u>(412,391)</u>
Net cash used in		
operating activities	(87,699)	(96,580)
Cash provided by (used in) investing		
activities:		
Sale of investments	211,870	130,909
Purchases of investment	<u>(64,857)</u>	<u>(13,493)</u>
Net cash provided by (used in)		
investing activities	<u>147,013</u>	<u>117,416</u>
Net increase (decrease) in cash		
and cash equivalents	59,314	20,836
Beginning cash and cash equivalents	<u>260,766</u>	<u>239,930</u>
Ending cash and cash equivalents	<u>\$ 320,080</u>	<u>\$ 260,766</u>

RECONCILIATION OF TOTAL CASH TO UNRESTRICTED AND RESTRICTED CASH

	<u>2022</u>	<u>2021</u>
Operating cash (unrestricted)	\$ 266,514	\$ 234,328
Cash restricted for long term purposes	<u>53,566</u>	<u>26,438</u>
Total cash	<u>\$ 320,080</u>	<u>\$ 260,766</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC
 STATEMENTS OF CASH FLOWS -
 MODIFIED CASH BASIS OF ACCOUNTING
 For the years ended December 31, 2022 and 2021
 (Continued)

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

	<u>2022</u>	<u>2021</u>
Changes in net assets	\$ (954,987)	\$ 493,934
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
(Gain) loss on value of investments	949,873	(484,785)
Reinvested investment income	(75,608)	(111,229)
Change in other assets	(1,477)	-
Change in other liabilities	<u>(5,500)</u>	<u>5,500</u>
Net cash used in operating activities	\$ <u><u>(87,699)</u></u>	\$ <u><u>(96,580)</u></u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

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, 2022
(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, 2022
(Continued)

3. Donor Restrictions on Net Assets

Donor restricted net assets are available for the following purposes as of December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Income only funds:		
Simpson Fund	\$ 5,893	\$ 5,058
Ogden Fund	2,259	1,886
Uderitz Fund	9,418	7,478
Spencer Fund	29,005	-
Hawkins gifts	424,890	532,124
Hemphill grants	<u>231,132</u>	<u>289,974</u>
	<u>\$702,597</u>	<u>\$836,520</u>

4. Designations of Unrestricted Net Assets

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

	<u>2022</u>	<u>2021</u>
Gainesville Campus Ministry	\$2,055,975	\$2,582,164
Georgia Presbyteries Transitional Study Fund	2,963	3,953
Synod executive scholarship	24,631	24,642
Executive auto appropriations	39,311	1,415
Urie Scholarship	<u>3,208</u>	<u>3,208</u>
	<u>\$2,126,088</u>	<u>\$2,615,382</u>

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2022
(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, 2022, the Synod's investment mix approximately consisted of 71% stock funds, 29% 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.

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2022
(Continued)

5. Investments (continued)

Fair values and unrealized appreciation (depreciation) at December 31, 2022 and 2021, are presented by funding source and summarized as follows:

<u>December 31, 2022</u>			
	<u>Cost</u>	<u>Market</u>	Unrealized Apprec. (Deprec.)
Hemphill funds	\$ 234,803	\$ 231,132	\$ (3,671)
Hawkins	427,454	424,890	(2,564)
Gainesville funds	2,050,365	2,055,975	5,610
Synod General Fund	<u>1,432,369</u>	<u>1,424,739</u>	<u>(7,630)</u>
Total investments	<u>\$4,144,991</u>	<u>\$4,136,736</u>	<u>\$ (8,255)</u>

<u>December 31, 2021</u>			
	<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>

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2022
(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. Rent escalates on January 1st of each new year. Rent expense for the years ending December 31, 2023 and 2024 are \$12,600 and \$13,230, respectively. This lease expires December 31, 2024.

Total rent expense for the years ended December 31, 2022 and 2021 was approximately \$12,000 and \$11,870, respectively.

7. Subsequent events

In preparing these financial statements, the Synod has evaluated events and transactions for potential recognition or disclosure through March 1, 2023, 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, 2022 and 2021.

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 \$70,080 and at December 31, 2021, the Synod had an uninsured cash balance of \$10,766.

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2022
(Continued)

10. Summary of Scholarships and Other Expenses

Below is a detailed breakdown of grants and gifts for 2022 and 2021.

	<u>2022</u>	<u>2021</u>
Gainesville Campus Ministry	\$ 87,332	\$ 82,129
Scholarships	3,000	1,500
Hawkins grants	17,996	-
Hemphill grants	10,252	18,000
Other	<u>5,362</u>	<u>19,030</u>
	<u>\$123,942</u>	<u>\$120,659</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, 2022:

	<u>Available</u>	<u>Unavailable</u>	<u>Total</u>
Cash	\$ 266,514	\$ 53,566	\$ 320,080
Investments	<u>1,424,739</u>	<u>2,711,997</u>	<u>4,136,736</u>
Total	<u>\$1,691,253</u>	<u>\$2,765,563</u>	<u>\$4,456,816</u>

SYNOD OF SOUTH ATLANTIC
NOTES TO FINANCIAL STATEMENTS
December 31, 2022
(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 1, 2023, 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.



	Current Year
ASSETS	
BANK ACCOUNTS	
CHECKING ACCOUNTS	
TIAA-Operating Account	\$233,199.67
MANAGED FUNDS	
GENERALLY MANAGED FUNDS	
VG General (\$1M)	1,515,525.83
VG Gainesville (\$1.8M)	2,103,623.77
Subtotal Generally Managed Funds	3,619,149.60
SPECIALLY MANAGED FUNDS	
VG Hawkins (\$400k)	433,741.66
VG Hemphill (\$200k)	235,873.41
Subtotal Specially Managed Funds	669,615.07
Subtotal Managed Funds	4,288,764.67
TOTAL ASSETS	\$4,521,964.34
FUND PRINCIPAL	
UNRESTRICTED	
Unrestricted Fund Balance	\$1,658,272.01
RESTRICTED FUNDS	
TEMPORARILY RESTRICTED	
TIAA Peacemaking	1,141.50
TIAA Capital Fund	45.65
TIAA Westcott,NMPF,Others	2,139.23
TIAA Urie Schol (2.5k)	3,207.51
TIAA Synod Exec Sch (25k)	24,630.82
VG Gville Campus (1.8M)	2,103,623.77
Subtotal Temporarily Restricted	2,134,788.48
PERMANENTLY RESTRICTED	
PF Ogden Scholarship	2,547.61
PF Uderitz Memorial Sch	10,887.31
PF Uderitz-FL Church	1,489.40
VG Hemphill/Grants	235,873.41
VG Hawkins Long Term	433,741.66
PF Simpson Fund	6,538.46
TRUIST Spencer Memorial	37,826.00
Subtotal Permanently Restricted	728,903.85
Subtotal Restricted Funds	2,863,692.33
TOTAL EQUITY	4,521,964.34
TOTAL LIABILITIES AND EQUITY	\$4,521,964.34

Synod of South Atlantic
Income and Expense Statement
September 2023

Attachment BB-1 Balance Sheet/Inc_Exp

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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	\$15,931.43	\$128,622.87	\$136,000.00	-\$7,377.13	\$200,082.00
Prior Year Per Capita	4035-401	0.00	25,703.87	19,500.00	6,203.87	19,500.00
Mission Giving	4040-402	6,841.04	54,372.90	50,000.00	4,372.90	75,325.00
Prior Year Mission Giving	4045-402	0.00	7,947.64	0.00	7,947.64	0.00
Other Income	4060	0.00	175.00	0.00	175.00	0.00
Subtotal Unrestricted	4020	22,772.47	216,822.28	205,500.00	11,322.28	294,907.00
Subtotal Contribution Income	4010	22,772.47	216,822.28	205,500.00	11,322.28	294,907.00
INTEREST INCOME	4500	428.31	4,008.43	450.00	3,558.43	600.00
TOTAL INCOME		23,200.78	220,830.71	205,950.00	14,880.71	295,507.00
EXPENSES	5000					
PERSONNEL	5010					
SE/SC SALARY & BENEFITS	5100					
SE/SC	5110	\$12,087.33	\$110,677.12	\$116,586.73	\$5,909.61	\$155,449.00
SE/SC PROFESSIONAL EXP	5200	1,119.64	12,184.32	15,250.03	3,065.71	19,500.00
SE/SC Search/Moving EXP	5250	0.00	24,722.07	20,000.00	-4,722.07	20,000.00
Subtotal Se/sc Salary & Benefits	5100	13,206.97	147,583.51	151,836.76	4,253.25	194,949.00
SUPPORT STAFF	5300					
OFFICE ADMIN	5310	0.00	29,343.44	44,746.66	15,403.22	59,662.01
BOOKKEEPER	5320	1,642.72	13,963.34	14,784.68	821.34	19,712.82
Subtotal Support Staff	5300	1,642.72	43,306.78	59,531.34	16,224.56	79,374.83
Subtotal Personnel	5010	14,849.69	190,890.29	211,368.10	20,477.81	274,323.83

Synod of South Atlantic
Income and Expense Statement
September 2023

Attachment BB-1 Balance Sheet/Inc_Exp

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Page: 2

		Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
SYNOD OPERATIONS	5400					
SYNOD ECCLESIASTIC	5410					
Stated Meeting	5411	0.00	15,976.12	26,000.00	10,023.88	26,000.00
Committee Expenses	5412	389.60	389.60	524.97	135.37	700.00
Moderator's Training	5414	0.00	172.42	749.97	577.55	1,000.00
Subtotal Synod Ecclesiastic	5410	389.60	16,538.14	27,274.94	10,736.80	27,700.00
SE DSCTNRY COUNCIL OPS	5450					
SE Discretionary	5451	0.00	150.00	7,499.97	7,349.97	10,000.00
OFFICE OPERATIONS	5500					
Rent	5510	1,050.00	9,450.00	9,000.00	-450.00	12,000.00
Phones	5525	205.00	1,845.00	1,575.00	-270.00	2,100.00
Office Supplies/Postage	5535	51.93	2,418.93	3,750.03	1,331.10	5,000.00
Website	5575	0.00	3,564.97	1,500.03	-2,064.94	2,000.00
Staff Travel	5580	0.00	313.35	749.97	436.62	1,000.00
Support Contracts	5590	1,851.00	3,685.03	2,700.00	-985.03	3,600.00
Subtotal Office Operations	5500	3,157.93	21,277.28	19,275.03	-2,002.25	25,700.00
INSURANCE & AUDIT	5600					
Insurance	5610	0.00	5,202.78	5,249.97	47.19	7,000.00
Audit	5611	0.00	6,700.00	6,700.00	0.00	6,700.00
Subtotal Insurance & Audit	5600	0.00	11,902.78	11,949.97	47.19	13,700.00
Subtotal Synod Operations	5400	3,547.53	49,868.20	65,999.91	16,131.71	77,100.00
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	6,700.00	15,000.00	8,300.00	15,000.00
HispanicAmerican Ministry	6130	52.60	6,077.60	10,000.00	3,922.40	10,000.00
Subtotal Racial Ethnic Ministries	6100	52.60	27,777.60	40,000.00	12,222.40	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	0.00	8,000.00	8,000.00	8,000.00
Synod Pby Leaders Forum	6320	1,276.13	4,134.13	3,375.00	-759.13	4,500.00
PJC Training	6330	1,500.00	1,500.00	3,750.03	2,250.03	5,000.00
Subtotal Other Ministries	6300	2,776.13	5,634.13	15,125.03	9,490.90	17,500.00
Subtotal Direct Ministries	6000	2,828.73	38,411.73	60,125.03	21,713.30	62,500.00
TOTAL EXPENSES		21,225.95	279,170.22	337,493.04	58,322.82	413,923.83
EXCESS INCOME/EXPENSES		\$1,974.83	-\$58,339.51	-\$131,543.04	\$73,203.53	-\$118,416.83

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PRESBYTERY PER CAPITA & MISSION GIVING

AS OF SEPTEMBER 30, 2023

	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	10,174.91	1,431.88	6,910.68	1,047.62	19,565.09	20,557.50	49%	13,705.00	10%
125 - Charleston Atlantic	14,250.00	3,750.00			18,000.00	22,188.00	64%	14,792.00	25%
128 - Cherokee	7,044.76	750.00			7,794.76	5,769.00	122%	3,846.00	20%
218 - Flint River	2,787.89	1,858.59	502.94	335.29	5,484.71	4,420.50	63%	2,947.00	63%
221 - Florida	4,960.00	3,310.00	594.00	409.00	9,273.00	6,622.50	75%	4,415.00	75%
223 - Foothills	7,564.50	2,521.50	4,002.00	1,334.00	15,422.00	19,410.00	39%	12,940.00	19%
254 - Greater Atlanta	20,599.19	4,375.00	38.73		25,012.92	45,366.00	45%	30,244.00	14%
442 - New Harmony	7,525.14	5,016.75			12,541.89	10,033.50	75%	6,689.00	75%
472 - Northeast Georgia	6,246.00	2,000.00	780.75	250.00	9,276.75	9,369.00	67%	6,246.00	32%
528 - Peace River	9,623.37	7,181.59	5,022.51	2,180.49	24,007.96	18,796.50	51%	12,531.00	57%
554 - Providence	6,700.05	3,466.87	528.76	2,321.04	13,016.72	8,377.50	80%	5,585.00	62%
579 - St. Augustine	10,528.00	7,000.00			17,528.00	15,739.50	67%	10,493.00	67%
624 - Savannah	2,715.78	1800.00	2,878.50		7,394.28	5,431.50	50%	3,621.00	50%
704 - Tampa Bay	7,849.55		988.88		8,838.43	17,292.00	45%	11,528.00	0%
713 - Trinity	5,524.32	8,844.75	3,456.12		17,825.19	17,422.50	32%	11,615.00	76%
714 - Tropical Florida	4,529.41	1,065.97		70.20	5,665.58	8,595.00	53%	5,730.00	19%
TOTAL	128,622.87	54,372.90	25,703.87	7,947.64	216,647.28	235,390.50	55%	156,927.00	35%

2023 GRANTS FINANCIAL ACTIVITY

	Wescott NMPF	Olan Spencer Fund	Peace making Fund	RM Urie Scho	Synod Executive Scho	John & Phyllis Ogden Fund	Uderitz Fund (Scholarship)	Uderitz Fund (FL Church)	Thomas Simpson Fund	VG Hemphill Fund	VG Hawkins Fund	Total
This Month's Available Funds	\$2,139.23	\$37,826	\$1,142.33	\$3,207.51	\$24,630.82	\$2,645.02	\$11,377.46	\$1,997.89	\$6,756.26	\$35,873.41	\$0.00	\$127,595.93
YTD Funds Disbursed:												
Central Florida												\$0.00
Charleston Atlantic												\$0.00
Cherokee (Meri Kate Marcum)		\$500										\$500.00
Flint River												\$0.00
Florida												\$0.00
Foothills (Ashley Brown)		\$500										\$500.00
Greater Atlanta (Columbia Sem CK#3113/Victoria Robinson)											\$3,000	\$3,000.00
New Harmony (New Harvest PC)										\$2,173		\$2,173.00
Northeast Georgia												\$0.00
Peace River												\$0.00
Providence												\$0.00
Savannah												\$0.00
St. Augustine (Western T.Sem CK#3109/Mary Scine)											\$1,800	\$1,800.00
St. Augustine (Dubuque.Sem CK#3110/Jenny Tammera)											\$4,370	\$4,370.00
St. Augustine (Gordon Cornwell Sem. CK#3114/Brian Mitchell)											\$2,500	\$2,500.00
Tampa Bay (Dubuque Sem CK#3111/Lori Evans)											\$5,277	\$5,277.00
Trinity (Queens Chapel)										\$6,000		\$6,000.00
Trinity (Lydia PC)										\$2,000		\$2,000.00
Tropical Florida												\$0.00
Tropical Florida (McCormick Sem CK#3112/Deborah Viveros)											\$1,800	\$1,800.00
*Others (TIAA Bank visa payt)	\$1,321.96											\$1,321.96
TOTAL AWARDED YTD	\$1,321.96	\$1,000	\$0.00	\$0	\$0.00	\$0	\$0	\$0.00	\$0	\$10,173	\$18,747	\$31,241.96
												10.31.23

Greetings,

For 2023, there were two huge events that took place this year in our synod that had a focus on African American persons who attend and serve the church.



In June of 2023, the National Black Presbyterian Caucus convened its biennial meeting in North Charleston, South Carolina with the Rev. Dr. Charles C. Heyward, Sr. as the National President. Attached you will find a portion of the President's Vision for the national organization. (A portion of the report is included at the end of this report.). The Synod's role this year was to assist with sponsoring scholarships for 16 adults from our Synod to attend the national event. We were able to give \$5,200 in sponsorship for the event. The President's vision shows the role the Synod may take in the ongoing work of NBPC.

In September of 2023, the African American Clergy and Educators' Retreat took place at Epworth-by-the Sea in St. Simons, GA. Forty-eight registered for the event and 45 attended the three-day retreat. While there, we were blessed with the presence of our Synod Moderator-Elect, the Rev. Dr. Brian C. Henderson, Trinity Presbytery Executive Presbyter, the Rev. Dr. Danny Murphy, and several Presbytery Moderators, numerous retired and currently serving pastors, and a handful of congregational lay leaders. We received valuable information from the Board of Pensions through Clark Simmons, experienced a Board of Pensions webinar, and reviewed the President's Vision from the National Black Presbyterian Caucus. We were challenged to pursue justice and support global mission by individuals already in the field, including the Revs. Nancy and Shelvis Smith Mather. We were ***IN LIVING COLOR*** for the week as we received encouraging words from general assembly, empowerment from Presbytery leadership, and enjoyed intimate space for personal healing, retooling, and relaxing. The Synod subsidizes the cost of the event to encourage revitalization of clergy and educators' hearts, minds, and souls to do the work of the church. The cost to the Synod was \$9,544.08.

FINANCES

	EXPENSE	BALANCE
BUDGET GIVEN FOR 2023		\$15000.00
Sponsor NBPC Adult Registrations	\$5200.00	\$9800.00
Subsidize African American Clergy and Educators' Retreat	\$9544.08	\$255.92

We are looking forward to awesome work in 2024. There are plans to have virtual gatherings of African American Clergy and Educators for each state (FL, GA, and SC) before our return to Epworth-by-the-Sea.

- On December 11, 2023, South Carolina AAC&E will meet via Zoom at 7 PM
- On March 11, 2024, Georgia AAC&E will meet via Zoom at 7 PM
- On June 10, 2024, Florida AAC&E will meet via Zoom at 7 PM
- The Southeast Region of the National Black Presbyterian Caucus will convene July 18th through July 20th, 2024, in Jacksonville, FL
- The Annual African American Clergy and Educators' Retreat will convene September 9th through September 12th, 2024, in St. Simons, GA

Please stay tuned for further information regarding themes, registrations, and presenters for these wonderful events.

Humbly submitted,

Rev. Cecelia "CeCe" Armstrong

NBPC President's Vision

"To promote church growth and congregational enhancement through shared ministry of Sessions within their context."

Rev. Dr. Charles C. Heyward, Sr. – 08/15/2021

=====

To promote: further the progress, support and/or actively encourage.

church growth: the process of increasing spiritually, programmatically, and numerically.

and: in addition to.

congregational enhancement: an increase or improvement in the quality of the cultural, vocational, political, social, ecumenical and entrepreneurial relationships of life.

through: continuing in time toward the completion of *the* process.

shared ministry: enjoy jointly in worship, fellowship, training and participation in the life of the whole church.

of Sessions: the councils for the congregations.

within their context: the geographic circumstances that form their mission statement, and in terms of which it can be fully understood and assessed.

The GOAL: Sessions to become the basic programmatic unit of the organization.

The OBJECTIVES:

- To increase the number of active memberships to ten percent of the national statistical report of African Americans in the PCUSA.
- To become a bureau for goods and services to all congregations identified as African American and/or in support of the Caucus' mission.
- To coordinate and facilitate the shared ministry gatherings for the membership through the chapters and regions.
- To represent the full interest of the membership to mid-councils and the PMA.

Hispanic Ethnic Group Synod of South Atlantic

2023 has been a year of blessings, gatherings, and growth. We have witnessed the Lord's presence in all that we have accomplished locally in each one of our churches.

We are grateful for the hard work and support from the Synod of the south Atlantic.



Presbyterian Women
Hispanic/Latina
Women Gathering

"Held by His Hands"



Northern Chapter
" Super Saturday" Family
Retreat





We continue to gather as one, learn from each other, plan more opportunities to grow as leaders, and make the circle wider for the Glory of the Lord.



Administrative Relations Committee

Summary Report to Synod

Action Item: ARC submits for approval the Covenant Renewal with Thornwell Family and Children Ministry.

ARC conducted a Zoom discussion with Doug McMahon, Chaplain, at Eckerd College. The committee will continue in conversation with Eckerd with a goal of renewing the covenant agreement next year.

Our Synod Executive, Valerie Young, visited covenant partner Agnes Scott College in Decatur, Georgia.

ARC received a request from Villa International to convey the property deed held in trust by Synod. The request is under consideration by the ARC for a recommendation that will serve the best interest of Synod, the six founding ecumenical partners and Villa International. Villa is a residential facility in Atlanta with a ministry to visiting health scholars at the Center for Disease Control (CDC) and students at Emory University in Atlanta. Villa International has hosted 27,000 guests since 1972. Presbyterian Women were among several groups involved in the founding of this ministry.

(supporting documents can be found at <https://www.synodofsouthatlantic.org/arc>)

Added motions (11-10-2023)

Motion 1: The ARC recommends that the synod retain legal counsel to advise about the legal rights to the Villa International property, for which synod holds the deed.

Motion 2: Upon receipt of legal advice, the synod authorize the ARC, based on said legal advice, to direct the stated clerk to execute any legal documents up to and including the transfer of the deed to Villa International.

Submitted by Bill Byars, Chair, ARC

November 2023

A Covenant of Mutual Ministry Thornwell and The Synod of South Atlantic, Presbyterian Church (U.S.A.)

I. PURPOSE

The Lord God who created us and who sustains us, redeems us, and calls us in Jesus Christ, is a God of Covenants. The Old Testament is a recital of how God worked in and through the life of the people of Israel in covenant relationship with them. The New Testament bears witness to God's covenant of grace with the Church through the life, death, and resurrection of Jesus Christ. Our God is a Covenant God, and we are a Covenant People. In the context of our understanding of the sacred nature of covenant relationships, we affirm this "covenant of ministry" by which we define the relationship between **THORNWELL** and the **SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH (U.S.A.)**.

II. HISTORY OF OUR RELATIONSHIP

From its beginnings, Thornwell has had an organic relationship with the Presbyterian churches of Florida, Georgia and South Carolina through the synods that have served this region. That relationship was initiated in 1875 by the Reverend Dr. William Plumer Jacobs, a Presbyterian pastor and the founder of Thornwell. It took legal and corporate form in 1909 through an act of the South Carolina General Assembly. The Bylaws of Thornwell were updated in 2017 to provide that: (a) Thornwell's Board of Trustees consist of at least 15 but not more than 30 trustees, all of whom must be members of a Christian church and two-thirds of whom must be members of the Presbyterian Church (U.S.A.) ; (b) members of Thornwell's Board of Trustees not be required to be located within the then current geographic area of the Synod of South Atlantic, Presbyterian Church (U.S.A.) or its successor (the "Synod Geographic Area"); and (c) Thornwell's Board of Trustees shall seek representation from all presbyteries within the Synod Geographic Area and at all times consist of: (i) trustees from at least one-half of the presbyteries within the Synod Geographic Area and (ii) at least 3 trustees from each state within the Synod Geographic Area and must be members of the Presbyterian Church (U.S.A.).

III. PARTIES TO THE COVENANT

Thornwell is an independent nonprofit corporation governed by its Board of Trustees. At the same time it is a ministry of the Presbyterian Churches that constitute the Synod of South Atlantic, Presbyterian Church (U.S.A.) (the "Synod"). The ministry is conducted in obedience and fidelity to our Covenant God who requires us to show compassion and care for children and families. Thornwell values the opportunity to be the unique ministry through which Presbyterians show God's love and the redemptive power of the gospel of Christ to children and families from communities throughout our Synod.

IV. COVENANT RESPONSIBILITIES

A. Thornwell

Acknowledging Thornwell's historic commitment to serving children and their families in the name of Jesus Christ and in the most effective ways, and grateful for the Synod's long-standing partnership in this ministry through faithful prayers and support, Thornwell covenants to fulfill the following responsibilities:

1. to fulfill its calling as a ministry of the Presbyterian Church (U.S.A.) to be a joyful Christian community offering hope and wholeness to children and families;
2. to be a primary resource for the well-being of children, and for family nurture and enrichment throughout Florida, Georgia, and South Carolina;
3. to help the presbyteries and congregations of the Synod understand the needs of children and families in our region and respond to those needs in the name of Jesus Christ, without regard to race, gender, national or ethnic origin;
4. to maintain the highest standards of quality for all programs and services as recognized by national accrediting bodies as appropriate;
5. to continue the comprehensive campus-wide program of Christian nurture and faith development in the Thornwell community to include worship, Christian education, music and the arts, mission and service, recreation and fellowship;
6. to seek collaborations and partnerships with Presbyterian and other community organizations that will strengthen Thornwell's programs as well as its financial future as a privately-supported ministry of the Presbyterian Church;
7. to be responsible stewards of the resources entrusted to Thornwell for its ministry by achieving a balanced budget and financial equilibrium; and to implement necessary capital improvements on the campus, as funding permits, to ensure that Thornwell can provide efficient, safe, and comfortable services to children and families;
8. to consult with the Synod and its constituent Presbyteries with regard to the selection of persons to serve as Trustees of Thornwell;
9. to report regularly through the President to the presbyteries and congregations of the Synod and to the Synod with whom Thornwell is in a covenant relationship;
10. to fulfill Thornwell's mission as set forth in its Mission Statement (see Attachment A) in fidelity to the mission of the Synod and of the Presbyterian Church (U.S.A.).

B. The Synod of South Atlantic

As a partner in this ministry, the Synod covenants to fulfill the following responsibilities:

1. to assist in Thornwell's efforts to educate the presbyteries and congregations of the Synod with regard to the historic ministry of Thornwell, and to encourage them to appreciate Thornwell as both an extension of their own ministry and as a resource for their ministry to children and families;

2. to take seriously its responsibility to encourage the presbyteries and churches to support the ministry of Thornwell through regular benevolence giving, support for capital campaigns, and deferred gifts and bequests;
3. to pray regularly for God's blessing on Thornwell's ministry with children and families;
4. to assist Thornwell in the identification of well-qualified persons for service on Thornwell's Board of Trustees;
5. to encourage congregations to make use of the resources of Thornwell, including human resources, programs, and facilities;
6. to include a link to Thornwell's website and encourage presbyteries and congregations to do so as well;
7. to review the ministry of Thornwell regularly through the Synod's Committee on Administrative Relationships.

Each party affirms the statements of belief and purpose of the other and hereby covenants to support and encourage the other in pursuing this common mission.

V. MUTUAL UNDERSTANDING AND ACCOUNTABILITY

The responsibility for the general management of Thornwell shall rest upon the Board of Trustees so elected pursuant to Thornwell's Bylaws, who shall annually report the conduct of the affairs of Thornwell to the Synod. Disposition of property is to be handled in such a manner as called for by Thornwell's Articles of Incorporation, as amended, Bylaws or operating policy of Thornwell as set by the Board of Trustees.

Regular communication is essential between the Synod and Thornwell. This communication may take many forms, but shall include annual reports of the President and Board of Trustees to the Synod. Each party must make its concerns known to the other for the relationship to flourish.

It is mutually understood that for the protection of both parties the Synod and Thornwell operate independently and separately and neither, in whole nor in part, has any responsibility for the financial or contractual obligations of the other. Nothing contained in this Covenant or any other documents, agreements or understanding shall create any liability on the part of either party for any actions of the other.

Nothing herein shall be deemed to create any partnership, joint venture or agency relationship between the parties. The provisions of this Covenant are not intended for the benefit of any third parties, and no third party shall be deemed to have any privity of contract with any of the parties hereto by virtue of this Covenant.

Ordinarily this covenant shall be reviewed every four years by both parties and if amendment is desired, must have the full concurrence of both parties through their appointed representatives.

VI. FORMAL APPROVAL

In the name of the Father, the Son and the Holy Spirit, one God, blessed forever, THORNWELL and THE SYNOD OF SOUTH ATLANTIC, through their undersigned representatives, pledge before God to cherish and to fulfill this Covenant of Mutual Ministry, for the sake of the children and families in our region.

For the Synod of South Atlantic

Title

Date

Rev. Myron W. Wilke
For Thornwell

President/CSO
Title

3-22-2023
Date

ATTACHMENT "A"

MISSION STATEMENT

THORNWELL

Thornwell serves to prevent child abuse and neglect, build up and reunite families, and support healthy communities in the name of Jesus Christ.

Committee on Representation Report - UPDATED
Synod of the South Atlantic
October 30, 2023

The Members of the Committee on Representation are: Hansler Bealyer, St. Augustine, Chair; Janice Barge Clarke, Tampa Bay; Rev. Dr. Brian Henderson, Charleston-Atlantic; Rev. Lisa Martin, Florida; Waltraut Karla Mato Dias, Tropical Florida

I would like to thank the Committee for it's effort/support/dedication over the past several months, as we conducted the business of the Committee. I would also like to thank Valerie Young (Synod Executive & Stated Clerk) and Rev. Dr. David Shelor for their support to the Committee.

For Synod Action:

The Committee on Representation has nominated the following commissioner to serve on the Synod as Moderator:

Moderator and President, Synod of South Atlantic, PC(USA), Inc.:

Rev. Dr. Brian Henderson, (TEBM), Charleston-Atlantic

The Committee on Representation nominates the following to serve as Committee Chairpersons and, thereby the Executive Administrative Commission for 2024:

- **Administration and Relationships Committee (ARC):**
Jeanne Simpson (TEWF), Greater Atlantic
- **Budget and Finance Committee (BFC):**
Christina Greenwalt (TEWF), Central Florida
- **Committee on Representation (COR):**
Hansler Bealyer (REBM), St. Augustine
- **Ministry Support Committee (MSC):**
Ray Bell (REWM), Trinity

The Committee on Representation nominates the following to service on the Synod Permanent Judicial Commission:

- *Calvin Dixon* (TE), Savannah – Class of 2026
- *Stuart Mauney* (RE), Foothills – Class of 2028

The Committee on Representation will be placing into nomination, 7 members for the Synod Visioning Task Force (4 commissioners and 3 staff):

- (co-chair) Jackie Rembert, Commissioner, New Harmony Presbytery
- Karla Dias, Commissioner, Tropical Florida Presbytery
- Rev. Jamil El-Shair, Commissioner, Savannah Presbytery
- Rev. Jessi Higginbotham, Commissioner, St. Augustine Presbytery
- (co-chair) Rev. Andy James, Stated Clerk, Greater Atlanta Presbytery
- Rev. Danny Murphy, General Presbytery, Trinity Presbytery
- Rev. Holly Dillon, General Presbytery, Tampa Bay Presbytery

The Committee on Representation submits the following 2 motions for consideration/approval of the Synod:

Motion 1: That the Synod modify its plan for election and method for fulfilling the principles of participation and representation under the Manual of Operations by adding six (6) At-Large Commissioners to be elected by the Synod.

Motion 2: That the Synod modify the size of the Synod Permanent Judicial Commission to sixteen (16) members, one member from each constituent presbytery.

For Information

The committee continues to search for way that we can promote and celebrate the diversity of our Synod.

Respectfully submitted:

Hansler A. Bealyer

Action Items from the Committee on Representation

Motion 1: That the synod modify its plan for election and method for fulfilling the principles of participation and representation and Manual of Operations by adding six (6) At-Large Commissioners to be elected by the synod.

Rationale: Currently, Commissioners are only elected by the presbyteries, which means the synod has limited ways of fulfilling our own mission priority to "Ensure full integration of diversity in all of its life and work". Recent changes to G-3.04 of the Book of Order allow for the enrollment of additional commissioners for the purposes of representation. The hope is to include more of those involved in synod-wide racial ethnic ministries and build a more inclusive body.

**If approved, this change must be forwarded to all constituent presbyteries and approved by a majority before it can be implemented, in accordance with F-1.0403 and G-3.0103.*

COMMISSIONERS

When the Synod of South Atlantic meets, it shall consist of thirty-eight (38) commissioners, thirty-two (32) elected from its constituent presbyteries and six (6) elected by the synod. Each presbytery shall elect two commissioners to staggered classes (one even year, one odd year): 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*. The other six (6) commissioners shall be "At-Large" Commissioners intended to represent communities too long marginalized by the systems of the Church (BIPOC, LGBTQ). Of the six (6), three (3) shall be ruling elders, and three (3) Ministers of the Word and Sacrament, all of whom must come from different presbyteries and at least one from each state (South Carolina, Georgia, Florida).

Motion 2: That the synod modify the size of the Synod Permanent Judicial Commission to sixteen (16) members, one member from each constituent presbytery.

Rationale: The synod currently utilizes a rotational system for populating this important, mandated commission. This change would simplify the nominating process for presbyteries and the synod COR.

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-elected~~ by Synod.
- Have ~~at least eleven (11) members~~ one member of each of the constituent presbyteries, with at least ~~five-eight (85)~~ Ministers of the Word and Sacrament, and five-eight (85) 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.

Welcome to the Synod Representation Report Survey
Year: 2022

Survey Created: Oct. 26, 2023, 2:28 p.m.
Survey Last Modified: Oct. 26, 2023, 3:01 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	Hansler A. Bealyer
Address	2619 Dale View Dr., Jacksonville, FL 32225
Email	ivadirha@att.net
Phone Number	904-307-5806

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

Beginning	1/2023
Ending	12/2023

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2022

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	5	0	3	1	0
2	Synod Executive Cmte (Council)	6	3	2	0	0	1	0
3	Synod COR	5	1	1	0	1	2	0
4	Synod Commissioners	30	8	9	0	6	7	0
5	Synod Staff	4	0	0	0	1	1	2
6	Racial Ethnic Consultants (volunteer)	3	1	1	0	1	0	0

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2022

Race/Ethnicity:

#	Unit/entity	T Total	AS Asian/Pacific Islander/Native Hawaiian	B Black/African American	AF African	H Hispanic/Latinx
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1	Synod PJC	11	1	3	0	0
2	Synod Executive Cmte (Council)	6	0	2	0	0
3	Synod COR	5	0	3	0	1
4	Synod Commissioners	30	0	9	0	1
5	Synod Staff	4	1	0	0	0
6	Racial Ethnic Consultants (volunteer)	3	1	1	0	1

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2022

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)	6	0	0	4	0	0
3	Synod COR	5	0	0	1	0	0
4	Synod Commissioners	30	0	0	20	0	0
5	Synod Staff	4	0	0	3	0	0
6	Racial Ethnic Consultants (volunteer)	3	0	0	0	0	0

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2022

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)	6	0	0	0	6
3	Synod COR	5	0	0	0	5
4	Synod Commissioners	30	0	0	0	30
5	Synod Staff	4	0	0	4	0
6	Racial Ethnic Consultants (volunteer)	3	0	0	3	0

Synod Staff, Committees, Boards, Organizing Bodies, Working Groups, and Cabinets: 2022

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	0	11	0
2	Synod Executive Cmte (Council)	6	0	0	0	0	6	0

3	Synod COR	5	0	0	0	0	5	0
4	Synod Commissioners	30	0	0	0	0	30	0
5	Synod Staff	4	0	0	0	0	4	0
6	Racial Ethnic Consultants (volunteer)	3	0	0	1	1	1	0

Narrative Section Questions:

Question 1 Response

Does your synod maintain a committee on representation?	Yes
---	-----

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.)	<div>women</div> <div>persons of color</div> <div>geographic (each region within the synod)</div>
Which particular race/ethnicities are included in your use of "persons of color" are identified as important in your context? (Check all that apply.)	<div>Black/African American</div> <div>White (European American/Caucasian)</div> <div>Hispanic/Latino/a</div>

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.)	

Questions 2 - 16 Responses

How does your synod address the functions described in G-3.0103? (even if you do not have a committee on representation)	Through open discussion and awareness of diversity. All discussions/actions move in accordance with this doctrine.
How often did your Synod COR (SCOR) meet in 2022?	Other (please describe) -> As needed. A minimum of Twice a year
How are your Synod COR (SCOR) meetings conducted? (Check all that apply.)	Other (please describe) -> Video conferencing
How often did the committee make a report to the Synod in 2022?	Every meeting
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)?	COR meets and conducts business in accordance with the Book of Order

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.)	Other (please describe) -> As needed. Review is currently taking place, resulting in a motion to the assembly to add to our diversity
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?"	COR meets in accordance with the rules and any review takes place within COR
What were the committee's goals for 2022? (List the two most important goals.)	Goal A: Identify candidates for openings on various synod committees, considering diversity
	Goal B: Ensure identification of nominees address fair representation/inclusiveness
How well was Goal A achieved during 2022? (Select one.)	Completely Achieved
How well was Goal B achieved during 2022? (Select one.)	Somewhat Achieved
What will the committee's goals be for 2023? (List the two most important goals.)	Goal A: Working with a new synod executive to better understand the work of a COR
	Goal B: Present a motion to the synod: Revise Operations Manual for the synod to elect six (6) At Large Commissioners intended to represent communities too long marginalized by the systems of the Church (BIPOC, LGBTQ)
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. -> COR performs the functions of nominating
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?	No
If yes, Please describe the impact.	
If yes, Please let us know to what you attribute your success.	
If no, What are the challenges faced by the Synod's COR?	Currently, committees are comprised only of commissioners elected by the constituent presbyteries. The synod has ZERO ability to create diversity from such a system. Thus, the motion to create "At-Large" Commissioners.
If no, What plans does your Synod's COR have for increasing its effectiveness?	See previous question
What were the joys and satisfactions of the Synod's COR's work during 2022?	Excited to have a committee working together with a shared goal of meeting diversity/inclusiveness
What were the disappointments and frustration of the committee's work during 2022?	No disappointments or frustrations. Continue working with the group ensuring diversity
Which Presbyteries in your Synod had a COR in 2022? (Presbyteries selected here will not show up in the following 2 questions.)	
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) -> To our knowledge the gathering of this information has not been done in the past.
What is the relationship of the synod COR (SCOR) with the presbytery CORs (PCOR)? (Check all that apply.)	SCOR members contact the presbyteries occasionally
	SCOR has no relationship with PCORs
	Other (please specify) -> There is no prior practice of engaging with PCORs
What education and training opportunities has your COR provided in the last year? (Check all that apply.)	None
Who was the audience? (Check all that apply.)	
How might GACOR or OGA help your synod COR (or responsible body) to fulfill its responsibilities?	No immediate need for assistance. Should the need develop, we will contact.

Report submission details

Report submitted by	Valerie Young
Submitter's Email	valerie@synodsa.org
Submitter's Phone Number	

Declaration of Completion

The Synod Of	South Atlantic
Survey Received	2023-11-14
Location	Zoom

BUDGET AND FINANCE COMMITTEE
Report to the Synod of the South Atlantic
November 14, 2023

Committee Members:

Charmaine Ponkratz, Chair – Peace River; Timothy Cureton - Providence; Sonya Dawson – Foothills; the Rev. Christina Greenawalt - Central Florida; the Rev. Jennifer Lee – Cherokee; Don Mowat – Florida; the Rev. Dr. David Shelor, Synod Moderator – Tampa Bay; the Rev. Don West – Flint River

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

Synod Staff: Valerie Young, Synod Executive/Stated Clerk,

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.

Action: 2024 Budget Approval - (Attachment G-1).

Background: The Budget and Finance Committee considered several budget options: one without an investment draw and three with various draw options from the investment portfolio (3.5%, 4.0% and 4.5%). It is noted that the 4% draw is consistent with Synod policy.

In all four scenarios the per capita and mission assumptions stayed at 2023 levels: \$1.50 per capita per member and \$1.00 mission per member. It is noted that the revenue calculation reflects membership losses across the Synod, and projected giving based on historical trends. 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!

Highlighted items in the expense side of the budget represent new initiatives to live beyond the current priorities and into the new vision being developed in 2024.

MOTION: The BFC recommends to the Synod the adoption of the 4% draw version of the budget.

Action: Financial Controls – (Attachments G-2)

Background: New Financial Controls procedures have been written in the context of a transition to a third party for accounting services and the shift to a virtual office. The separation of duties between the Synod Executive, Treasurer and Administrative Assistant were reviewed for both deposits and disbursements. For the reader's benefit both the prior version (2022) and proposed version are included in the packet. Only the Financial Controls section of the Finance and Investment Policy is changed; remaining sections remain as approved in 2022.

MOTION: The BFC recommends to the Synod the adoption of the revised Financial Controls section of the Finance and Investment Policy

Work of the BFC since the February meeting:

1. *Conducted the annual investment performance review with Vanguard.*
2. *Reviewed and approved the investment policy.*
3. *Reviewed and accepted the 2022 Audit, acknowledged the notation in the audit regarding the depreciation of assets. The committee did not see this as an issue, due to lack of physical assets.*
4. *Reviewed and endorsed the third party accounting service proposal with Sommerville & Associates, P.C., Certified Public Accountants.*
5. *Recommended to EAC that the Synod's investment portfolio with Vanguard be shifted from the current customizable portfolio to a life strategy moderate growth (60/40) mutual fund. Recommendation approved by the Executive Administrative Commission on September 6, 2023.*
6. *Review of the monthly financial statements (see treasurer's report)*
7. *Member of Budget and Finance Team agreed to serve on the Grants Task Force under the umbrella of the Ministry Support Committee.*

For Your Information

Synod of South Atlantic – Overview of Funds – dated October 5, 2023 - this report provides a thumbnail of the funds that appear on the Synod's Balance Sheet, the restrictions for use and the policy to draw/release funds. **(Attachment G-3)**

Attachments:

2024 Budget

Financial Controls Section of the Finance and Investment Policy (2022 and proposed versions)

Synod of South Atlantic Overview – Overview of Funds.

REVENUE DETAILS

		2023		2024 Prop 4%	
<u>YEARLY GOAL</u>		2023 Budget		2024 Budget	
Per Capita	4030	\$235,391		\$225,727	This is pulling from forecast (based on same PC & MG)
Mission Giving	4040	\$156,927		\$150,485	
Combined		\$392,318		\$376,212	
<u>BUDGETED</u>					
Per Capita		\$200,082	85%	\$191,868	This is calculated based on percentage
Mission Giving		\$75,325	48%	\$78,000	
Combined		\$275,407		\$269,868	
Interest/Rebates		\$600		\$4,500	
Prior Year PC & MG		\$19,500		\$20,000	
Spend Rate				62,819	
TOTAL INCOME		\$295,507		\$357,187	

Expense Details

2023 Budget			2024 Budget 4% Draw	
	SYNOD DIRECT MINISTRIES			
	Racial Ethnic Ministries			
6110	Korean American	15,000.00	15,000.00	
6120	African American	15,000.00	15,000.00	
6130	Hispanic American	10,000.00	15,000.00	
	Total Racial Ethnic Ministry	40,000.00	45,000.00	
	Networking Ministries			
	NEW Ministries			
	Grants		20,000.00	New Grant program
	Special Projects		24,328.26	New Synod wide projects
6210	Smaller Congregation (ASC)	5,000.00	5,000.00	
	Total Networking Ministries	5,000.00	49,328.26	
	Other Synod Ministries			
6310	Pby Leader Formation	8,000.00	6,000.00	New EP/GP coaching
6320	Presbytery Leader Community	4,500.00	8,000.00	EP/SC gatherings
6330	PJC	5,000.00	5,000.00	
	Special Gatherings		5,000.00	GA and other National gatherings
	Total Other Synod Ministries	17,500.00	24,000.00	
	TOTAL SYNOD DIRECT MINISTRIES	62,500.00	118,328.26	

Expense Details

2023 Budget			2024 Budget 4% Draw	
	SYNOD COUNCIL OPERATIONS			
	Synod Ecclesiastic			
5411	Synod Stated Meeting	26,000.00	2,500.00	Odd Years In-Person
5412	Committee Expenses	700.00	10,000.00	2024 Vision Design Task
5414	Moderator's	1,000.00	1,500.00	
	Total Ecclesiastic Operation	27,700.00	14,000.00	
	Office Operation			
5575	Website/Internet	2,000.00	6,000.00	Communications Contractor
5510	Rent	12,000.00	0.00	
5525	Telephone	2,100.00	2,500.00	
	Office			
5535	Supplies/Operations	5,000.00	6,000.00	
5590	Support Contracts	3,600.00	2,200.00	
	Accounting		13,000.00	
	Contract Admin		20,000.00	
	Total Tech		300.00	
5580	Staff Travel	1,000.00	250.00	
	Total Office Operations	25,700.00	50,250.00	
	Insurance and Audit			
5610	Insurance	7,000.00	7,000.00	
5611	Audit	6,700.00	8,000.00	
	Total Insurance and Audit	13,700.00	15,000.00	
	TOTAL SYNOD COUNCIL OPERATIONS	67,100.00	79,250.00	

Expense Details

2023 Budget			2024 Budget 4% Draw	
	(PERSONNEL)			
	Synod Exec/Stated Clerk			
5120	Synod Exec/Stated Clerk Salary	106,000.00	106,000.00	
5121	Synod Exec/Stated Clerk Housing	0.00	0.00	
5122	Synod Exec/Stated Clerk Payroll Tax	8,109.00	8,109.00	
5123	Synod Exec/Stated Clerk BOP	41,340.00	23,000.00	
	Total Synod Exec/Stated Clerk	155,449.00	137,109.00	
	Synod Exec/SC Professional Expenses			
5201	Synod Exec/SC Cont. Ed	2,500.00	2,500.00	
5202	Synod Exec/SC Professional Expense	17,000.00	20,000.00	
	Total Synod Exec/SC Prof Expenses	19,500.00	22,500.00	
5250	SE/SC Search/Moving Expense	20,000.00		
	Office Admin Expenses			
5311	Office Admin Salary	44,782.67		
5312	Office Admin Benefit	10,453.47		
5313	Office Admin Payroll Tax	3,425.87		
5314	Office Admin Cont. Ed	1,000.00		
	Total Office Admin	59,662.01		
	Bookkeeper			
5321	Bookkeeper Salary	18,311.96		
5322	Bookkeeper Payroll Tax	1,400.86		
	Total Bookkeeper	19,712.82		
	TOTAL PERSONNEL	274,323.83	159,609.00	

Expense Details

2023 Budget			2024 Budget 4% Draw	
5451	Synod Exec Discretionary Fund For Council Operation Support	10,000.00		Legal fees to come out of reserves
	TOTAL EXPENSES	\$413,923.83	357,187.26	
	DIFFERENCE BETWEEN REVENUE & EXPENSES	(118,416.95)	0.00	
	TRANSFER FROM RESERVE EARNINGS	40,000.00		
	NET SURPLUS/ (DEFICIT)	\$ (78,417)	0.00	

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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.

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

Presbyteries are encouraged to send per capita and mission contributions by ACH direct deposit or other electronic means. All mail is sent to the synod c/o the Presbytery of St. Augustine 1937 University Blvd. W, Jacksonville, FL 32217.

The Accounting Firm will have “accountant access” (*defined by the banking institution*) to all operating accounts for purposes of bill pay, payroll processing, and account reconciliation. The Accounting Firm will also be included as recipient of any account information related to the synod’s investments, for purposes of reconciliation.

Deposits:

- Mail is opened by either the Synod Executive/Stated Clerk or the Synod Treasurer at least every two weeks.
- Deposits will be made electronically through the banking institution app. If the app is not available, the deposits will be made directly at a bank branch.
- Each check must be endorsed with a restrictive endorsement (“For Online Deposit only at (Named) Bank”).
- Once deposited, the check is marked and dated (“Mobile Deposit 9-6-2023”).
- The physical checks, once deposited, are held by the depositor in a secure location for a period not to exceed 30 days. Checks will be destroyed 30 days after deposit.
- Checks will be added to a separate “Deposits” dated report in SmartReceipts app and sent to a shared file in OneDrive, both the Synod Exec and/or Treasurer, as well as the Administrative Assistant.
- The Administrative Assistant will enter the deposits into accounting software based on information provided in the SmartReceipts report.
- The OneDrive folder will be accessible by the Synod Executive, Treasurer, and the Accounting Firm.

Disbursements:

Wherever possible, payments for operations of the synod, e.g., background checks, insurances, etc., will be made by credit card.

Alternatively, disbursements will ordinarily be made as indicated below.

Online Bill Pay/Bank Check:

- Expense reimbursements
- Budgeted ministry expenses
- Scholarship/Grants disbursed directly to the those awarded

Synod Check:

- Grants or Scholarships sent to a third party, e.g., Seminary, Church, or Educational Institution

All invoices or requests for reimbursement will be processed in the following way(s):

1. Sent to the synod's administrative assistant as they are received from the vendor or requestor.
2. Twice per month (exact dates to be determined based on the Accounting Firm calendar) any invoices, vouchers, etc. will be logged into an Excel spreadsheet.
3. A pdf document with the spreadsheet and all invoices, vouchers, etc. will be sent to the Treasurer for review and electronic signature.
4. The electronic signature will be set to automatically send a copy of the signed document to the Synod Executive and the Accounting Firm for payment as determined under "Disbursements"

Synod Checks:

Hardcopy (blank) checks will be held in a secure location by the Synod Treasurer.

In the event that a payment by physical check is deemed necessary, having been processed by the accountant, the Treasurer will receive notification from the accountant that checks are ready to print.

The Treasurer will print checks and arrangements will be made for an Officer other than the Treasurer, to endorse.

Fund Name	Location	Objectives	Balance as of 8-31-2023	Distribution Policy
Peacemaking		Available for Synod-based representatives to participate in peacemaking activities.	\$875.50	¹ 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	\$45.65	² 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.	\$2,139.23	³ 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.	\$0.00	⁴ 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.	\$3,207.51	Current policy indicates that the corpus can be spent ⁵ . <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.

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

Fund Name	Location	Objectives	Balance as of 8-31-2023	Distribution Policy
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.	\$24,630.82	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.
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 2027.	\$2,179,540.73	⁶ <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. <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.

⁶ EAC Minutes 2018/Overview of Synod Funds Workpaper, 3.9.2021

Fund Name	Location	Objectives	Balance as of 8-31-2023	Distribution Policy
Ogden Scholarship	Presbyterian Foundation 9/30/1984	Established by John and Phyllis Ogden <i>"for the furtherance of the Synod's educational program with priority to be given, if possible to Florida Presbyterian College, St. Petersburg, Florida as long as the College is part of the program of the Synod."</i> The balance is endowment income received annually.	\$2,247.61	⁷ Entire balance is available for distribution. Preference is given to Eckerd College, but MSC can award if Eckerd does not avail.
Uderitz Memorial Scholarship	Presbyterian Foundation/New Covenant Trust, Trustee Agent	Established by Edward Uderitz for the purpose of scholarship for deserving students or adults to further Christian and higher education. Synod is Trustee of this fund; Income from trust account is paid out quarterly.	\$10,887.31	⁸ Entire balance is available for distribution. 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.
Uderitz Memorial For FL Churches	Presbyterian Foundation/New Covenant Trust, Trustee Agent	Established by Edward Uderitz to be used to develop physical structure and equipment in churches in Florida. Synod is Trustee of this fund; Income from trust account is paid out quarterly.	\$1,489.40	

⁷ United Presbyterian Foundation Agreement, 11.11.1971

⁸ Irrevocable Declaration of Trust, 8.15.1960

Fund Name	Location	Objectives	Balance as of 8-31-2023	Distribution Policy
Hemphill Grants	Vanco	Established by Mary E. Hemphill through the Synod of South Carolina to provide loans (maximum \$20,000) at favorable interest rates for church construction/renovation or purchasing new properties. In 2014, the Synod amended this to provide grants to small churches with a membership of 100 or less in South Carolina , for church building improvement/relief.	\$244,419.88	⁹ The Association of Smaller Congregations (ASC) determines grant winners and Synod distributes funds. Distribution formula recommended (See below).
Hawkins (Long Term)		Established by Howard and Isabella Hawkins to provide for a theological student scholarship fund with a corpus of \$400,000 invested.	\$449,448.23	¹⁰ Funds will be available for distribution beginning 2022 with MSC determining awards. Distribution formula recommended (See below).
Simpson Fund	Presbyterian Foundation 4/26/1990	Established by Thomas Simpson to be used “ <i>as its Board shall determine</i> ”. The balance is annual endowment income.	\$6,538.46	¹¹ MSC awards funds. <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.
Spencer Memorial	Truist Wealth	Established by Hazel Spencer, in the name of her son Robert Olan Spencer, providing \$500 scholarships to assist worthy students. The balance is an annual distribution of 5% of the fund from <i>Truist Wealth</i> beginning January 2022.	\$37,826.00	¹² 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.

⁹ Documents date back to 11.1998 but was likely established earlier. Originally as a loan program, converted to a grant program by action of the 2014 Stated Meeting of the Synod of South Atlantic.

¹⁰ Overview of Synod Funds Workpaper 3.9.2021/Howard and Isabella Hawkins Funds Guidelines – approved by EAC, 11.9.2018.

¹¹ Presbyterian Church USA Foundation Agreement, 4.25.19XX (Unreadable date)

¹² Spencer Last Will and Testament, 6.27.1963

Fund Name	Location	Objectives	Balance as of 8-31-2023	Distribution Policy
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.	\$1,570,368.60	¹³ 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.

¹³ Overview of Synod Funds Workpaper, 3.9.2021

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Report of the Ministry Support Committee to
The Synod of the South Atlantic
November 14, 2023

The Ministry Support Committee met on August 10, 2023 via Zoom.

Present: Jan Lewis, Susan Takis, Steve Austin, Andy Moye, Ken Whitehurst, Michael Brooks, Ray Bell
Absent: Mary Bell Streetman, Jackie Rembert.

The following grant applications were reviewed and approved:

Grant/Scholarship Application Review

Hawkins:

Available Funds \$18,747

Discussion took place regarding applications and available funds, arriving at the amounts in the "Amt Approved" column. Motion by Susan Takis, Seconded by Margaret,

Approved

Name	Presbytery	Seminary	Exp. Completion	C or I	Amt Requested	Amt Approved
Victoria Robinson	Greater Atlanta	Columbia	May 2024	C	\$3,000	\$3,000
Mary Scine	St. Augustine	Western TS	May 2025	I	\$1,800	\$1,800
Lori Evans	Tampa Bay	Dubuque	April 2026	I	\$6,000	\$5,277
Jenny Tammera	St. Augustine	Dubuque	May 2029	I	\$4,370	\$4,370
Deborah Viveros	Tropical Florida	McCormick	May 2024	I	\$1,800	\$1,800
Brian Mitchell	St. Augustine	Gordon Conwell	2025/26	C	\$2,500	\$2,500

Spencer:

Available Funds \$28,005.00

Lauren Christian, Presbytery of Florida

Motion to approve \$500 contingent upon proof of enrollment by Ray Bell, Seconded by Margaret, **Approved**

The MSC approved a grants taskforce with the following members: Susan Takis, Jan Lewis, Steve Austin, Jacquelyn Rembert, and Sonya Dawson (BFC member). (Jan & Steve will co-chair). They will review the current funding requirements/rules and recommend a unified and consistent process of distribution which will include technology based applications receipt and processing for review by the committee. The taskforce will especially explore distributing grant funds to the seminary for the seminarian to insure accountability of grants.

Submitted by:

Ken Whitehurst, MSC Chair

Synod Executive/Stated Clerk Report

Search Committee Resourcing (varying degrees)

- Central Florida
- Providence
- St. Augustine
- Charleston Atlantic
- *Cherokee
- Trinity (SC)

Presbytery Leaders

- 1 In-Person Gathering
- Monthly Zoom meeting
- Future: 2 In-person/year
- SC 5 Meeting
- FL Leaders conversation w/ OGA re: FL immigration laws

Presbytery Stated Clerks

- 1 In-Person Gathering/Minutes Reading
- Monthly Zoom meeting
- OGA conversation re: boundaries

Presbytery Visits (Leader/Meetings/Other)

- Peace River – L/M/Workshop
- Savannah – L/M/Racial Justice Tour
- Tampa Bay – L/M 2x
- Tropical Florida – L/M 2xⁱ/Pas. Convocation
- Central Florida – L/M 2x/Open Space
- Trinity – M
- Greater Atlanta – L/M 2x
- New Harmony – L/M 2x
- Flint River – L/M 2x
- Providence – L (no M due to COVID)
- Northeast Georgia – L/M
- Cherokee – L/M
- Charleston Atlantic – L/M
- Foothills – M/L/SC5 School of Theology
- Florida – L
- St. Augustine - Mⁱⁱ

Synod Committee Leaders

- Met w/ each committee chair individually.
- Sit with committees as scheduled

Racial Ethnic Ministry Leaders

- Visited with each individually.

Church Visits

- Laurel Hill PC (*Anniversary*)– Florida Presbytery
- Altama PC, Brunswickⁱⁱⁱ – Savannah
- First PC, Lynn Haven – Florida Presbytery
- Arlington PC (*Anniversary*) – St. Augustine
- St. Giles PC, Jacksonville^{iv} – St. Augustine
- Westminster PC, Greenville, SC

Covenant Partners

- Villa International
- Presbyterian College
- Thornwell
- Agnes Scott

Conferences/Other

- New Worshipping Communities Conference, Atlanta
- BOP Futuring Gathering, Atlanta
- National Black Presbyterian Caucus, Charleston
- Sabbath By the Pool – 10 women, St. Augustine
- Synod Leadership Retreat
- SC5 School of Theology
- Savannah: Racial Justice Ministry Tour
- Presbyterian Social Ministries Tour, Jacksonville

Administrative/Other

- 2020/2021/2022 Presbytery Minutes Reading (30). [Attestations here.](#)
- 2022 Synod Minutes Book assembly
- Plan for Agile Administration
 - Website
 - Enews
 - Social Media
 - Office
- Working w/ Treasurer on
- 2024 Budget
- Updating Financial Procedures/Policies
- Monthly EAC Meetings
- Begin move toward “Virtual Office”
 - Phone system
 - Document Retention

Continuing Education

- Backstory Preaching Bootcamp
- FMCL Cohort retreat

National Church

- Serve on GA Funding Model Development Team
- Resourced Synod Leader Search

ⁱ Meditation Nov. 11 meeting of Tropical Florida Presbytery, “*Attitude of Gratitude*”

ⁱⁱ Preached at Oct. meeting of St. Augustine Presbytery, “*Shake It Off*”

ⁱⁱⁱ Preached Aug. 27 at the invitation of Commissioner, Rev. Jamil El Shair, “*Building a Better Boat*”

^{iv} Preached July 23, Pulpit supply, “*Weeds of Hope*”

Additional Information:

- Insurance has been reviewed and renewed. A copy of the declaration of insurance will be included in the minutes.
- There is a “Policy Task Force” in place working to develop the new policies required by the most recent changes to the Book of Order.
Those include: Anti-racism, harassment, family leave, and boundaries training policies as well as necessary updates to the synod’s sexual misconduct, harassment, and child and youth protection policies.
- There have been no complaints, charges, or other official business of the synod’s Permanent Judicial Commission. We are still trying to schedule a meeting for further training and policy development.
- In accordance with the synod’s Manual of Operations, the minutes of the February 2023 meeting were sent out to all who were present. Having received no corrections, the minutes stand approved.
- There will be an overture in April 2024 from Flint River Presbytery to approve a change in their boundaries, at the same as an overture to approve geographical boundaries of presbyteries to send to General Assembly.

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Synod Commissioners & Committees

Appendix A

COMMITTEE	Last NAME	First Name	PRESBYTERY	CLASS	TERM	ORD	ETHNICITY	GENDER	AGE
ADMINISTRATION AND RELATIONSHIPS	BYRD	BOBBY	CHARLESTON-ATLANTIC	2023	2	RE	WHITE	MALE	
ADMINISTRATION AND RELATIONSHIPS	BYARS	BILL	CHEROKEE	2023	3	RE	WHITE	MALE	
ADMINISTRATION AND RELATIONSHIPS	HOSKINS	BETH	FOOTHILLS	2024	2	TE	WHITE	FEMALE	
ADMINISTRATION AND RELATIONSHIPS	SIMPSON	JEANNE	GREATER ATLANTA	2024	2	TE	WHITE	FEMALE	
ADMINISTRATION AND RELATIONSHIPS	CHEEK	ASHLEY L.	NEW HARMONY	2023	1	TE	WHITE	FEMALE	
ADMINISTRATION AND RELATIONSHIPS	ADAMS	TRAVIS	NORTHEAST GEORGIA	2024	2	TE	WHITE	MALE	>65
ADMINISTRATION AND RELATIONSHIPS	EL-SHAIR	JAMIL	SAVANNAH	2024	1	TEBM	BLACK	MALE	>65
ADMINISTRATION AND RELATIONSHIPS	ROYALL	CROSKEYS	TRINITY	2024	2	TE	WHITE	MALE	
ADMINISTRATION AND RELATIONSHIPS	RAPIER	GREG	TROPICAL FLORIDA	2024	3	TE	WHITE	MALE	
BUDGET AND FINANCE COMMITTEE	GREENAWALT	CHRISTINA	CENTRAL FLORIDA	2023	2	TE	WHITE	FEMALE	
BUDGET AND FINANCE COMMITTEE	LEE	JENNIFER	CHEROKEE	2023	1	TE	WHITE	FEMALE	
BUDGET AND FINANCE COMMITTEE	WEST	DON	FLINT RIVER	2023	2	TE	WHITE	MALE	
BUDGET AND FINANCE COMMITTEE	MOWAT	DON	FLORIDA	2024	2	RE	WHITE	MALE	
BUDGET AND FINANCE COMMITTEE	DAWSON	SONYA	FOOTHILLS	2024	1	RE	?	FEMALE	
BUDGET AND FINANCE COMMITTEE	PONKRATZ	CHARMAINE	PEACE RIVER	2023	3	RE	WHITE	FEMALE	
BUDGET AND FINANCE COMMITTEE	Wismer	Karen	PEACE RIVER	2023	U	TE		FEMALE	
BUDGET AND FINANCE COMMITTEE	CURETON	TIMOTHY	PROVIDENCE	2024	2	RE	BLACK	MALE	
BUDGET AND FINANCE COMMITTEE	SHELORE	DAVID	TAMPA BAY	2023	3	TE	WHITE	MALE	
COMMITTEE ON REPRESENTATION	HENDERSON	BRIAN	CHARLESTON-ATLANTIC	2023	2	TE	BLACK	MALE	
COMMITTEE ON REPRESENTATION	MARTIN	LISA	FLORIDA	2024	1	TE	WHITE	FEMALE	
COMMITTEE ON REPRESENTATION	BEALYER	HANSLER	ST. AUGUSTINE	2023	2	RE	BLACK	MALE	
COMMITTEE ON REPRESENTATION	CLARKE	JANICE BARGE	TAMPA BAY	2023	2	RE	BLACK	FEMALE	
COMMITTEE ON REPRESENTATION	DIAS	KARLA	TROPICAL FLORIDA	2024	1	RE	Latina	FEMALE	
MINISTRY SUPPORT COMMITTEE	STREETMAN	MARY BELL	CENTRAL FLORIDA	2023	3	RE	WHITE	FEMALE	
MINISTRY SUPPORT COMMITTEE	MOYE	ANDY	FLINT RIVER	2024	2	RE	WHITE	MALE	
MINISTRY SUPPORT COMMITTEE	WHITEHURST	KEN	GREATER ATLANTA	2024	2	RE	BLACK	MALE	
MINISTRY SUPPORT COMMITTEE	REMBERT	JACKIE	NEW HARMONY	2024	2	RE	BLACK	FEMALE	
MINISTRY SUPPORT COMMITTEE	LEWIS	JAN	NORTHEAST GEORGIA	2024	1 or 2	RE	BLACK	FEMALE	
MINISTRY SUPPORT COMMITTEE	AUSTIN	STEVE	PROVIDENCE	2024	2	TE	WHITE	MALE	
MINISTRY SUPPORT COMMITTEE	BROOKS	MARGARET	SAVANNAH	2024	2	RE	WHITE	FEMALE	
MINISTRY SUPPORT COMMITTEE	BELL	RAY	TRINITY	2024	2	RE	White	MALE	
	Higginbotham	Jessi	ST. AUGUSTINE	2024	U	TE	White	FEMALE	

2023 Synod Permanent Judicial Commission

FIRST NAME	LAST NAME	PRESBYTERY	CLASS	ORD	ETHNICITY	GENDER
EVELYN	WHITE	CHARLESTON-ATLANTIC	2028	RE	BLACK	FEMALE
PAT	ASHLEY	TROPICAL FLORIDA	2026	TE	WHITE	FEMALE
DONNA	WELLS	GREATER ATLANTA	2028	TE	WHITE	FEMALE
HOWARD	BARNARD	NEW HARMONY	2024	RE	WHITE	MALE
MICHAEL T.	CLARKE	TAMPA BAY	2024	RE	BLACK	MALE
WILLIAM T.						
"BILL"	CRAVENS	NORTHEAST GEORGIA	2026	RE	WHITE	MALE
JOSUE "JOE"	RAYMOND	CENTRAL FLORIDA	2024	RE	BLACK	MALE
SUNG HO	LEE	PEACE RIVER	2026	TE	KOREAN	MALE
VIRGIL "LEO"	MARSHALL	FLINT RIVER	2028	TE	BLACK	MALE
	VACANCY	FOOTHILLS	2028			
	VACANCY	SAVANNAH	2028			

Previous Synod Permanent Judicial Commission Members

May be called upon when necessary to constitute a quorum (D-5.0206b)

Class of 2020

Karen Cookson
Charleston-Atlantic

Rev. Virgil Marshall
Flint River

Rev. Barbara Stoop
Foothills

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



CERTIFICATE OF LIABILITY INSURANCE

Appendix E
DATE (MM/DD/YYYY)
12/28/2022

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	
		INSURER A: Lexington Insurance Company	
		INSURER B: Lexington Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1570335788 **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
A B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		011971558 048409888	1/1/2023 1/1/2023	1/1/2024 1/1/2024	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) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR 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				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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 Presbytery of St. Augustine 1937 University Boulevard West Jacksonville FL 32217	CANCELLATION 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
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This endorsement, effective January 1, 2023, 12:01
a.m., Forms a part of Policy No.: 11971558
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. In such case, this insurance shall 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

12/18/2022

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

Dear Friend,

We are pleased to provide your renewal package for the policy period that will begin January 1, 2023. Enclosed are the Coverage Summary and the Memorandums of Insurance (MOI) that detail your insured locations, coverages, limits, and deductibles for the upcoming program year. Your first invoice for the 2023 program year will be sent separately in early December and will be due 1/8/2023.

The Coverage Summary indicates the coverages you have selected through the Insurance Board program. You may see "Not Included" beside certain coverages. If you are interested in adding these coverages, please contact your agent, United Church Insurance Services at 1 (877) 597-8247.

The MOI lists the insured property values and type of construction for each building you have covered through the program. In order to keep pace with increased construction costs, property limits are 5% above the values in the current period. Please review the schedule of locations and the insured values. If you notice anything that needs to be corrected or changed, please advise your agent as soon as possible.

2023 Property Policy Changes: Please see attached document for changes in your 2023 renewal property policy.

WC and Automobile: Participants with Workers' Compensation (WC) and Automobile Coverage will receive their invoices directly from the insurance provider. If you carry either WC or Automobile through the Insurance Board program, you should have already received renewal information.

Continuing for 2023, only package participants are eligible for Excess Owned Auto, Excess Hired and Non-owned auto liability. Coverage provides excess limits for Employers Liability (Stop Gap) for participants in North Dakota, Ohio, Washington State, and Wyoming; and for Employers Liability insured under a standard Workers' Compensation policy in all other states, and D.C., subject to minimum primary limits of \$1M Each Accident; \$1M per Employee for Disease; and \$1M Aggregate Limit for Disease. The primary limit may be satisfied for participants insured under the Insurance Board Workers' Compensation insurance program; or with any other carriers, subject to the minimum required primary limits.

Thank you for choosing the Insurance Board for your property and casualty insurance, and for being in partnership with thousands of churches and ministries from the denominations we serve. If you've not done so recently, we encourage you to visit our website at www.InsuranceBoard.org. In addition to numerous resources and links, you may sign up for our quarterly newsletters.

Faithfully,



Timothy S. Harris, CPCU
President and CEO



2023 PROPERTY CHANGES WHAT THIS MEANS TO YOU

DEFINITIONS

“Participant” – means a designated insured as identified in the Memorandum of Insurance as issued by Insurance Board.

“Location(s)” means any single building, and its appurtenant structures, that is separated from other buildings by intervening ‘clear space’. As used in this definition, ‘clear space’ means the open area between one or more buildings, which will not support the spread of fire. For purposes of this definition, breezeways and similar structures are not deemed to support the spread of fire, and are considered appurtenances of the larger building to which they are attached

WHAT THIS MEANS TO YOU – This is just a clarification. No material impacts.

FLOOD COVERAGE

Flood coverage: As scheduled in individual Memorandum of Insurance, not to exceed \$1,000,000 per occurrence and annual aggregate during any policy year.

WHAT THIS MEANS TO YOU – If your coverage includes Flood Coverage, it is indicated on the Memorandum of Insurance. Previously, the coverage limit was the Blanket Limit.

ROOFING SURFACE

Replacement Cost coverage (if otherwise applicable to such property) does not apply to roof surfacing for roofs over twenty (20) years old at time of loss, except for slate roofs which are subject to Replacement Cost coverage. Instead, we will determine the value of roof surfacing at “Actual Cash Value” as of the time of loss or damage.

WHAT THIS MEANS FOR YOU – If your roof is over 20 years old at the time of a loss, your claim will now be settled on an “Actual Cash Value” basis instead of a Replacement Cost Basis. Replacement Cost means the full cost to repair or replace with like kind and quality. Actual Cash Value means Replacement Cost minus Depreciation. Depending upon the age of your roof, if your roof is over 20 years old, this will reduce the payment to replace your roof and this amount can be significant.

FUNGUS, WET ROT, DRY ROT and BACTERIA

Limited coverage for fungus, Wet Rot, Dry Rot and Bacteria limited to \$250,000

WHAT THIS MEANS FOR YOU – Prior to 2023, the sublimit within the coverage for fungus, Wet Rot, Dry Rot and Bacterial was limited to \$3,000,000. Beginning in 2023, claims related to Fungus, Wet Rot, Dry Rot and Bacteria will now be limited to \$250,000.

GOLD SEAL ENDORSEMENT: UNINTENTIONAL UNDER INSURANCE

If the amount of physical loss or damage to the property exceeds the “Location” limit applying to such property, we will pay the cost to repair or replace the property, up to 115% of the Participant’s stated building and contents value for the damaged “Location” as scheduled on the Memorandum of Insurance”, if the under insurance was unintentional.

WHAT THIS MEANS FOR YOU – Previously, the Insurance Board would pay Up to 125% of the Participant’s blanket limit of insurance on file with the United Church Insurance Association. Beginning in 2023, the percentage has been reduced to 115% and it is now based upon a location instead of the Blanket Limit.

Unintentional under insurance coverage is excluded for Flex participants.

LOSS PAYMENT

Repair, rebuild or replace the property with other property of like kind and quality or performing the same function.

WHAT THIS MEANS TO YOU – Prior to 2023, the Loss Payment was based upon Replacement Cost, meaning like kind and quality. Beginning in 2023, the Loss Payment wording changes and will allow for loss payment based upon the cost of material and labor that performs the same function. An example of this would be if your church has walls constructed of wood lathe and plaster, the payment will be based upon the cost to repair using current building practices which are wood studs and drywall.

HISTORICAL BUILDINGS ENDORSEMENT

For buildings (or structures) that are listed with the National Register of Historic Places or that are designated as National Historic Landmarks, the Company will adjust loss or damage on a Historical Replacement Cost basis. Historical Replacement Cost will be the cost to repair, rebuild or replace the damaged parts of buildings (or structures) with the same materials, workmanship, and architectural features at the same Location and for similar occupancy.

If the same materials, workmanship, and architectural features are no longer available, the Company will pay to repair, rebuild, or replace with available materials, workmanship and architectural features that resemble those that existed prior to the loss or damage

WHAT THIS MEANS FOR YOU – Because of the change to Loss Payment Provisions as stated above, this change was necessary to clarify that if a building is designated as above, the repairs will not be with similar, but with same material and workmanship. If your building is not designated as listed above, this does not apply to you.

PACKAGE POLICY COVERAGE SUMMARY

NAME AND MAILING ADDRESS OF INSURED

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

Your Agent: United Church Insurance Services
Telephone: 1 (877) 597-8247

MEMORANDUM NO./IB NO. PKP008136611 / S000315000

POLICY PERIOD From: 1/1/2023 To: 1/1/2024

12:01 AM Standard Time at your address shown above.

This document is to evidence that the organization named above is or will be an insured under master policies issued to United Church Insurance Association (aka Insurance Board). Churches and affiliated entities and organizations of Protestant denominations covenantally aligned with the United Church of Christ are eligible to participate in this insurance program administered by Insurance Board. Coverage is for the stated time period and the coverages shown below. A detailed Memorandum of Insurance is attached. This document is for informational purposes only and does not amend or alter the terms, exclusions and conditions of the master policies. Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.

COVERAGE PART DESCRIPTION

PROPERTY	Included
	<i>Property Limit – Total Value</i>	\$17,193
	<i>Deductible</i>	\$1,000
INLAND MARINE	Not Included
	<i>Scheduled Fine Arts:</i>	
	<i>Scheduled Commercial Articles & Miscellaneous Equipment:</i>	
CRIME	Included
GENERAL LIABILITY	Included
UMBRELLA	Included
ABUSIVE ACTS & PASTORAL LIABILITY	Included
DIRECTORS & OFFICERS LIABILITY	Included
OWNED AND LEASED AUTOMOBILE	Not Included
HIRED & NON-OWNED AUTOMOBILE LIABILITY	Included
	TOTAL PACKAGE POLICY PREMIUM:	\$3,557
	<i>(see separate invoice for payment instructions)</i>	

* Coverage for Owned or Leased Vehicles, if insured through the IB Program, is on a separate Memorandum of Insurance or IB Program related Insurance Summary.

Date Issued: 12/18/2022

**PROPERTY PROGRAM
MEMORANDUM OF INSURANCE**

NAME AND MAILING ADDRESS OF INSURED

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

Your Agent: United Church Insurance Services
Telephone: 1 (877) 597-8247

MEMORANDUM NO./IB NO. PKP008136611 / S000315000

OTHER NAMED INSURED(S)

SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC

This document is to evidence that the organization named above is or will be an insured under a master policy issued to United Church Insurance Association (aka Insurance Board). Churches and affiliated entities and organizations of Protestant denominations covenantally aligned with the United Church of Christ are eligible to participate in this insurance program administered by Insurance Board. The organization named above is or will be an insured as of the beginning of the stated policy period and for the coverages shown below. A copy of the master policy is available for your review. This document is for informational purposes only and does not amend or alter the terms, exclusions and conditions of the policy.

POLICY PERIOD

From: 1/1/2023 To: 1/1/2024

12:01 AM Standard Time at your address shown above.

Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

**COMMERCIAL PROPERTY
(EQUIPMENT BREAKDOWN INCLUDED)**

Limit - Total Values: \$17,193
Deductible: \$1,000

PROPERTY SCHEDULE

Loc #/Bldg #	Address	Description of Premises	Applicable Coverages	Construction Type	Building Value	Contents Value
001-001	1937 University Blvd West, (CONTENTS ONLY) Jacksonville, FL 32217	Office - Contents Only	GS FL EQ	Joisted Masonry	\$00	\$17,193

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

SOSA 200

SPECIAL COVERAGES – DEDUCTIBLES AND RESTRICTIONS

Note: In the preceding schedule under 'Applicable Coverage', the following endorsements and coverage options may apply as indicated: FL means Flood; EQ means Earth Movement; FV means Functional Building Value; RL means Roof Surfacing (ACV) Endorsement; GS means Gold Seal.

Flood

Election of the "Flood" coverage option must be indicated on the Participant's Memorandum of Insurance for coverage to apply

See Schedule

As scheduled in individual Memorandum of Insurance, coverage not to exceed \$1,000,000 per occurrence and annual aggregate during any policy year.

Deductible is the same as for all other perils except Earth Movement, Hurricane & Named Storm.

Deductible is as shown on page 1 of this Memorandum of Insurance.

Note: Coverage is unavailable for locations in Federal Flood Zones starting with A or V.

Earth Movement (EQ)

Election of the "Earth Movement" coverage option must be indicated on the Participant's Memorandum of Insurance for coverage to apply.

See Schedule

Deductible is 3% of stated values at each location, and for each occurrence in all states, except for locations in CA, the deductible is 5%.

Hurricane & Named Storm

Deductible is a percentage of the stated values for each location and for each occurrence in the following localities:

Included for All Locations

1. **5 percent deductible for entire state of Florida, and the following counties/cities/parishes by state:**

Alabama:	Baldwin, Mobile;
Georgia:	Bryan, Camden, Chatham, Glynn, Liberty, McIntosh;
Louisiana:	Calcasieu, Cameron, Iberia, Jefferson, Lafourche, Livingston, Orleans, Plaquemines, St. Mary, St. Bernard, St. Charles, St. James, St. John the Baptist, St. Tammany, Terrebonne, Vermilion;
Mississippi:	Hancock, Harrison, Jackson;
North Carolina:	Beaufort, Bertie, Brunswick, Camden, Carteret, Chowan, Craven, Currituck, Dare, Hyde, Jones, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Tyrrell, Washington;
South Carolina:	Beaufort, Berkeley, Charleston, Georgetown, Horry, Jasper;
Texas:	Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Jefferson, Kenedy, Kleberg, Liberty, Matagorda, Newton, Nueces, Orange, Refugio, San Patricio, Victoria, Willacy.

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

SOSA 202

2. **2 percent deductible for entire state of Hawaii, and the following counties/cities/parishes by state:**

Georgia:	Brantley, Charlton, Effingham, Long, Wayne;
Louisiana:	Acadia, Ascension, East Baton Rouge, Iberville, Jefferson Davis, Lafayette, Tangipahoa, Washington, West Baton Rouge;
Mississippi:	George, Pearl River, Stone;
North Carolina:	Bladen, Columbus, Duplin, Hertford, Lenoir, Martin, Pitt;
South Carolina:	Colleton, Dorchester, Williamsburg;
Texas:	Bee, Brooks, Fort Bend, Goliad, Hardin, Harris, Hidalgo, Jackson, Jim Wells, Wharton;
Virginia:	Accomack, Chesapeake City, Gloucester, Hampton City, Isle of Wight, James City, Lancaster, Mathews, Middlesex, Newport News, Norfolk City, Northampton, Northumberland, Poquoson City, Portsmouth City, Suffolk City, Surry, Virginia Beach City, Westmoreland, Williamsburg City, York;

Business Income, including	Actual Loss Sustained - Up to \$500,000
Extra Expense	Included
Tuition & Fees (one year from date of restoration)	Included
Upgrade to Green Coverage	Up to \$50,000
Terrorism Coverage	Included
Unscheduled Fine Arts	\$25,000
Valuable Papers and Records	\$25,000
Accounts Receivable	\$25,000
Electronic Data & Media	\$25,000
Ordinance or Law	\$500,000

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

**COMMERCIAL CRIME
MEMORANDUM OF INSURANCE**

NAME AND MAILING ADDRESS OF INSURED

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

Your Agent: United Church Insurance Services
Telephone: 1 (877) 597-8247

MEMORANDUM NO./IB NO. PKP008136611 / S000315000

OTHER NAMED INSURED(S)

SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC

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POLICY PERIOD

From: 1/1/2023 To: 1/1/2024

12:01 AM Standard Time at your address shown above.

Any restatement below of limits of insurance shown elsewhere in the policy does not increase your limits of insurance.

COMMERCIAL CRIME COVERAGE PART

Employee Theft	\$1,000,000
Forgery or Alteration	\$1,000,000
Inside the Premises – Theft of Money and Securities	\$1,000,000
Inside the Premises – Robbery or Safe Burglary of Other Property	\$1,000,000
Outside the Premises	\$1,000,000
Computer Fraud	\$1,000,000
Funds Transfer Fraud	\$1,000,000
Money Orders and Counterfeit Currency	\$1,000,000
Clients' Property	\$250,000
Impersonation Fraud (Social Engineering)	\$250,000
Investigative Costs	\$25,000
Telephone Fraud	\$250,000

Deductible: \$1,000

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

**LIABILITY PROGRAM
MEMORANDUM OF INSURANCE**

NAME AND MAILING ADDRESS OF INSURED

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

Your Agent: United Church Insurance Services
Telephone: 1 (877) 597-8247

MEMORANDUM NO./IB NO. PKP008136611 / S000315000

OTHER NAMED INSURED(S)

SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC

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POLICY PERIOD

From: 1/1/2023 **To:** 1/1/2024

12:01 AM Standard Time at your address shown above.

COMMERCIAL LIABILITY COVERAGE PART

Commercial General Liability*

Each Occurrence Limit	\$2,000,000
Damage to Premises Rented to You	\$1,000,000 any one premises
Medical Expense Limit	\$10,000 any one person
Personal & Advertising Injury Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$5,000,000
General Aggregate Limit	\$5,000,000
Included in General Aggregate Limit:	
Nurses Professional Liability*	Included
Cemetery Professional Liability*	Included
Employee Benefit Liability (Claims Made)*	
Retroactive Date: 1/11/2013	Included
Privacy Breach Protection*	\$100,000 each occurrence \$100,000 aggregate \$500 Deductible

CRISIS RESPONSE & CRISIS MANAGEMENT

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

Crisis Response Limit of Insurance	\$50,000 per participant
Crisis Management Limit of Insurance	\$50,000 per participant
Crisis Response and Crisis Management Combined	\$50,000 aggregate per participant

PROFESSIONAL LIABILITY

Pastoral Counseling Liability and Sexual Misconduct Liability are covered unless indicated as "Not Covered".

Pastoral Counseling Liability (Claims Made)*	\$2,000,000 each claim
Retroactive Date: 1/11/2013	
Sexual Misconduct Liability (Claims Made)*	\$2,000,000 each victim
Retroactive Date: 1/11/2013	

DIRECTORS & OFFICERS LIABILITY

Directors & Officers Liability (Claims Made)*	\$3,000,000 each loss
Including Employment Practices Liability	\$4,500,000 annual limit (subject to agg.)
Including Educators Professional Liability	
Retroactive Date: 12/8/1998	

COMMERCIAL AUTOMOBILE (NON-OWNED)

Hired and Non-Owned Automobile Liability*	\$2,000,000 any one accident
Hired Automobile Physical Damage*	\$100,000 per vehicle
(Up to \$100,000 limit available upon request)	\$1,000 ded. per occurrence
Owned, Licensed Trailers Absent a Power Unit-Liability*	\$2,000,000 any one accident
Physical Damage	\$50,000 each trailer
	\$1,000 ded. per occurrence
Garagekeepers*	\$35,000 each occurrence
Comprehensive & Collision	\$1,000 ded. per occurrence

These automobile coverages apply excess of any other valid and collectible insurance and are included in the CGL General Aggregate Limit.

*Indicates which coverages are included in the CGL General Aggregate Limit (per participant).

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000



1468 W. 9th Street, Suite 350
Cleveland, OH 44113
(800)437-8830 Fax (216)736-3239
www.InsuranceBoard.org

EXCESS and/or UMBRELLA PROGRAM MEMORANDUM OF INSURANCE

NAME AND MAILING ADDRESS OF INSURED

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

Your Agent: United Church Insurance Services
Telephone: 1 (877) 597-8247

MEMORANDUM NO./IB NO. PKP008136611 / S000315000

OTHER NAMED INSURED(S)

SYNOD OF SOUTH ATLANTIC, INC / SYNOD OF SOUTH ATLANTIC, INC

This document is to evidence that the organization named above is or will be an insured under a master policy issued to United Church Insurance Association (aka Insurance Board). Churches and affiliated entities and organizations of Protestant denominations covenantally aligned with the United Church of Christ are eligible to participate in this insurance program administered by Insurance Board. The organization named above is or will be an insured as of the beginning of the stated policy period and for the coverages shown below. A copy of the master policy is available for your review. This document is for informational purposes only and does not amend or alter the terms, exclusions and conditions of the policy.

POLICY PERIOD

From: 1/1/2023 **To:** 1/1/2024

12:01 AM Standard Time at your address shown above.

COMMERCIAL EXCESS LIABILITY COVERAGE PART

There are **Distinct Excess Liability Parts** within the Insurance Board Program.

\$30,000,000 Each Occurrence/ \$30,000,000

general aggregate per participant

Coverage provides excess limits for Commercial General Liability; Employee Benefits Liability; Cemetery Professional Liability; Automobile Liability for Owned Autos insured under the Insurance Board Program; and for Commercial Hired and Non-Owned Automobile Liability.

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

Coverage provides excess limits for Pastoral Counseling Liability. **(See note below regarding exceptions.)**

Stop Gap coverages are provided to participants in North Dakota, Ohio, Washington State, and Wyoming. For all other states, Excess Employers Liability is available to package participants subject to minimum primary limits of \$1M Each Accident; \$1M per Employee for Disease; and \$1M Aggregate Limit for Disease.

Coverage provides excess limits for Owned Automobile Liability for Automobiles insured under the Insurance Board Program for Owned Automobiles. Coverage for excess limits is not provided for Owned Automobiles insured elsewhere.

\$5,000,000 Per Participant Annual Limit for Sexual Misconduct Liability. (See note below regarding exceptions.)

If any one or more "Memoranda of Insurance" applies to the same occurrence, incident, claim or accident, the limit will not exceed the highest limit available under any one "Memorandum of Insurance."

Note: The limits provided above for Pastoral Counseling Liability and Sexual Misconduct Liability apply excess of coverage carried in the Primary Liability Programs. If the Primary Liability Memorandum of Insurance indicates "Not Covered", the limits provided above do not apply.

To report a claim, call your agent or <https://www.insuranceboard.org/claims/report-a-claim/>

Date Issued: 12/18/2022

PKP008136611 / S000315000

2023-2024 Business Auto Memorandum of Insurance

NAMED INSURED: SYNOD OF THE SOUTH ATLANTIC, INC - S000315000
IB ID #: S000315000
INSURANCE COMPANY: Cincinnati Insurance Co
AM BEST RATING: A+ : XV
POLICY NUMBER: EBA0596737-S000315000
POLICY TERM: 1/1/2023 to 1/1/2024

MAILING ADDRESS: 1937 UNIVERSITY BLVD WEST, JACKSONVILLE, FL 32217

LIMITS OF LIABILITY

Liability - Any Auto (Symbol 1)	\$1,000,000
Personal Injury Protection - Statutory (Symbol 5)	Statutory
Auto Medical Payments - Owned Autos Only (Symbol 2)	\$10,000
Personal Injury Protection – Statutory (Symbol 5)	If applicable
Uninsured Motorist- Owned Autos Only (Symbol 2)	\$1,000,000
Underinsured Motorists - Owned Autos Only (Symbol 2)	\$1,000,000

DEDUCTIBLES

Comprehensive Deductible	See Vehicle Sched.
Collision Deductible	See Vehicle Sched.

COVERAGE INCLUDES

AA288 CinciPlus® Business Auto XC® + (Expanded Coverage Plus) Endorsement	Yes
Deletes Fellow Employee Exclusion	Yes
Broadened Notice of Occurrence	Yes
Bodily Injury redefined to include Mental Anguish	Yes
Employees As Insureds	Yes
Hired Auto Physical Damage:	\$50,000 Any Type
	\$3,000 Loss of Use
Gap Coverage – Private Passenger Type	Greater of amount owed or ACV
Newly Formed or Acquired Organizations	Up to 180 Days
Rental Reimbursement	\$50/day, Up to 30 Days
Road Assistance (Towing)	\$200 Per Occurrence

2023-2024 Business Auto Memorandum of Insurance

Repair or Replace Airbags Due to Mechanical Breakdown

Yes

Supplementary Payments Increased:

Bail Bond Costs

\$4,000

Unintentional Failure to Disclose Hazards

Yes

Waiver of Subrogation

when required by contract

Primary/Noncontributory

when required by contract

Additional Insured Status

when required by contract

State Amendatory Forms

Varies by State

Major Exclusions

Per Policy Form

ANNUAL PREMIUM

\$1,870.00

VEHICLE SCHEDULE

Vehicle Make and Model	VIN#	Garaging Address	Comp Ded	Coll Ded
2023 Subaru Forester	JF2SKAPCXP407538	Jacksonville, FL 32221	\$500	\$500

DRIVER SCHEDULE

DRIVER NAME

Valerie Young

Lisa Lovelady

Agent Contact Information: United Church Ins. Svcs. (877) 597-8247 chowell@InsuranceBoard.org



Valerie Young,
Synod Executive and Stated Clerk

October 9, 2023

Rev. Christina Greenawalt
Stated Clerk
Central Florida Presbytery
3101 Maguire Blvd., Ste 244
Orlando, FL 32803

Re: 2020 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2020 Minutes of Central Florida Presbytery were peer reviewed on May 18, 2023, and by me on September 25, 2023, and contain the following exceptions:

- Lacking an alphabetical roster by class of former members for the last six years of the Permanent Judicial Commission who may be called upon when necessary to constitute a quorum.
- No session minutes review (understandable, under the circumstances of 2020)
- No evidence of a financial review/audit.

I would like to take this opportunity to express my appreciation for your assistance in getting the minutes review caught up and getting us prepared for the future.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

August 7, 2023

Rev. Charlie Evans,
Stated Clerk
Presbytery of St. Augustine
1937 University Blvd. W
Jacksonville, FL 32217

Re: 2020 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2020 Minutes of the Presbytery of St. Augustine were peer reviewed on May 18, 2023, and by me on August 7, 2023. The minutes stand as Approved with Exception as noted below:

3. A statement that a quorum was present, including the requirement specified in the Presbytery's own rules (G-3.0304).

Where there is a list of attendees provided, there is no indication in the minutes of the requirement specified in the Presbytery's own rules.

4. The list of attendees from the roll of membership and other attendees (G-3.0104).

The list is missing from the June 23, 2020 meeting (page 102) and the July 28, 2020 meeting (page 108).

Comment regarding the Preservation of Minutes and Records (G-3.0107):

3. Minutes attestation; that the minutes of the previous year have been reviewed by the Synod and give page references to action on exceptions if there be such.

There was no attestation from the synod provided.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 5, 2023

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

Re: 2020 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2020 Minutes of the Presbytery of Tampa Bay were reviewed by me on August 31, 2023. The minutes stand as Approved with Exception as noted below:

3. A statement that a quorum was present, including the requirement specified in the Presbytery's own rules (G-3.0304).

Where there is a list of attendees provided, there is no indication in the minutes of the requirement specified in the Presbytery's own rules.

10. A legal description of any property that is bought, sold, mortgaged, or encumbered with the written permission of the Presbytery is included in the minutes (G-4.0206)

When legal descriptions, minutes, or other documentation overlaps minute book years, the suggestion is to insert the information into the second set of minutes. Ideally, keeping all information in one place for historical reference.

Thank you for thorough, easy to read minutes. We are grateful to God for the life and strong relational ministry and mission shared in the Presbytery of Tampa Bay!

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

October 9, 2023

Rev. Christina Greenawalt
Stated Clerk
Central Florida Presbytery
3101 Maguire Blvd., Ste 244
Orlando, FL 32803

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Central Florida Presbytery were reviewed by me and contain the following exceptions:

- There is no demonstration of the function of a committee on representation at least annually (G-3.0103)
- There is no evidence of a review of the records of the sessions, including any exceptions taken (G-3.0108a)
- There is no evidence of a full financial review of all financial books and records by a public accountant or committee of members versed in accounting procedures. (G-3.0113)

Content of the Records/Preservation of Minutes and Records (G-3.0107):

- *While evidence of property and liability coverage is present in the minutes, it is a wise practice to include the actual certificate of insurance.*

Thank you for your assistance in getting the minutes review process caught up and on track for the future. We are grateful to God for the life and strong relational ministry and mission shared in Central Florida Presbytery!

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

May 1, 2023

Therese Howell, Stated Clerk
Presbytery of Cherokee
PO Box 1839
Cartersville, GA 30120

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of the Presbytery of Cherokee were peer reviewed on February 21, 2023, and reviewed by me on May 1, 2023.

The minutes were found to have the following exceptions:

- There was no approved budget, current or future year, included in the minutes (G-3.0113).
- The roster of members of the Permanent Judicial Commission did not include former members of the PJC (D-5.0206b).

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

July 28, 2023

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

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Foothills Presbytery were reviewed on July 28, 2023, and have been approved with the following exceptions and comments:

Exceptions on Content of Records – Required by the Book of Order

6. Evidence of “a full financial review of all financial books and records by a public accountant or committee of members versed in accounting procedures.” (G-3.0113) – Missing from the record.

Comments regarding Preservation of Minutes and Records (G-3.0107)

1a. The minutes and records contain one table of contents and one index for each year. – No index provided.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

June 9, 2023

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

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of the Presbytery of Greater Atlanta were peer reviewed on March 1, 2023, and reviewed by me on June 9, 2023.

The minutes were found to have no exceptions, with the following comments:

- The presbytery's commitment to inclusiveness and representation is clear in its structure and actions. However, there are no specific reports of its acts toward these goals in the minutes.
- While the minutes were provided for review in electronic format, it was done in seven separate files with no table of contents. This made it very difficult to read.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

July 28, 2023

Rev. Ed Rees,
Stated Clerk
Northeast Georgia Presbytery
P.O. Box 365
Bogart, GA 30622

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Northeast Georgia Presbytery were peer reviewed on June 12, 2023, and by me on July 28, 2023, and have been approved with no exceptions.

The only comment regarding the Preservation of Minutes and Records (G-3.0107): *No index was included in the minutes book.*

I would like to take this opportunity to express my appreciation, not only for the clean electronic minutes, but also for the transparency of information shared therein.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 27, 2023

Rev. Randy Moody, Stated Clerk
Peace River Presbytery
P.O. Bo 495249
Port Charlotte, FL 33949

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Peace River Presbytery were reviewed by me and contain the following exceptions:

- There is no indication of the requirement specified in the presbytery's own rules as to the constitution of a quorum.
- List of previous Permanent Judicial Commission members does not include Classes.
- No legal description provided for property purchased for Mision Peniel. (G-4.0206)
- Some attendance reports are either placed under the wrong meeting or misdated.
- There is no evidence of adoption and implementation of a Sexual Misconduct Policy and a child and youth protection policy (G-3.0106)

Content of the Records/Preservation of Minutes and Records (G-3.0107):

- *A minutes book should contain one (1) Table of Contents and one (1) index.*
- *The synod has previously stated that a fully searchable pdf version is preferable for electronic review. If that electronic version is not fully searchable, it must contain an index.*
- *While each of the items on the checklist are not explicitly required by the Book of Order or ROR to be present in the minutes, the checklist does serve as a means of administrative review by the synod.*

Your work in putting together the minutes amid hurricane recovery is to be commended. If I might be helpful in the future, I hope you will reach out.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with the first name "Valerie" and last name "Young" clearly distinguishable.

Valerie Young
Synod Executive & Stated Clerk



July 28, 2023

Rev. Olivia Haney &
Rev. Dr. Hoover Haney,
Interim Co-Presbyter & Stated Clerk
Providence Presbytery
515 Oakland Ave
Rock Hill, SC 29730

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Providence Presbytery were reviewed on July 28, 2023, and have been approved with the following exceptions and comments:

Exceptions on Content of Records – Required by the Book of Order

5. Evidence of adoption and implementation of a Sexual Misconduct Policy and a child and youth protection policy (G-3.0106) – Missing from the record.
6. Evidence of “a full financial review of all financial books and records by a public accountant or committee of members versed in accounting procedures.” (G-3.0113) – Missing from the record.
7. Evidence of “property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers” (G3.0112) – Not included in the indexed record.
8. Evidence of having the rolls of the presbytery’s membership and register of all Certified Christian Educators, Certified Associate Christian Educators, and ruling elders commissioned to particular pastoral service (G-3.0305) – Not included in the indexed record.

Comments regarding Preservation of Minutes and Records (G-3.0107)

- 1a. The minutes and records contain one table of contents and one index for each year. – All records are to be included between the table of contents and properly indexed.
- 1b. There are consecutive page numbers throughout the entire bound volume of minutes and records, including supplemental documents. – Documents outside of the Table of Contents/Index are not part of the consecutive numbering of the official record.

We look forward to these items being corrected in the 2022 Presbytery Minutes to be reviewed in September. If I can be of assistance, please feel free to contact me.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with the first name "Valerie" and last name "Young" clearly distinguishable.

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 27, 2023

Rev. Andy Meeker, Stated Clerk
Rev. Deanie Strength, Associate Stated Clerk
Savannah Presbytery
450 North Cromwell Road
Savannah, GA 31410

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Savannah Presbytery were by me and contain the following exceptions:

- No demonstration of the function of a committee on representation (G-3.0103)
- No alphabetical roster by classes of former members for the last six years of the Permanent Judicial Commission who may be called upon when necessary to constitute a quorum (D-5.0206b)

Content of the Records/Preservation of Minutes and Records (G-3.0107):

- *While the links provided on page 124 do present current evidence of the required records, they do not constitute good practice in records retention for historical records.*
- *Minutes lack moderator/clerk signature.*

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk

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Valerie Young,
Synod Executive and Stated Clerk

September 5, 2023

Rev. Charlie Evans,
Stated Clerk
Presbytery of St. Augustine
1937 University Blvd W
Jacksonville, FL 32217

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of the Presbytery of St. Augustine were peer reviewed on May 18, 2023, and by me on August 31, 2023, and contain the following exceptions.

Regarding: Content of the Minutes

3. A statement that a quorum was present, including the requirement specified in the Presbytery's own rules (G-3.0304).

Where there is a list of attendees provided, there is no indication in the minutes of the requirement specified in the Presbytery's own rules.

4. The list of attendees from the roll of membership and other attendees (G-3.0104).

Attendance records are missing.

14. The decision of the Presbytery Permanent Judicial Commission and higher councils' Permanent Judicial Commission (D-7.0701 and D-11.0700).

The decision of the Presbytery PJC, Presbytery of St. Augustine vs. Wain Wesberry, Teaching Elder, while provided separately, was not made a part of the full official minutes.

Regarding: Content of the Records

5. Evidence of adoption and implementation of a Sexual Misconduct Policy and a child and youth protection policy (G-3.0106)

There is no evidence of the required policy.

Regarding: Preservation of Minutes and Records

1937 University Boulevard West · Jacksonville, Florida 32217
Office: 904.356.6070 · Cell: 682.465.1360

- 1a. The minutes and records contain one table of contents and one index for each year.
- 1b. There are consecutive page numbers throughout the entire bound volume of minutes and records, including supplemental documents.
3. Minutes attestation; that the minutes of the previous year have been reviewed by the synod and give page references to action on exceptions if there be such.

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

If I may be of service, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with the first name "Valerie" and last name "Young" clearly distinguishable.

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

October 9, 2023

*Rev. Bill Wildhack,
Stated Clerk*

Presbytery of Tampa Bay
455 Scotland Street, Suite 1
Dunedin, FL 34698

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Central Florida Presbytery were reviewed by me and have been found to have no exceptions.

I am grateful for your extraordinary work in compiling minutes from the last three years, given the circumstances.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

July 19, 2023

Rev. Jim Rowell, Stated Clerk
Trinity Presbytery
554 Davega Dr.
Lexington, SC 29073

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of Trinity Presbytery were peer reviewed on November 14, 2022, and reviewed by me on July 19, 2023.

The minutes were found to have no exceptions or comments.

We are grateful to God for the life and strong relational ministry and mission shared in Trinity Presbytery.

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

July 19, 2023

Rev. Daris Bultena,
General Presbyter & Stated Clerk
Presbytery of Tropical Florida
405 SE 15th Ave
Fort Lauderdale, FL 33301

Re: 2021 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2021 Minutes of the Presbytery of Tropical Florida were peer reviewed on June 7, 2023, and reviewed by me on July 19, 2023.

The minutes were found to have no exceptions or comments.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 26, 2023

Rev. Christina Greenawalt,
Stated Clerk
Central Florida Presbytery
3101 Maguire Blvd., Suite 244
Orlando, FL 32803

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of Central Florida Presbytery were peer reviewed on September 25, 2023, and found to have the following exceptions:

- Actions of commissions taken under delegated authority are not clearly indicated in meeting minutes.
- No mention of the Committee on Representation or demonstration of such function.
- September & December minutes do not indicate whether actions were approved.
- No review of session records.
- No indication of approval of minutes by any body.

I am exceedingly grateful to you for the monumental task of getting the process caught up and on track.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 29, 2023

Catherine Byrd, Stated Clerk
Charleston Atlantic Presbytery
4701 Park Place West
North Charleston, SC 29405

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of Charleston Atlantic Presbytery were peer reviewed on September 25, 2023, and found to have the following exception(s):

- No mention of the presbytery's rule for a quorum in the minutes, and not every set of minutes includes a record of announcing a quorum.

Comment(s):

- *Thank you for the clean, easy to read minutes book.*

I am exceedingly grateful for your work, as well as that of David Yandle in the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk

Intentionally Blank



Valerie Young,
Synod Executive and Stated Clerk

September 29, 2023

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

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of Cherokee Presbytery were peer reviewed on September 25, 2023, and found to have the following exceptions:

- No approved Presbytery budget was provided (G-3.0113)
- No legal description of property sold (G-4.0206)
- No roster of former Permanent Judicial Commission members (D-5.0206)
- No evidence of “property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers” (G-3.0112)

Comment(s):

- *Preferred practice is to include an insurance declarations page in the contents of the minutes book.*
- *The annual compilation of minutes should contain one (1) Table of Contents and one (1) Index for the entire year.*
- *The check sheet is intended to assist in the thorough compiling of the annual minutes book. Information on the check sheet must be found within the minutes themselves.*
- *The synod has allowed for electronic minutes books to be submitted for review. However, they must be compiled into a single, searchable pdf document with consecutive page numbers throughout, including supplemental documents.*

I am grateful for your work in the peer review process and recognize that your tenure with Cherokee Presbytery is not long. If I can be of assistance in next year's compilation process, please let me know.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with the first name "Valerie" and last name "Young" clearly distinguishable.

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 28, 2023

Rev. Becky Willis, Stated Clerk
Flint River Presbytery
2800 Old Dawson Rd, Suite 2
Albany, GA 31707

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Flint River Presbytery were peer reviewed on September 25, 2023, and found to have no exceptions.

Comment(s): *It will be helpful for future minutes reviews to have an electronic version to easily exchange with peers.*

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 26, 2023

Jeannie Dixon,
Stated Clerk
Presbytery of Florida
P.O. Box 7
Chipley, FL 32428-0007

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Presbytery of Florida were peer reviewed on September 25, 2023, and found to have the following exceptions:

- There is no clear indication that a review of session minutes did occur.
- Minutes lack an actual signature of moderator/clerk. For future reference, this can be done electronically and would be sufficient for historical purposes.

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 26, 2023

Deborah Foster,
Presbytery Leader & Stated Clerk
Foothills Presbytery
PO Box 1118
Simpsonville, SC 29681

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Foothills Presbytery were peer reviewed on September 25, 2023, and found to have the following exceptions:

- There is no alphabetical roster by classes of former members for the last six years of the Permanent Judicial Commission who may be called upon when necessary to constitute a quorum. (D-5.0206b)
- There is no evidence of “a full financial review of all financial books and records by a public accountant or committee of members versed in accounting procedures.” (G-3.0113)

Comment: These are excellent, concisely documented minutes.

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 29, 2023

Rev. Andy James, Stated Clerk
Presbytery of Greater Atlanta
1024 Ponce de Leon Avenue NE
Atlanta, GA 30306

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Presbytery of Greater Atlanta were peer reviewed on September 25, 2023, and found to have the following exception(s):

- List of attendees is not clear regarding CRE.
- Installation of minister at 11 a.m. on Sunday does not follow W-4.0402
- List of previous Permanent Judicial Commission members is not in order.

Comment(s):

- *Multiple sets of page numbers makes it difficult to read.*

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

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 28, 2023

Rev. Ed Rees,
Stated Clerk
Presbytery of Northeast Georgia
P.O. Box 365
Bogart, GA 30622

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Presbytery of Northeast Georgia were peer reviewed on September 25, 2023, and found to have the following exception(s):

- No indication that a review of the records of sessions took place (G-3.0108a)

Comment: The landscape formatting makes it difficult to read, especially in electronic versions.

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 26, 2023

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

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Presbytery of New Harmony were peer reviewed on September 25, 2023, and found to have the following exceptions:

- No legal description of properties sold, pages 39 and 154.
- No review of session records in 2022

Comment: For the future, it is highly recommended that minutes contain declarations page from the insurance provider for that year.

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



September 29, 2023

Rev. Randy Moody, Stated Clerk
Peace River Presbytery
P.O. Bo 495249
Port Charlotte, FL 33949

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of Peace River Presbytery were peer reviewed on September 25, 2023, and found to have the following exception(s):

- It is unclear what, if any, action was taken during an Executive Session.
- It is unclear within the minutes whether there was a review/audit of the 2021 finances.
- There is no evidence of liability insurance for the presbytery within the minutes.
- There is no indication of the requirement specified in the presbytery's own rules as to the constitution of a quorum.
- List of previous Permanent Judicial Commission members does not include Classes.
- There is no evidence of adoption and implementation of a Sexual Misconduct Policy and a child and youth protection policy (G-3.0106)

Comment(s):

- *A minutes book should contain one (1) Table of Contents and one (1) index.*
- *The synod has previously stated that a fully searchable pdf version is preferable for electronic review. If that electronic version is not fully searchable, it must contain an index.*
- *Every presbytery is required to provide a completed checklist containing page numbers for corresponding items on the list.*
- *The meaning, if any, of the red text is unclear.*
- *Dismissing an installation commission is not necessary. Any ordination/installation commission is done with the end of the service. The actual minutes should be with the presbytery, since it's an AC.*
- *While each of the items on the checklist are not explicitly required by the Book of Order or ROR to be present in the minutes, the checklist does serve as a means of*

administrative review by the synod. Exceptions and comments are not necessarily limited to items on the checklist.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Young". The signature is fluid and cursive, with the first name "Valerie" and last name "Young" clearly distinguishable.

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 29, 2023

Rev. Andy Meeker, Stated Clerk
Rev. Deanie Strength, Associate Stated Clerk
Savannah Presbytery
450 North Cromwell Road
Savannah, GA 31410

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of Savannah Presbytery were peer reviewed on September 25, 2023, and found to have the following exception(s):

- No legal description of any (every) property that is bought, sold, mortgaged, or encumbered with the written permission of the Presbytery (G-4.0206)
- Minutes are not signed.

Comment(s):

- *The synod has required submission of electronic minutes book in pdf format for review. If the entire book is not searchable, an index is warranted.*

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

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 27, 2023

Rev. Charlie Evans,
Stated Clerk
Presbytery of St. Augustine
1937 University Blvd W
Jacksonville, FL 32217

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Presbytery of St. Augustine were peer reviewed on September 25, 2023, and found to have no exceptions.

Comment: While the book does have one consistent set of page numbering throughout, it would be helpful to have just the one set of numbers.

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 26, 2023

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

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Presbytery of Tampa Bay were peer reviewed on September 25, 2023, and found to have no exceptions.

I am exceedingly grateful to you for the hard work necessary to get the review process caught up and on track. I would also like to take this opportunity to express my appreciation, not only for the clean electronic minutes, but also for the transparency of information shared therein.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 28, 2023

Rev. Jim Rowell, Stated Clerk
Trinity Presbytery
554 Davega Dr.
Lexington, SC 29073

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Trinity Presbytery were peer reviewed on September 25, 2023, and found to have no exceptions.

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk



Valerie Young,
Synod Executive and Stated Clerk

September 28, 2023

Rev. Dr. Daris Bultena,
General Presbyter & Stated Clerk
Presbytery of Tropical Florida
405 S.E. 15th Ave
Fort Lauderdale, FL 33301

Re: 2022 Presbytery Minutes & Records Review

Attestation of Minutes & Records

The 2022 Minutes of the Presbytery of Tropical Florida were peer reviewed on September 25, 2023, and found to have no exceptions.

Comment(s): *Minutes are well written and organized. Appreciate how the pages are numbered, attendance, transparency of the systems/processes such as sessional records review.*

I am exceedingly grateful to you for the time and effort you put into the peer review process.

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

Sincerely,

Valerie Young
Synod Executive & Stated Clerk

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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]

Service under 1 year

Service over 1 year

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

Presbyteries are encouraged to send per capita and mission contributions by ACH direct deposit or other electronic means. All mail is sent to the synod c/o the Presbytery of St. Augustine 1937 University Blvd. W, Jacksonville, FL 32217.

The Accounting Firm will have “accountant access” (*defined by the banking institution*) to all operating accounts for purposes of bill pay, payroll processing, and account reconciliation. The Accounting Firm will also be included as recipient of any account information related to the synod’s investments, for purposes of reconciliation.

Deposits:

- Mail is opened by either the Synod Executive/Stated Clerk or the Synod Treasurer at least every two weeks.
- Deposits will be made electronically through the banking institution app. If the app is not available, the deposits will be made directly at a bank branch.
- Each check must be endorsed with a restrictive endorsement (“For Online Deposit only at (Named) Bank”).
- Once deposited, the check is marked and dated (“Mobile Deposit 9-6-2023”).
- The physical checks, once deposited, are held by the depositor in a secure location for a period not to exceed 30 days. Checks will be destroyed 30 days after deposit.
- Checks will be added to a separate “Deposits” dated report in SmartReceipts app and sent to a shared file in OneDrive, both the Synod Exec and/or Treasurer, as well as the Administrative Assistant.
- The Administrative Assistant will enter the deposits into accounting software based on information provided in the SmartReceipts report.
- The OneDrive folder will be accessible by the Synod Executive, Treasurer, and the Accounting Firm.

Disbursements:

Wherever possible, payments for operations of the synod, e.g., background checks, insurances, etc., will be made by credit card.

Alternatively, disbursements will ordinarily be made as indicated below.

Online Bill Pay/Bank Check:

- Expense reimbursements
- Budgeted ministry expenses
- Scholarship/Grants disbursed directly to the those awarded

Synod Check:

- Grants or Scholarships sent to a third party, e.g., Seminary, Church, or Educational Institution

All invoices or requests for reimbursement will be processed in the following way(s):

1. Sent to the synod's administrative assistant as they are received from the vendor or requestor.
2. Twice per month (exact dates to be determined based on the Accounting Firm calendar) any invoices, vouchers, etc. will be logged into an Excel spreadsheet.
3. A pdf document with the spreadsheet and all invoices, vouchers, etc. will be sent to the Treasurer for review and electronic signature.
4. The electronic signature will be set to automatically send a copy of the signed document to the Synod Executive and the Accounting Firm for payment as determined under "Disbursements"

Synod Checks:

Hardcopy (blank) checks will be held in a secure location by the Synod Treasurer.

In the event that a payment by physical check is deemed necessary, having been processed by the accountant, the Treasurer will receive notification from the accountant that checks are ready to print.

The Treasurer will print checks and arrangements will be made for an Officer other than the Treasurer, to endorse.

INVESTMENT POLICY

I. Introduction

The Synod of the South Atlantic (hereafter referred to as the “Synod”) holds investment funds (“Funds”) for a variety of designated purposes as part of its mission to faithfully serve Jesus Christ and the Presbyterian Church (USA) by supporting the ministries of our sixteen presbyteries and encouraging cooperation among sessions, presbyteries, and the General Assembly. The Synod has established an Executive Administrative Commission (“EAC”) which acts on behalf of the Synod between Stated Meetings of the Synod Assembly.

The purpose of this investment policy statement is to establish guidelines for the Synod’s investment portfolio (the “Portfolio”) in the areas that most influence investment returns and risks. The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio’s investment program and for evaluating the contributions of the manager(s) hired on behalf of the Synod and its beneficiaries.

II. Role of the Investment Committee

The EAC has appointed a Working Group to temporarily serve as the Synod's Investment Committee (“Committee”) in writing this Investment Policy Statement (“Policies”). Once the Policies are approved by the EAC, the Synod's Budget and Finance Committee (“BFC”) will serve as the permanent Committee.

The BFC is acting in a fiduciary capacity with respect to the Portfolio, and is accountable to the Synod and to the EAC for overseeing the investment of all assets held in the Portfolio.

- A. The Policies set forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the BFC and any other parties to whom the BFC has delegated investment management responsibility for Portfolio assets.
- B. The Policies for the Fund contained herein have been formulated consistent with the Synod’s anticipated financial needs and in consideration of the Synod’s tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee.
- C. The Policies contained in this statement are intended to provide boundaries, where necessary, for ensuring that the Portfolio’s investments are managed consistent with the short-term and long-term financial goals of the Fund. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the Institution.

- D. The BFC will review these Policies at least once per year. Changes to the Policies can be made only by affirmation of a majority of the members of the BFC with approval of the EAC, and written confirmation of the changes will be provided to all BFC members and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

III. Role of the Investment Committee

- A. The Portfolio is to be invested with the objective of preserving the long-term, real purchasing power of assets while providing a relatively predictable and growing stream of annual distributions in support of the Synod and its beneficiaries.
- B. For the purpose of making distributions, the Synod shall make use of a total return based spending policy, meaning that it will fund distributions from net investment income, net realized capital gains, and proceeds from the sale of investments.
- C. The distribution of assets of the Funds will be permitted to the extent that such distributions do not exceed a level that would significantly erode the Funds' real assets over time. The general and approximate annual spending target across all funds is 4%. The BFC will review its spending assumptions annually for the purpose of deciding whether any changes therein necessitate amending the Synod's spending policies, its target asset allocation, or both.
- D. Periodic cash flow, either into or out of the Portfolio, will be used to better align the investment portfolio to the target asset allocation outlined in the Asset Allocation Policy at Section IV. A. herein.

IV. Role of the Investment Committee

A. Asset Allocation Policy

- 1. The BFC recognizes that the strategic allocation of Portfolio assets across broadly-defined financial asset and sub-asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.
- 2. The BFC expects that actual returns and return volatility may vary widely from expectations and return objectives across short periods of time. While the BFC wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to the Funds, to the assumptions underlying Fund spending policies, and/or to the capital markets and asset classes in which the Portfolio invests.

3. Fund assets will be managed as a single, balanced portfolio comprised of two major components: an equity portion and a fixed income portion. The expected role of Fund equity investments will be to maximize the long-term real growth of Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of Portfolio equity investments.
4. Cash investments will, under normal circumstances, only be considered as temporary Portfolio holdings, and will be used for Fund liquidity needs or to facilitate a planned program of dollar cost averaging into investments in either or both of the equity and fixed income asset classes.
5. Outlined below are the long-term strategic asset allocation guidelines, determined by the Committee to be the most appropriate, given the Fund's long-term objectives and short-term constraints. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines:

Asset Class	Target Allocation	Minimum	Maximum
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
Financial Controls Updated/Approved by Assembly Nov. 14, 2023

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. I will track, provide a receipt and description of each charge monthly, based on the statement date.
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 Assembly, February 2023

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