



## Stated Meetings

**April 6, 2024**

Zoom Video Conference

**November 16, 2024**

Zoom Video Conference



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# Synod of South Atlantic Assembly

1 pm, Saturday, April 6 via Zoom

**Call to Order** – Moderator, Rev. Dr. Brian Henderson called the meeting to order at 1:05 p.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.

**Acknowledgement of Land & People** – *Moderator Henderson* 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 Henderson opened the meeting with prayer.**

**Declaration of Quorum** – Moderator, Henderson called on Stated Clerk, Valerie Young who declared a quorum with 21 Commissioner present, 11 Ruling Elders and 10 Ministers of the Word and Sacrament of the 31 elected Commissioners, representing at least one-third of the constituent presbyteries of the synod.

Commissioners Present			
First Name	Last Name	Presbytery	Ordination
Dawn	Neff	Central Florida	Ruling Elder
Bobby	Byrd	Charleston-Atlantic	Ruling Elder
Billie	Sutter	Cherokee	Ruling Elder
Karen	Jones	Flint River	Ruling Elder
Donald	Mowat	Florida	Ruling Elder
Kenneth	Whitehurst	Greater Atlanta	Ruling Elder
Jacquelyn	Rembert	New Harmony	Ruling Elder
Jan	Lewis	Northeast GA	Ruling Elder
Lois	McGill	Peace River	Ruling Elder
Tim	Cureton	Providence	Ruling Elder
Karla	Dias	Tropical Florida	Ruling Elder
Christina	Greenawalt	Central Florida	Teaching Elder
Brian	Henderson	Charleston-Atlantic	Teaching Elder
Sommer	Bower	Flint River	Teaching Elder
Lisa	Martin	Florida	Teaching Elder
Beth	Hoskins	Foothills	Teaching Elder
Travis	Adams	Northeast GA	Teaching Elder
Jamil	el-Shair	Savannah	Teaching Elder
Sarah	Bishop	Tampa Bay	Teaching Elder
Croskeys	Royall	Trinity	Teaching Elder
David	Grove	Cherokee	Teaching Elder



Excused Absences			
First Name	Last Name	Presbytery	Ordination
Karen	Wismer	Peace River	Teaching Elder
Margaret	Brooks	Savannah	Ruling Elder
Hansler	Bealyer	St. Augustine	Ruling Elder
Sonya	Dawson	Foothills	Ruling Elder
jeanne	simpson	Greater Atlanta	Teaching Elder

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

**Seating of Corresponding Members** – Moderator Henderson recognized all Corresponding Members present and, with a **motion by Lisa Martin seconded and approved by unanimous consent, they were granted the privilege of voice in this Assembly.**

Corresponding Members Present			
First Name	Last Name	Presbytery	Role
Rebecca	Albright	Charleston-Atlantic	Executive/General Presbyter
Luis	Boada Davila	Central Florida	REM Consultant
Andy	Casto-Waters	Cherokee	Executive/General Presbyter
caroline	dennis	Trinity	Association of Smaller Congregations
Holly	Dillon	Tampa Bay	Executive/General Presbyter
Randy	Moody	Peace River	Stated Clerk
Olivia	Haney	Central Florida	Co-Transitional Executive
Jeannie	Dixon	Florida	Stated Clerk
Jodi	Dodge	St. Augustine	Synod Treasurer
Therese	Howell	Cherokee	Stated Clerk
Andy	James	Greater Atlanta	Stated Clerk
Gavin	Meek	New Harmony	Executive/ Stated Clerk
Danny	Murphy	Trinity	Executive/General Presbyter
Deanie	Strength	Savannah	Stated Clerk
William	Wildhack	Tampa Bay	Stated Clerk
Becky	Willis	Flint River	Stated Clerk
Alan	Rousseau	Charleston Atlantic	Guest
Valerie	Young	St. Augustine	Synod Exec/Stated Clerk
Annel	Belmont	Tampa Bay	Synod Administrative Asst

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

## **OPENING WORSHIP**

**Call to Worship** – *Moderator, Rev. Dr. Brian Henderson*

<sup>1</sup>How very good and pleasant it is when kindred live together in unity!

<sup>2</sup>It is like the precious oil on the head, running down upon the beard, on the beard of Aaron, running down over the collar of his robes.

<sup>3</sup>It is like the dew of Hermon, which falls on the mountains of Zion. For there the Lord ordained his blessing, life forevermore.

**Prayer** – *Travis Adams*

**Opening Hymn** – *He Lives*

**The Promise of Easter Hope Reflection and Instructions for Small Groups** – *Brian Henderson*

*After a brief introduction offered by Moderator, Rev. Brian Henderson, worshipers were sent into small groups and asked to reflect on 4 questions:*

- *What does the Easter hope promise to our families?*
- *What does the Easter hope promise to our churches?*
- *How can we bring Easter hope to our places of employment or service outside of the church?*
- *What does Easter hope promise mean to my life?*

**Closing reflection** – *Brian Henderson*

**Reciting of the Apostle's Creed** - *Brian Henderson*

*I BELIEVE in God the Father Almighty, Maker of heaven and earth, And in Jesus Christ his only Son our Lord; who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Ghost; the holy catholic Church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting.*

*Amen.*

**Closing Blessing** – *Jamil el-Shair*

## **COMMITTEE UPDATES & ACTIONS**

**Report of the Executive Administrative Commission (Attachment A)** – In the absence of a Moderator-Elect at this time, Rev. Christina Greenawalt, BFC chair, brought the EAC report.

**On behalf of the EAC, it was moved that the Synod Assembly concur with GA Ovt-024 On Creating a General Assembly Administrative Commission on Mid Councils.** The motion was **APPROVED.**

**Administration & Relationships** – *Jeanne Simpson/Bobby Byrd*

Bobby Byrd brought a verbal report of the ARC work related to Villa International. He explained that Villa International is an ecumenical mission assisting with housing for employees, students and others working with the CDC and Emory University in Atlanta. In the previous meeting it was stated that the synod holds title to the property and Villa had asked for a transfer of title to them.

The last assembly gave the ARC authority to contact an attorney regarding the synod's responsibilities in this matter. The ARC consulted with an attorney in the Atlanta area and were advised that Villa likely has no argument, and this is not a situation of adverse possession. Villa was contacted by the chair of ARC at the time to convey the response.

**Committee on Representation (Attachment B)** – *Rev. Lisa Martin*

**The COR moves the election of RE Commissioner, Jacquelyn Rembert from New Harmony Presbytery as Synod Moderator-Elect (2024-2025). Moderator Henderson invited nominations from the floor. Seeing none, the Assembly elected Ms. Rembert unanimously.**

The Assembly immediately moved to the Installation of Jacquelyn Rembert as Moderator-Elect.

**Ministry Support Committee (Attachment C)** – *Ken Whitehurst*

Ken Whitehurst gave a brief verbal report of the work of MSC regarding grants and a task force working to consolidate and align grants and application deadlines. He then invited *Rev. Caroline Dennis* to bring the report of the Association of Smaller Congregations.

Rev. Dennis, President of the Association of Smaller Congregations referred to the report in the packet. And offered a time of questions and thanked the synod for their support and prayers.

**Budget & Finance Committee (Attachment D)** – *Rev. Christina Greenawalt*

Rev. Greenawalt gave a brief report of the work of the BFC in the first quarter.

**One behalf of the BFC the motion was made that the Assembly approve the Adjusted 2024 Budget with the changes outlined in the attachment, allowing for the salary adjustments approved previously by the EAC. The motion was APPROVED.**

**Synod Visioning Task Force Report (Attachment E)**

**Task Force Members:** *RE Commissioner, Jacquelyn Rembert (New Harmony Presbytery); Stated Clerk, Rev. Andy James (Greater Atlanta Presbytery); Stated Clerk/TE Commissioner, Rev. Christina Greenawalt (Central Florida Presbytery); General Presbyter, Rev. Danny Murphy (Trinity Presbytery); General Presbyter, Rev. Holly Dillon (Presbytery of Tampa Bay); TE Commissioner, Rev. Jamil El Shair (Savannah Presbytery)*

The Visioning Task Force, led by Jacquelyn Rembert and Rev. Andy James, brought a report and presentation of their work together thus far. They explained their next steps for discerning ways in which

the synod can live into the new “Journey Statement” and their hopes and expectations for deep and meaningful conversations with all of those involved with the ministries of the synod.

**On behalf of the Visioning Task Force, Jacquelyn Rembert moved that the Synod of South Atlantic approve the attached journey statement, guiding values, and logo as a replacement to the current mission statement and logo and direct the Synod Visioning Task Force to build its continuing work around this document:**



**Much discussion about the logo happened. Moderator Henderson called for a vote and the motion was APPROVED.**

Rev. Andy James, co-chair of the Visioning Task Force, spoke about the next steps and courageous conversations in their work to come.

**Motion by Jan Lewis that the synod’s Committee on Representation nominate 3 additional Ruling Elders, second, discussion was met with an amendment to the motion by Billie Sutter. Amended motion: that the moderator appoint additional Ruling Elders, accepted by Jan Lewis. Moderator called for unanimous consent to the amendment. The motion was APPROVED.**

#### **Treasurer’s Report (Attachment F) – Jodi Dodge**

Treasurer Dodge spoke about the transition to the accounting firm of Sommerville & Associates, Inc. It has been a little bit of a bumpy start, but staff is working together to establish the best processes for efficiently handling funds disbursements and deposits. Having Annel Belmont as administrative assistant and shared staff with Presbytery of Tampa Bay, has been a real asset to establishing proper accountability processes.

The 2023 audit is complete and provided as an attachment in the packet. There were no issues found.

**Moderator Henderson called for a motion to receive the audit. Motion by Christina, second and the motion was APPROVED.**

Financial reporting will look different with the transition to new accounting software. Dodge explained some differences in reporting from the old system.

**Moderator Henderson called for a motion to receive the financial reports. Motion by Christina Greenawalt, second and the motion was APPROVED.**

**Christina Greenawalt moved to receive January financial statement. The motion was APPROVED.**

**Report of the Executive & Stated Clerk (Attachment G) – Valerie Young**

The denomination has been undergoing major transition over the last decade or so. Even more so lately with the announced changes in the Board of Pensions medical plans and the impacts it is likely to have on congregations and their pastors. It will also have an impact on your mid-council leaders and their benefits, not to mention the presbytery's work to aid their congregations through this transition. This is a stressful time for many. I hope you will be in continued prayer for the leaders and the congregations that they so faithfully serve.

You can read about my travels and ways that I've represented the synod since we last met in November. I have let Presbytery Stated Clerks know that I am available for their pulpit supply lists, subject to the appropriate approval of course. I will be preaching in four places in the coming months and am available, should I be called upon for additional dates. Any honorarium received comes back to the synod and will be reflected on our income statement.

Most importantly, thanks to the excellent work of presbytery stated clerks and PJCs, there has been no business for the synod PJC.

I am elated to be able to report that the reading of the 2022 presbytery minutes is caught up with the completion of Providence Presbytery's contained in your packet. Stated Clerks will be gathering in July for reading of 2023 minutes.

There is quite a bit on the horizon for the synod in addition to the work of the Visioning Task Force:

The first 1<sup>st</sup> Wednesday, SACK Lunch conversation took place a few days ago and there were about 12 folks from 7 different presbyteries who attended to discuss Youth Ministry in our churches and presbyteries.

There is a SACK Lunch conversation scheduled with a different topic for each of the months remaining in 2024. May 1's conversation is for and about Presbytery Leadership. There is not a week that goes by when I'm not asked, "How do other presbyteries do this?" Now is your chance to ask! How do other presbyteries recruit volunteers? How do other presbyteries design their COM/CPM processes? AND opportunities to share the cool and innovative things that your presbytery is doing. The hope is that we will be able to connect and support each other in our efforts to support our churches.

I have been working with Mark McCain of the SC PDAT (SC PDA) and Kathy Broyard from FLAPDAN (Florida PDA Network) to bring together a series of short webinars on disaster preparation and disaster assistance. Details are still to come – but please be on the lookout!

The synod is preparing for the 226<sup>th</sup> General Assembly and, with the help of presbytery clerks, will be facilitating GA commissioner training for our presbyteries as well as partnering with presbyteries to hold a lunch in Salt Lake City for commissioners and leaders.

I am proud to be part of a synod where the presbyteries provide such wonderful training and educational opportunities for their members and congregations. The leadership of all 16 presbyteries is strong. . . even and especially where there is no paid leadership. It is an honor to serve in this place and I am grateful for the opportunity to be a part of the Synod of South Atlantic.

The following overtures were presented to the assembly with explanation that the two involving Flint River need to be considered before the synod overture to GA as amendments may be required otherwise.

**Moderator Henderson called for a motion to approve the overture from Flint River Presbytery and Presbytery of Greater Atlanta on Lamar County, GA as presented. Motion by Lisa Martin, seconded, and the motion was APPROVED.**

**Moderator Henderson called for a motion to approve the overture from Flint River Presbytery on Russell County, AL as presented. Motion by Sommer Bowers, second, question was asked about the church and original presbytery having agreed and how the church came to request the move. Becky Willis, Stated Clerk of Flint River Presbytery was present to answer questions. The motion was APPROVED.**

**Moderator Henderson called for a motion to approve the Synod of South Atlantic Overture to the 226<sup>th</sup> General Assembly as presented. Motion by Travis Adams, second and the motion was APPROVED.**

Moderator Henderson thanked the Commissioners and Corresponding members for their participation today and directed them to the additional written reports provided in the packet.

**Additional Written Reports provided by (Attachment H):**

- **African American Ministries – Rev. Cecelia Armstrong**
- **Synod Presbyterian Women - Shelagh Wirth, Moderator**
- **Westminster Communities Foundation**

**Moderator Henderson called for a motion to adjourn. Motion by Travis Adams, second and APPROVED**

Moderator-Elect Jacquelyn Rembert was called upon to close the Assembly in prayer.

**Next Synod Meeting: Saturday, October 12 via Zoom**

Respectfully submitted,



Valerie Young,  
Synod Executive  
& Stated Clerk

## Synod Meeting Minutes Approval

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

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

### Authority

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

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

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

### Attestation

I attest that the meeting minutes and all documents attached herein for the April 6, 2024 Stated meeting were sent out on April 9, 2024 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 24, 2024, with any corrections or editions brought to the attention of the Stated Clerk.



Synod Executive/Stated Clerk  
*Synod of South Atlantic*



**Thank you for your service!! We appreciate your enthusiasm and are excited to welcome you, whether you are a commissioner, corresponding member, visitor, or guest. Your participation is crucial to our ministry, and we value the unique perspective and contributions that each attendee brings.**

***On Friday, April 5<sup>th</sup> at 7 pm there will be a pre-meeting social hour via Zoom with the synod's Visioning Task Force. This will be an informal opportunity to ask questions about the synod that is and the discernment work happening.***

Join Zoom Meeting

<https://zoom.us/j/6824651360?pwd=Vjg2dHJxbTB6UWtDa3Y0TOVpVTZoQT09&omn=97619360998>

Meeting ID: 682 465 1360

Passcode: Synod

***The Assembly of the Synod of South Atlantic will be held via Zoom on Saturday, April 6<sup>th</sup> at 1 p.m. (expect 1.5-2 hrs.)***

Join Zoom Meeting

<https://zoom.us/j/94372512156?pwd=ZllaMjFUcUptUTJLekpkNVBvYnNiZz09>

Meeting ID: 943 7251 2156

Passcode: Synod



# Synod of South Atlantic Assembly

1 pm, Saturday, April 6 via Zoom

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

## Call to Order

- Acknowledgement of Land & People – *Brian Henderson, Moderator*  
<https://native-land.ca/>
- Opening Prayer
- Declaration of Quorum
- Welcome to New Commissioners
- Seating of Corresponding Members
- Adoption of the Docket

## Opening Worship

### Report of the Executive Administrative Commission (**Attachment A**) – *Rev. Brian Henderson*

- GA Ovt-024 On Creating a General Assembly Administrative Commission on Mid Councils

## Committee Updates & Actions

### Administration & Relationships – *Jeanne Simpson/Bobby Byrd*

### Committee on Representation (**Attachment B**) – *Hansler Bealyer*

- Nomination Synod Moderator-Elect (2024-2025)
- Installation of the Moderator-Elect

### Ministry Support Committee (**Attachment C**) – *Ken Whitehurst*

- Association of Smaller Congregations, *Rev. Caroline Dennis*

### Budget & Finance Committee (**Attachment D**) – *Rev. Christina Greenawalt*

## Synod Visioning Task Force Report (**Attachment E**)

**Task Force Members:** *RE Commissioner, Jacquelyn Rembert (New Harmony Presbytery); Stated Clerk, Rev. Andy James (Greater Atlanta Presbytery); Stated Clerk/TE Commissioner, Rev. Christina Greenawalt (Central Florida Presbytery); General Presbyter, Rev. Danny Murphy (Trinity Presbytery); General Presbyter, Rev. Holly Dillon (Presbytery of Tampa Bay); TE Commissioner, Rev. Jamil El Shair (Savannah Presbytery)*

### Treasurer's Report (**Attachment F**) – *Jodi Dodge*

- Audit
- Financial Reports
- Accounting Transition

**Report of the Executive & Stated Clerk (*Attachment G*) – Valerie Young**

- Overture from Flint River Presbytery and Presbytery of Greater Atlanta on Lamar County, GA
- Overture from Flint River Presbytery on Russel County, GA
- Synod of South Atlantic Overture to the 227<sup>th</sup> General Assembly

***Closing Prayer & Adjournment***

**Additional Written Reports provided by (*Attachment H*):**

- **African American Ministries** – Rev. Cecelia Armstrong
- **Synod Presbyterian Women** - Shelagh Wirth, Moderator
- **Westminster Communities Foundation**

**Next Synod Meeting: Saturday, October 12 via Zoom**

## Executive Administrative Commission

### April 2024 Report to the Synod of South Atlantic Assembly

- I. The EAC voted to receive Ray Bell's resignation as Chair of the Ministry Support Committee and appointed Ken Whitehurst as the Chair of MSC for the remainder of 2024.
- II. The EAC voted to appoint Bobby Byrd as temporary Chair of the Administration & Relationships Committee until the return of Janne Simpson from her trip abroad.
- III. The EAC voted to recommend that the Synod of South Atlantic concur with the overture to the General Assembly Ovt-024 On Creating a General Assembly Administrative Commission on Mid Councils.

#### **Motion:** That the synod concur with **Ovt-024 On Creating a General Assembly Administrative Commission on Mid Councils**

- IV. Serving as the synod's Personnel Committee, in accordance with Personnel Review Guidelines, an annual review was conducted for the Synod Executive & Stated Clerk. Based upon the input received from presbytery executives, stated clerks, racial-ethnic consultants, commissioners, and members of the synod PJC, the EAC was pleased with the work of the Synod Executive and advised that she be mindful of her travel schedule and pace. The evaluation instrument distributed to the synod stake holders along with observations from EAC members were the basis of this assessment. The EAC (as Personnel) has approved a salary change that brings the total package back up to the level of 2023 (see below). The matter was then referred to the Budget & Finance Committee to bring an adjusted budget to the next Assembly on April 6.

In this process, it became clear that there need to be some changes to the Personnel Review Guidelines to align with the budgeting process. The Synod Executive & Stated Clerk was asked to assist in making this happen.

		2023 Budget	2023 Year End Actual	2024 Budget	2024 - COLA +
5120	Synod Exec/Stated Clerk Salary	100,000.00	100,000.00	100,000.00	107,000.00
5121	Synod Exec/Stated Clerk Housing	0.00	0.00	0.00	0.00
5122	Synod Exec/Stated Clerk BOP	41,340.00	29,749.42	23,000.00	22,950.00
5123	Synod Exec/Stated Clerk Payroll Tax	8,109.00	9,541.23	8,109.00	9216.00
5124	Retirement Benefit 403b contribution	6,000.00	6,000.00	6,000.00	6,900.00
	<b>Total Synod Exec/Stated Clerk</b>	<b>152,650.00</b>	<b>145,290.65</b>	<b>137,109.00</b>	<b>146,066.00</b>

**[OVT-024] On Creating a General Assembly Administrative Commission on Mid Councils****Source:** Presbytery**Committee:** Unassigned**Event:** 226th General Assembly (2024)**Sponsor:** Synod of the Northeast**Type:** General Assembly Full Consideration

## Recommendation

**On Creating a General Assembly Administrative Commission on Mid Councils****The Synod of the Northeast overtures the 226th General Assembly (2024) to:**

**1. Establish a permanent General Assembly Commission on Mid Councils, nominated by the General Assembly Nominating Committee in consultation with the General Assembly Committee on Representation, for the purpose of “approving the acts of synods to organize, divide, unite, or combine presbyteries or portions of presbyteries” (G-3.0502e) and approving exceptions to the minimum composition of a presbytery (G-3.0301). The commission is to be constituted no later than December 31, 2024.**

**2. Amend the Standing Rules of the General Assembly by adding Section K1 as follows and renumbering other paragraphs of section K, or placing in the appropriate section of any revised version of the Standing Rules approved by the 226th General Assembly (2024):**

K.1 The General Assembly Administrative Commission on Mid Councils has the authority to act as the General Assembly, upon request of synods and presbyteries, with the authority of the General Assembly to “approv[e] the acts of synods to organize, divide, unite, or combine presbyteries or portions of presbyteries” (G-3.0502e), and to approve exceptions to the minimum composition of a presbytery (G-3.0301). The administrative commission shall be composed of seven members whose length of term will be 4 years with eligibility for an additional 4-year term.

## Rationale

We are in a time when many presbyteries and synods are considering significant transformational changes. We are also in a time when many presbyteries and synods are considering how to handle decreased PC(USA) membership and decreased resources. Across the denomination presbyteries and synods are in the process of determining how to reconfigure presbyteries and churches to address these issues. Over the next few years this may lead to boundary changes whereby presbyteries merge or reconfigure their boundaries in various ways that require General Assembly approval.

No matter the issue, the work that it takes to discern what God is calling a presbytery or synod to do and to make a new plan that all interested parties can agree upon is significant. It can take several years to achieve this. Once the presbyteries and synod are ready to act, they need approval that is swift. For people who have been working on such a plan and ensuring that all necessary parties agree, nothing could deflate the effort and the energy more than having to wait until the next General Assembly for approval. This work creates a momentum that builds on itself. Having to wait possibly a year or more until the next General Assembly once all the pieces are in place could lead members of this work to begin to focus their energy elsewhere. Agreements

made around certain programs or sharing of resources could fall apart for lack of action. Having a permanent General Assembly Commission on Mid Councils would allow the dedicated work of presbyteries and synods to move forward in a timely fashion.

We believe that most if not all the work of such a commission could be handled via Zoom, thereby requiring no additional funds. This was the case between the 224th and 225th General Assemblies, when the General Assembly Commission on Mid Councils that was established for that period had to meet via Zoom due to Covid-19.

**Committee on Representation Report  
Synod of the South Atlanta  
April 6, 2024**

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

**For Synod Action:**

The Committee on Representation nominates the following to serve as the Synod Moderator Elect (2024-2025):

RE Commissioner, Jacquelyn Rembert (*New Harmony Presbytery*)

**For Information:**

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 is working to identify candidates for the vacancies on the Permanent Judicial Commission and the Policy Task Force.

Respectfully submitted:

HAB

**Report of the Ministry Support Committee to**

**The Synod of the South Atlantic**

**April 6, 2024**

The Ministry Support Committee of the Synod met on Tuesday, December 11 at 11 am to determine final grant/scholarship awards for 2023.

Members present: Jan Lewis, Ray Bell, Andy Moye, Jackie Rembert, Ken Whitehurst. Staff: Valerie M. Young

The following grant applications were reviewed and approved:

**Grant/Scholarship Review -**

**Olen Spencer Memorial Grant (balance = \$37,826):**

Kenne Sparks, Presbytery of Central Florida = \$1,000

Will Delaney, Foothills Presbytery = \$1,000

**Uderitz Memorial For Florida Churches (balance = 1,997.89):**

First Presbyterian Church, Wewahitchka, Florida = ½ of balance

First Church of Lynn Haven Florida = ½ of balance

**Peacemaking Fund (balance = \$1,142.33):**

Atlanta Ministries for International Students = \$1,000

The Grants taskforce continues to meet to recommend changes to the administration and award of Synod grants and scholarships.

Submitted by

Ken Whitehurst, Chair

Ministry Support Committee

# — Association of — Smaller Congregations

## 2024 Annual Report

The Association of Smaller Congregations of the Synod of the South Atlantic mission is to encourage, equip and connect congregations under 200 members within the bounds of the Synod of the South Atlantic. The Association was established 37 years ago and has largely accomplished these goals through its conference, held annually at Epworth by the Sea on St. Simon's Island.

The 2024 Conference "The Gift of Small" and Annual Meeting of the Association were held from February 29 – March 3. We were pleased to partner this year with the Presbyterian Association of Musicians (PAM) and with the Southeast and Puerto Rico region of Partners in Christian Education (SOAP APCE) to bring a conference rich in resources to our participants. While our registration numbers remained consistent with past years, we were pleased to see increased reach into presbyteries which had been under represented in recent years. Several attendees were presbytery leaders with responsibility for supporting smaller congregations in their presbyteries. We are hopeful that these attendees will be seeds of connection for the association as we continue our work, mindful that many smaller membership churches are not able for various reasons to participate in an annual conference.

Of the sixty-three conference attendees, there were 11 presbytery/synod representatives, 40 members or leaders of smaller congregations, 12 PCUSA organizational representatives and partners. Thirty-two of the 2024 conference attendees had attended the conference in previous years.

The conference receives financial assistance from the Synod of the South Atlantic (5000), PMA (\$500), PAM (\$750), SOAP APCE (\$500), Trinity Presbytery (500). Two of our presbyteries, Greater Atlanta and Trinity, provide scholarships for persons from those presbyteries to attend the conference. An offering was received at closing worship to support Thornwell in the amount of \$1074.

The Association bylaws were amended at the annual meeting and are attached. Hemphill Grants were awarded as follows: \$3,000 to Calvery Presbyterian Church in Trinity Presbytery, \$7,000 Douglas Presbyterian Church in Providence Presbytery. The Award for Congregation of the Year was presented to Society Hill Presbyterian, Society Hill, SC, nominated by Exec. Presbyter, Gavin Meeks. Maurine Resch, Northeast GA Presbytery, was recognized for 14 years of service to the Association as Conference Registrar and offered our gratitude as she steps back from active service.



The Association Board plans to work in the coming year to increase connection with the 622 congregations within the bounds of the Synod of the South Atlantic with 200 members or less by building membership in the organization, providing resource and connection to our members through regular communication, and listening for the needs of our smaller congregations.

I offer this report with my thanks for the support of the Synod and gratitude for the engagement of many partners and a strong board.

Respectfully submitted on March 19, 2024 by Caroline Dennis, ASC President

ASC Officers: Caroline Dennis, President; Julius N'for, Treasurer; Dawn Lyons, Secretary; Judy Murphy, Registrar; John Scott, Past President

ASC Board: Hoover Haney, Leon Page, Brittany DiGiarmmarino, Joy Fisher, Thomas Whitworth, Dashonda VanDyke

**THE ASSOCIATION OF SMALLER CONGREGATIONS  
SYNOD OF THE SOUTH ATLANTIC  
PRESBYTERIAN CHURCH (U.S.A.)**

**CONSTITUTION AND BY-LAWS**

**NAME**

The name of this organization shall be THE ASSOCIATION OF SMALLER CONGREGATIONS. (The Association.)

**PURPOSE**

Approximately ~~two-thirds~~ **three-fourths** of the Presbyterian churches within the geographical bounds of the Synod of South Atlantic have less than 200 members. These churches generally need additional support, care, and fellowship. They may also need specific training in their individual and corporate tasks and stable, experienced pastoral leadership. Seeking to meet these needs, we, therefore, organize ourselves for the following purposes:

1. To facilitate mutual support and encouragement for congregations and pastors.
2. To become aware of the unique strengths of the small congregation and how these can be used in presbyteries and synods, and to serve as a channel of interpretation between presbyteries and their smaller congregations.
3. To increase continually the awareness and responsibility of the presbyteries for the concerns and needs of their smaller congregations.
4. To provide opportunities for fellowship and continuing education for both pastors and churches.
5. To encourage the governing bodies to be more intentional in providing care, training, and leadership for smaller congregations; to enable them to become a viable influence within the governing bodies of the Presbyterian Church (U.S.A.).
6. To provide opportunities for creative thinking, planning, and sharing among smaller congregations.

**MEMBERSHIP**

1. Full membership is open to any congregation, and its members, within the ecclesiastical bounds of the Synod of South Atlantic or its successors, having 200 or fewer members.
2. Associate Membership is open to any **other** congregation, its pastor and members ~~larger than 200 members~~, **within the bounds of the Synod of South Atlantic**, and **the** Judicatory staff of the PC(USA).
3. ***Affiliate Membership will be considered by the Board for those PC(USA) congregations beyond the bounds of the Synod of the South Atlantic.***
4. Affiliate Membership will be considered by the Board for congregations and individuals that are members of other denominations in correspondence\* with the PC(USA).
5. Affiliate and Associate Members may not vote or hold office.

**\*Notes:**

- ***“denominations in correspondence” are those denominations that hold membership in any of these ecumenical organizations: World Communion of Reformed Churches, National Council of Churches, World Council of Churches, Christian Churches Together, Churches United in Christ. (Book of Order, G-5.02 and Office of General Assembly)***
- ***“churches that entered into Full Communion” are the four denominations: Presbyterian Church (U.S.A.), United Church of Christ, Evangelical Lutheran Church in America, and Reformed Church in America. (Book of Order, Appendix B)***
- ***Covenant Relationship exists between the Korean Presbyterian Church in America and the Presbyterian Church (U.S.A.) (Book of Order, Appendix C)***

## OFFICERS

The Officers of the Association shall be:

1. President
2. Secretary
3. Treasurer
4. ***Past President***
5. ***President-Elect***

Whenever possible, the presidency shall alternate between laity and clergy. These officers will comprise the Executive Committee. In addition to the officers, the Board will consist of up to eight (8) members chosen, whenever possible, from presbyteries not represented by an officer, and whenever possible on a rotating basis. The President acting alone, or any two (2) members of the Board, may call a meeting of the Board.

## DUTIES OF OFFICERS

1. The President will preside at all meetings of the Association and its Board.
2. The Secretary will function as chair in the absence of the President.
3. The Secretary will record, disseminate, and keep a file of minutes of all meetings.
4. The Treasurer will receive and bank all funds of the Association and will distribute funds only at the direction of the Board or the Annual Meeting.
5. ***The immediate Past President will serve in a supportive and transitional manner for continuity of the office of the President, President-Elect.***
6. It shall be the duty of the Board to seek to establish sub-groups of the Association within the bounds of each presbytery. These sub-groups will be responsible for promoting the purposes and goals of the Association at the presbytery level and may sponsor events or meetings.
7. The Board may, at its discretion, establish additional roles it deems necessary to fulfill its responsibilities, who will serve at the pleasure of the Board. These roles may include a Conference Registrar; a Communicator to communicate at the direction of the Board with the membership, governing bodies, church and public media by any appropriate means; liaison with other small church networks. Persons in these roles may be invited to attend and participate in Board meetings.

## ELECTION OF OFFICERS AND BOARD

1. Elections shall take place annually during the Annual Meeting of the Association.
2. On decision of the Board, nominees may be selected either from the floor or by a nominating committee appointed by the Board. Nominations may always be made from the floor with the prior consent of the person being nominated.
3. A term of office for both Officers and Board is one (1) conference year. A person is limited to three (3) consecutive terms in the same office and six (6) consecutive terms on the Board. They may be re-nominated after passage of one Annual Meeting.
4. In the event of termination of an Officer's or Board member's term prematurely, the Board may, at its discretion, appoint a replacement to complete the unexpired term.
5. ***A person that has completed a one year term as President, may be nominated to serve one additional one year term, if elected by  $\frac{3}{4}$  of the voting membership present at the Annual Meeting.***

## MEETINGS

There shall be an Annual Meeting of the Association called by the Board normally in conjunction with an Annual Conference at a time and place to be determined by the Board.

This meeting shall include election of officers, necessary business and program.

Additional meetings of the Association may be called at the discretion of the Board.

Meetings will be conducted under ~~Robert's Rules of Order, Revised~~, ***"the current edition of 'Robert's Rules of Order Newly Revised'"*** and in no way contrary to the Constitution of the PC(USA).

## ANNUAL CONFERENCE

The Board will plan an Annual Conference at a time and place of its choosing, normally in conjunction with an Annual Meeting. The Conference will fulfill one or more of the purposes described above.

## QUORUM

The quorum of the Board shall be one-half of its members. The quorum of the Association shall be those in attendance.

## AMENDMENTS

This constitution and by-laws may be amended at any Annual Meeting by two-thirds of the voting members present, with notice prior to meeting.

Adopted 04/21/87	Amended 04/26/89	Amended 05/07/97	Amended 05/05/04
Amended 05/18/11	Amended 3/18/18	Amended 3/5/2023	<b><i>Amended 3/3/2024</i></b>

## BUDGET AND FINANCE COMMITTEE

### Report to the Synod of the South Atlantic

February 23-24, 2023

#### Committee Members:

Rev. Christina Greenawalt, Chair - Central Florida; Timothy Cureton - Providence; Don Mowat – Florida; Sonya Dawson – Foothills; Lois McGill – Peace River; Karen Wismer – Peace 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.

#### Work of the BFC since the November Called Meeting:

1. *Year End Financials* – report provided by Treasurer Jodi Dodge
2. *Accounting Transition and Process* – Jodi Dodge has updated the committee on the progress of the accounting transition and new processes along with the history of where the presbytery has been in the past.
3. *Amended the 2024 Budget*- upon the request of the EAC, the committee amended the 2024 budget to cover the increase personnel costs to the Synod Exec/Stated Clerk's compensation package. The Committee approved the following adjustments to the budget to reflect the changes:

NEW Ministries		Previous 2024 Budget	Adjusted 2024 Budget
6220	Grants	20,000.00	15,000.00
6230	Special Projects	24,328.26	20,324.51
5125	FSA admin fee		46.80

#### For Your Information

1. *Synod of South Atlantic* - Audit review of 2023 – Jodi gave a report to the BFC that the 2023 Financial Audit is complete and came back clean, with no concerns. (Attachment F)
2. *Actions planned for a May meeting of the BFC committee:*
  - a. Investment performance review of portfolio (Vanguard)
  - b. Investment strategy plan as we look to having a request for proposal.

- c. Begin a strategy of showing gratitude to the presbyteries for their continued support of the Synod, through the Chair and Exec sending thank you notes.
3. *Actions planned for later in the year*
- a. Request for proposal
  - b. Budget preparation for 2025 including calculation of COLA
  - c. Consider the Synod mission and its need to adjust its revenue looking at the Per Capita Apportionment, Shared Mission and Investment portfolio
  - d. Initiate conversation about the review process for the Synod's investment portfolio management.

## Expense Details

2023 Budget			2023 Year End	2024 Budget 4% Draw	2024 Budget 4% Draw/Adjusted
	<b>SYNOD DIRECT MINISTRIES</b>				
	<b>Racial Ethnic Ministries</b>				
6110	Korean American Ministry	15,000.00	15,000.00	15,000.00	15,000.00
6120	African American Ministry	15,000.00	14,744.08	15,000.00	15,000.00
6130	Hispanic American	10,000.00	6,077.60	15,000.00	15,000.00
	<b>Total Racial Ethnic Ministry</b>	<b>40,000.00</b>	<b>35,821.68</b>	<b>45,000.00</b>	<b>45,000.00</b>
	<b>Networking Ministries</b>				
	<b>NEW Ministries</b>				
6220	Grants			20,000.00	15,000.00
6230	Special Projects			24,328.26	20,324.51
6210	Smaller Congregation (ASC)	5,000.00	5,000.00	5,000.00	5,000.00
	<b>Total Networking Ministries</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>49,328.26</b>	<b>40,324.51</b>
	<b>Other Synod Ministries</b>				
6310	Pby Leader Formation	8,000.00	0.00	6,000.00	6,000.00
6320	Presbytery Leader Community	4,500.00	6,664.55	8,000.00	8,000.00
6330	PJC	5,000.00	1,500.00	5,000.00	5,000.00
6340	Special Gatherings			5,000.00	5,000.00
	<b>Total Other Synod Ministries</b>	<b>17,500.00</b>	<b>8,164.55</b>	<b>24,000.00</b>	<b>24,000.00</b>
	<b>TOTAL SYNOD DIRECT MINISTRIES</b>	<b>62,500.00</b>	<b>48,986.23</b>	<b>118,328.26</b>	<b>109,324.51</b>

## Expense Details

		2023 Budget	2023 Year End	2024 Budget 4% Draw	2024 Budget 4% Draw/Adjusted
	<b>SYNOD COUNCIL OPERATIONS</b>				
	<b>Synod Ecclesiastic</b>				
5411	Synod Stated Meeting	26,000.00	15,976.12	2,500.00	2,500.00
5412	Committee Expenses	700.00	1,711.28	10,000.00	10,000.00
5414	Moderator's	1,000.00	172.42	1,500.00	1,500.00
	<b>Total Ecclesiastic Operation</b>	<b>27,700.00</b>	<b>17,859.82</b>	<b>14,000.00</b>	<b>14,000.00</b>
	<b>Office Operation</b>				
5575	Website/Internet	2,000.00	3,678.13	6,000.00	6,000.00
5510	Rent	12,000.00	12,600.00	0.00	0.00
5525	Telephone	2,100.00	2,668.30	2,500.00	2,500.00
	Office				
5535	Supplies/Operations	5,000.00	4,298.40	6,000.00	6,000.00
5590	Support Contracts	3,600.00	9,766.89	2,200.00	2,200.00
5720	Accounting			13,000.00	13,000.00
5710	Contract Admin			20,000.00	20,000.00
5730	Total Tech			300.00	300.00
5740	Communications				
5580	Staff Travel	1,000.00	313.35	250.00	250.00
	<b>Total Office Operations</b>	<b>25,700.00</b>	<b>33,325.07</b>	<b>50,250.00</b>	<b>50,250.00</b>
	<b>Insurance and Audit</b>				
5610	Insurance	7,000.00	7,877.78	7,000.00	7,000.00
5611	Audit	6,700.00	6,700.00	8,000.00	8,000.00
	<b>Total Insurance and Audit</b>	<b>13,700.00</b>	<b>14,577.78</b>	<b>15,000.00</b>	<b>15,000.00</b>
	<b>TOTAL SYNOD COUNCIL OPERATIONS</b>	<b>67,100.00</b>	<b>65,762.67</b>	<b>79,250.00</b>	<b>79,250.00</b>



## Expense Details

		2023 Budget	2023 Year End	2024 Budget 4% Draw	2024 Budget 4% Draw/Adjusted
	<b>(PERSONNEL)</b>				
	<b>Synod Exec/Stated Clerk</b>				
5120	Synod Exec/Stated Clerk Salary	100,000.00	100,000.00	100,000.00	107,000.00
5121	Synod Exec/Stated Clerk Housing	0.00	0.00	0.00	0.00
5122	Synod Exec/Stated Clerk BOP	39,000.00	29,749.42	23,000.00	22,950.00
5123	Synod Exec/Stated Clerk Payroll Tax	7,650.00	9,541.23	8,109.00	9,216.00
5124	403b Synod Contribution	6,000.00	6,000.00	6,000.00	6,900.00
5125	FSA admin fee				46.80
	<b>Total Synod Exec/Stated Clerk</b>	<b>152,650.00</b>	<b>145,290.65</b>	<b>137,109.00</b>	<b>146,112.80</b>
	<b>Synod Exec/SC Professional Expenses</b>				
5201	Synod Exec/SC Cont. Ed	2,500.00	1,282.76	2,500.00	2,500.00
5202	Synod Exec/SC Travel	15,000.00	15,000.00	18,000.00	18,000.00
5203	Synod Exec/SC Professional Expense	2,000.00	783.59	2,000.00	2,000.00
	<b>Total Synod Exec/SC Prof Expenses</b>	<b>19,500.00</b>	<b>17,066.35</b>	<b>22,500.00</b>	<b>22,500.00</b>
5250	SE/SC Search/Moving Expense	<b>20,000.00</b>	24,722.07		

## Expense Details

		2023 Budget	2023 Year End	2024 Budget 4% Draw	2024 Budget 4% Draw/Adjusted
	<b>Office Admin Expenses</b>				
5311	Office Admin Salary	44,782.67	22,402.84		
5312	Office Admin Benefit	10,453.47	5,226.75		
5313	Office Admin Payroll Tax	3,425.87	1,713.85		
5314	Office Admin Cont. Ed	1,000.00	0.00		
	<b>Total Office Admin</b>	<b>59,662.01</b>	<b>29,343.44</b>		
	<b>Bookkeeper</b>				
5321	Bookkeeper Salary	18,311.96	20,366.17		
5322	Bookkeeper Payroll Tax	1,400.86	1,558.04		
	<b>Total Bookkeeper</b>	<b>19,712.82</b>	<b>21,924.21</b>		
	<b>TOTAL PERSONNEL</b>	<b>271,524.83</b>	<b>238,346.72</b>	<b>159,609.00</b>	<b>168,612.80</b>
5451	Synod Exec Discretionary Fund For Council Operation Support	10,000.00	150.00		
	<b>TOTAL EXPENSES</b>	<b>\$411,124.83</b>	<b>\$353,245.62</b>	357,187.26	357,187.31
	DIFFERENCE BETWEEN REVENUE & EXPENSES	(115,617.95)	(46,197.80)	0.05	0.00
	TRANSFER FROM RESERVE EARNINGS	40,000.00			
	<b>NET SURPLUS/ (DEFICIT)</b>	<b>\$ (75,618)</b>	<b>(46,197.80)</b>	<b>0.05</b>	<b>0.00</b>

## Report of the Synod Visioning Task Force

April 6, 2024

### For Action:

The Synod Visioning Task Force recommends that the Synod of South Atlantic approve the following journey statement and guiding values and direct the Synod Visioning Task Force to build its continuing work around this document.

### Our Journey

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

### Guiding Values

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

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

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

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

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

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

**Transparency:** We seek to practice openness in the systems and structures of the Synod so that nothing need be hidden from one another.

*"O God, you know my folly; the wrongs I have done are not hidden from you." - Psalm 69:5*

**Unity:** We work to unite the presbyteries and their congregations in faith, hope, love, witness, and service, emphasizing the importance of togetherness and collective purpose within the Synod.

*"Make every effort to keep the unity of the Spirit through the bond of peace" - Ephesians 4:3*

**Hope:** We welcome the Spirit's presence that keeps us moving forward in hope, becoming the community God intends.

*"Be joyful in hope, patient in affliction, faithful in prayer" - Romans 12:12*

**Faithfulness:** In our faithfulness, we reflect a commitment and devotion to seeing tomorrow today and seek to make that desired future real throughout the Synod.

*"Now faith is confidence in what we hope for and assurance about what we do not see" - Hebrews 11:1*

**Reforming:** As we are open to God's reforming work, we develop presbytery and congregational leaders who share their faith and disciple others, using the patterns of the past to help us discern where God is guiding the church for the future.

*"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age" - Matthew 28:19-20*

## Rationale

The Synod Visioning Task Force was elected by the synod in November 2023. Our members include:

- Rev. Holly Dillon, General Presbyter of Tampa Bay Presbytery
- Rev. Jamil el-Shair, Synod Commissioner and Pastor of Altama Presbyterian Church, Savannah Presbytery
- Rev. Andy James, Stated Clerk of Greater Atlanta Presbytery (co-chair)
- Rev. Danny Murphy, General Presbyter of Trinity Presbytery
- Rev. Christina Greenwalt, Synod Commissioner and Stated Clerk of Central Florida Presbytery
- Elder Jacquelyn Rembert, Synod Commissioner from New Harmony Presbytery (co-chair)

Synod Executive Valerie Young has very ably served as staff to the task force. Ruling Elder Karla Dias from the Synod Committee on Representation was also elected to serve with us but stepped down in February 2024.

The Task Force gathered for its first meeting in-person at Calvin Center in Hampton, Georgia, from January 14-16, 2024. Over the course of our time together, we shared stories and meals and engaged in deep conversation and discernment about the past, present, and future of the Synod of South Atlantic. We spent time with scripture and the Book of Order, particularly the charge of the synod as described at G-3.04, to listen for how God might be speaking into our process through these foundational documents. Our initial

conversations were led by Rev. Daris Bultena, Executive Presbyter and Stated Clerk of the Presbytery of South Florida, who guided us through an imaginative process that created the basis of our work.

By the end of our first full day together, we discovered that the traditional ideas of a vision and mission statement were not the best fit for where we found ourselves as a task force—or for where we believe that our Synod is at this moment in our life together. Our mission and vision became clearest when we understood them to be a part of our *journey* together. And so emerged the proposed journey statement that we present to you:

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

This journey statement gives us three clear actions that guide all our work on our journey together as a synod. First, we are called to **embody** *the grace and love of Jesus Christ* by coming together from our various presbyteries and perspectives to live together in this way on our journey. We are also called to **cultivate** *authentic community within and across presbyteries* to build the kinds of relationships in our life together that allow health and wholeness to sprout up all across our synod. Finally, as a synod we are called to **inspire** *impactful ministry*, joining in what God is already doing and breathing new life into places that need a message of hope.

Since we cannot do this work on our own, these three actions are supported by the work of *developing leaders* across our synod to support the faithful ministry of our sixteen presbyteries and the hundreds of congregations within our bounds. All of this work builds toward a common goal so *that the Church becomes united in faith, hope, love, witness, and service*.

A journey of this sort needs not only a statement about what we are doing together but also some values to guide us along the way. The eight guiding values of grace, love, authenticity, transparency, unity, hope, faithfulness, and reforming are intended to guide the next steps of our task force and the full implementation of this journey so that we have some guidance for how we agree to work together. We believe that lifting up these values will help our task force and the whole Synod in the future to better discern the priorities for our life together.

From here, if the journey statement and guiding values are approved, the Synod Visioning Task Force will begin to develop a plan for the next steps on our journey. We will be meeting in-person later in April to continue imagining how we believe God is calling us to step out on this journey together. Over the course of the summer and early fall, we expect to open up space for conversation across the synod so that we can listen broadly and deeply with one another for how God is inviting us to shape the journey that is ahead.

We are deeply grateful for your prayers as we continue on this journey together!

### A New Logo and Branding



As we embark on this new journey together, the Synod Visioning Task Force is excited to introduce a new logo for the synod that incorporates elements of our journey statement and values into a visual form.

- A *Celtic cross* stands at the forefront as a reminder of the grace and love of Jesus Christ and our historic connection to the Reformed tradition as it emerged in Scotland.
- Some may see a *bowl of water* sitting atop a *table* offering a visual representation of the sacraments that unite us with Christ and with one another.
- Some may see a *ship* that serves as the vessel for our journey, with the central circle of the Celtic cross serving as the ship's wheel that gives direction amidst the waves.
- The *blue-green color* throughout the logo reminds us of the waters of baptism but also the water that surrounds two sides of our synod and lends itself to our name.
- The *three waves* visible in the central half-circle figure suggest the three states that make up our synod, the three verbs of our journey statement, and the three persons of our Triune God.
- The logo offers flexibility in colors, layout, and caption to fit different circumstances.



# Visioning Task Force Report

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# JOURNEY STATEMENT

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

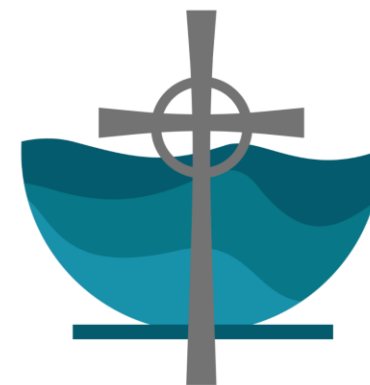


**SYNOD OF SOUTH ATLANTIC**  
PRESBYTERIAN CHURCH (U.S.A.)  
**EMBODY · CULTIVATE · INSPIRE**



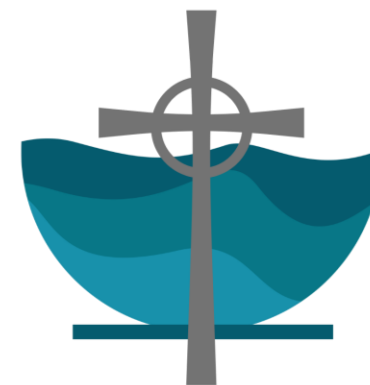
# *embodies*

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



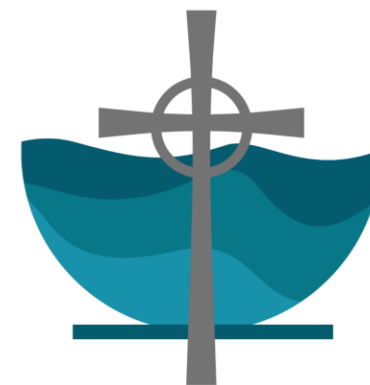
# *cultivates*

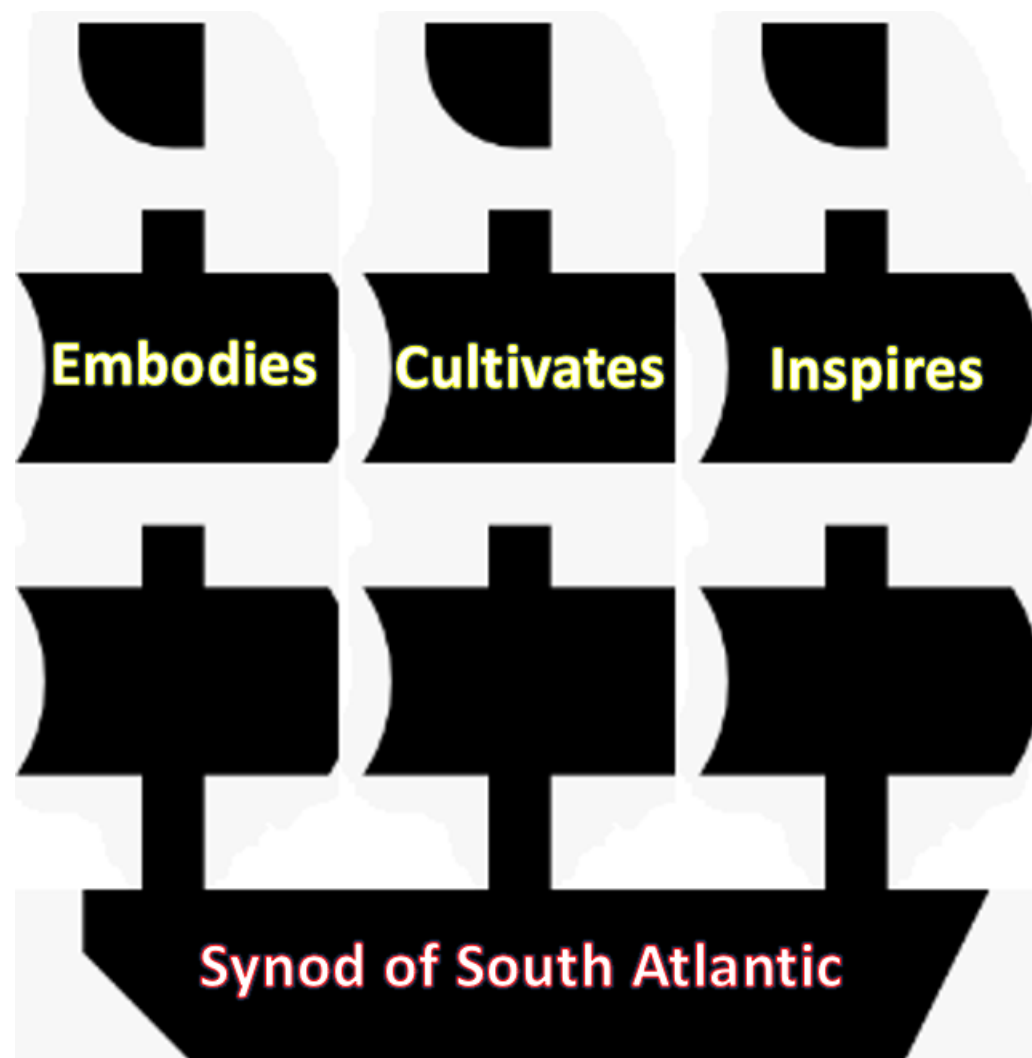
The Synod of South Atlantic, PC(U.S.A.) *embodies* the grace and love of Jesus Christ, *cultivates* authentic community within and across presbyteries, and *inspires* impactful ministry, developing leaders so that the Church becomes united in faith, hope, love, witness, and service.

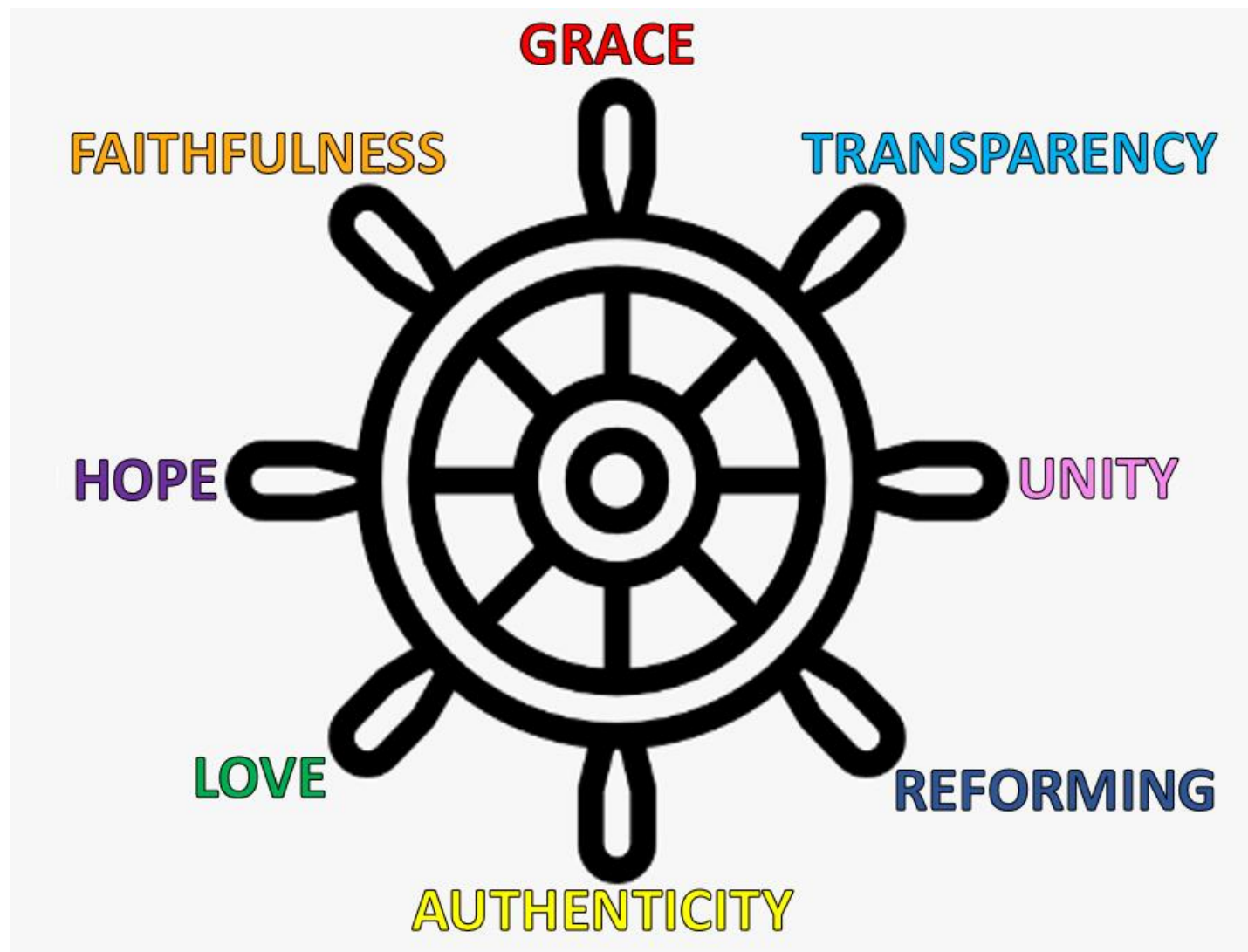


# *inspires*

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# Grace

Grace

Love

Authenticity

Transparency

Unity

Hope

Faithfulness

Reforming

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# Love

*Grace*

*Love*

*Authenticity*

*Transparency*

*Unity*

*Hope*

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# *Authenticity*

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*Love*

*Authenticity*

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# *Transparency*

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*Transparency*

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# Unity

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*Love*

*Authenticity*

*Transparency*

*Unity*

*Hope*

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# Hope

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# Faithfulness

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# Reforming

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# SYNOD OF SOUTH ATLANTIC

PRESBYTERIAN CHURCH (U.S.A.)

***EMBODY · CULTIVATE · INSPIRE***

## Treasurer's Report

### Report to the Stated Meeting of the Synod

**April 6, 2024**

Presbyteries of the Synod of South Atlantic remitted \$200,963.53 in per capita for 2023. This represents 85% of the amount due. Mission giving totaled \$81,514.37 which represented 52% of the target. To compare these figures to 2022, per capita was at 89% and mission giving was at 50%.

Expenses for 2023 finished at a total of \$353,245.62 which exceeded contributions by \$46,197.80. At the end of 2022, we made a \$40,000 transfer from our reserve investment account to help offset this expected shortfall.

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 2023 Financial Statements
- Per Capita and Mission Giving 2023

		Current Year	Previous Year
<b>ASSETS</b>	1000		
<b>BANK ACCOUNTS</b>	1050		
CHECKING ACCOUNTS	1100		
TIAA-Operating Account	1110	\$238,641.15	\$317,117.38
<b>MANAGED FUNDS</b>	1300		
<b>GENERALLY MANAGED FUNDS</b>	1305		
VG General (\$1M)	1311-116	1,657,984.66	1,424,739.31
VG Gainesville (\$1.8M)	1341-114	2,301,363.53	2,055,975.49
Subtotal Generally Managed Funds	1305	3,959,348.19	3,480,714.80
<b>SPECIALLY MANAGED FUNDS</b>	1350		
VG Hawkins (\$400k)	1361-104	474,513.22	424,889.83
VG Hemphill (\$200k)	1371-103	258,045.42	231,131.82
TIAA 0958 GA Presby Trans	1390	0.00	2,962.64
Subtotal Specially Managed Funds	1350	732,558.64	658,984.29
Subtotal Managed Funds	1300	4,691,906.83	4,139,699.09
<b>OTHER ASSETS</b>	1900		
Accounts Receivable	1920	0.00	1,477.01
<b>TOTAL ASSETS</b>		\$4,930,547.98	\$4,458,293.48
<b>LIABILITIES</b>	2000		
<b>CURRENT LIABILITIES</b>	2010		
<b>OTHER CURRENT LIABILITIES</b>	2400		
Insurance Liability	2410	-\$3,622.00	\$0.00
<b>TOTAL LIABILITIES</b>		-3,622.00	0.00
<b>FUND PRINCIPAL</b>	3000		
<b>UNRESTRICTED</b>	3100		
Unrestricted Fund Balance	3110-116	\$1,812,918.20	\$1,625,825.00
<b>RESTRICTED FUNDS</b>	3200		
<b>TEMPORARILY RESTRICTED</b>	3201		
TIAA Peacemaking	3210-107	747.31	322.60
TIAA Capital Fund	3220-108	0.00	39,311.45
TIAA Westcott,NMPF,Others	3230-109	2,139.23	3,461.19
TIAA Trans'/Interest	3250-111	0.00	2,962.64
TIAA Urie Schol (2.5k)	3260-112	3,207.51	3,207.51
TIAA Synod Exec Sch (25k)	3270-113	24,630.82	24,630.82
VG Gville Campus (1.8M)	3280-114	2,301,363.53	2,055,975.49
Subtotal Temporarily Restricted	3201	2,332,088.40	2,129,871.70
<b>PERMANENTLY RESTRICTED</b>	3300		



		Current Year	Previous Year
PF Ogden Scholarship	3310-101	2,645.02	2,259.07
PF Uderitz Memorial Sch	3320-102	11,377.46	9,417.72
VG Hemphill/Grants	3330-103	258,045.42	231,131.82
VG Hawkins Long Term	3340-104	474,513.22	424,889.83
PF Simpson Fund	3350-105	6,756.26	5,893.34
TRUIST Spencer Memorial	3360-106	35,826.00	29,005.00
Subtotal Permanently Restricted	3300	789,163.38	702,596.78
Subtotal Restricted Funds	3200	3,121,251.78	2,832,468.48
TOTAL EQUITY		4,934,169.98	4,458,293.48
TOTAL LIABILITIES AND EQUITY		\$4,930,547.98	\$4,458,293.48

Synod of South Atlantic  
**Income and Expense Statement**  
 GENERAL FUND, December 2023

		Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	YTD Prior Year
INCOME	4000					
CONTRIBUTION INCOME	4010					
UNRESTRICTED	4020					
Per Capita	4030-401	\$38,544.36	\$188,306.20	\$200,082.00	-\$11,775.80	\$192,414.75
Prior Year Per Capita	4035-401	0.00	25,922.46	19,500.00	6,422.46	14,269.01
Mission Giving	4040-402	13,080.28	79,108.72	75,325.00	3,783.72	74,871.61
Prior Year Mission Giving	4045-402	0.00	8,275.52	0.00	8,275.52	5,195.55
Other Income	4060	0.00	175.00	0.00	175.00	0.00
Subtotal Unrestricted	4020	51,624.64	301,787.90	294,907.00	6,880.90	286,750.92
Subtotal Contribution Income	4010	51,624.64	301,787.90	294,907.00	6,880.90	286,750.92
INTEREST INCOME	4500					
Bank Interest	4510	397.20	5,259.92	600.00	4,659.92	1,174.53
TOTAL INCOME		52,021.84	307,047.82	295,507.00	11,540.82	287,925.45
EXPENSES	5000					
PERSONNEL	5010					
SE/SC SALARY & BENEFITS	5100					
SE/SC	5110					
SE/SC Salary	5120	\$8,333.34	\$100,000.00	\$100,000.00	\$0.00	\$47,664.24
SE/SC Housing	5121	0.00	0.00	0.00	0.00	27,463.50
SE/SC BOP	5122	968.03	29,749.42	41,340.00	11,590.58	28,967.85
SE/SC Payroll Tax	5123	637.50	9,541.23	8,109.00	-1,432.23	5,747.22
SE/SC Retirement Benefit	5124	500.00	6,000.00	6,000.00	0.00	0.00
Subtotal Se/sc	5110	10,438.87	145,290.65	155,449.00	10,158.35	109,842.81
SE/SC EXPENSE REIMBURSE	5200					
SE/SC Continuing ED	5201	0.00	1,282.76	2,500.00	1,217.24	918.43
SE/SC Travel	5202	1,595.30	15,783.59	17,000.00	1,216.41	8,533.52
Subtotal Se/sc Expense Reimburse	5200	1,595.30	17,066.35	19,500.00	2,433.65	9,451.95
SE/SC Search/Moving EXP	5250	0.00	24,722.07	20,000.00	-4,722.07	4,085.19
Subtotal Se/sc Salary & Benefits	5100	12,034.17	187,079.07	194,949.00	7,869.93	123,379.95
SUPPORT STAFF	5300					
OFFICE ADMIN	5310					
Admin Salary	5311	0.00	22,402.84	44,782.67	22,379.83	42,650.16
Admin Benefits	5312	0.00	5,226.75	10,453.47	5,226.72	10,453.56
Admin Payroll Tax	5313	0.00	1,713.85	3,425.87	1,712.02	3,262.80
Admin Continuing ED	5314	0.00	0.00	1,000.00	1,000.00	1,000.00
Subtotal Office Admin	5310	0.00	29,343.44	59,662.01	30,318.57	57,366.52
BOOKKEEPER	5320					
Bkkpr Salary	5321	4,343.18	20,366.17	18,311.96	-2,054.21	15,986.64
Bkkpr Payroll Taxes	5322	332.25	1,558.04	1,400.86	-157.18	1,222.99
Subtotal Bookkeeper	5320	4,675.43	21,924.21	19,712.82	-2,211.39	17,209.63
Subtotal Support Staff	5300	4,675.43	51,267.65	79,374.83	28,107.18	74,576.15
Subtotal Personnel	5010	16,709.60	238,346.72	274,323.83	35,977.11	197,956.10
SYNOD OPERATIONS	5400					

Synod of South Atlantic  
**Income and Expense Statement**  
 GENERAL FUND, December 2023

		Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	YTD Prior Year
SYNOD ECCLESIASTIC	5410					
Stated Meeting	5411	0.00	15,976.12	26,000.00	10,023.88	9,473.79
Committee Expenses	5412	1,201.80	1,711.28	700.00	-1,011.28	0.00
Moderator's Training	5414	0.00	172.42	1,000.00	827.58	0.00
Subtotal Synod Ecclesiastic	5410	1,201.80	17,859.82	27,700.00	9,840.18	9,473.79
SE DSCTNRY COUNCIL OPS	5450					
SE Discretionary	5451	0.00	150.00	10,000.00	9,850.00	9,850.06
Subtotal Se Dsctnry Council Ops	5450	0.00	150.00	10,000.00	9,850.00	9,850.06
OFFICE OPERATIONS	5500					
Rent	5510	1,050.00	12,600.00	12,000.00	-600.00	12,000.00
Phones	5525	413.30	2,668.30	2,100.00	-568.30	1,851.01
Office Supplies/Postage	5535	1,798.97	4,298.40	5,000.00	701.60	2,500.94
Website	5575	3.75	3,678.13	2,000.00	-1,678.13	449.00
Staff Travel	5580	0.00	313.35	1,000.00	686.65	881.75
Support Contracts	5590	1,851.00	9,766.89	3,600.00	-6,166.89	3,180.84
Subtotal Office Operations	5500	5,117.02	33,325.07	25,700.00	-7,625.07	20,863.54
INSURANCE & AUDIT	5600					
Insurance	5610	2,675.00	7,877.78	7,000.00	-877.78	7,147.00
Audit	5611	0.00	6,700.00	6,700.00	0.00	6,500.00
Subtotal Insurance & Audit	5600	2,675.00	14,577.78	13,700.00	-877.78	13,647.00
Subtotal Synod Operations	5400	8,993.82	65,912.67	77,100.00	11,187.33	53,834.39
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	14,744.08	15,000.00	255.92	13,112.52
HispanicAmerican Ministry	6130	0.00	6,077.60	10,000.00	3,922.40	5,000.00
Subtotal Racial Ethnic Ministries	6100	0.00	35,821.68	40,000.00	4,178.32	33,112.52
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	6,475.00
Synod Pby Leaders Forum	6320	0.00	6,664.55	4,500.00	-2,164.55	2,793.50
PJC Training	6330	0.00	1,500.00	5,000.00	3,500.00	0.00
Subtotal Other Ministries	6300	0.00	8,164.55	17,500.00	9,335.45	9,268.50
Subtotal Direct Ministries	6000	0.00	48,986.23	62,500.00	13,513.77	47,381.02
TOTAL EXPENSES		25,703.42	353,245.62	413,923.83	60,678.21	299,171.51
EXCESS INCOME/EXPENSES		\$26,318.42	-\$46,197.80	-\$118,416.83	\$72,219.03	-\$11,246.06

Synod of South Atlantic  
Detail Changes in Equity, December 2023

Reference	Journal	Date	Account	Description	Debit	Credit
<b>01-3210-107</b>	<b>TIAA Peacemaking</b>					<b>Beginning Balance</b>
						<b>1,260.50</b>
CONTRIB.	CO	12/06/2023	01-3210-107	Contributions 12/06/2023 - Peacemaking		233.65
3116	AP	12/13/2023	01-3210-107	AMIS INTERNATIONAL	1,000.00	
CONTRIB.	CO	12/31/2023	01-3210-107	Contributions 12/31/2023 - Peacemaking		253.16
				Subtotal	1,000.00	486.81
				TIAA Peacemaking		Current Balance
						747.31
<b>01-3215-116</b>	<b>TIAA PDA</b>					<b>Current Balance</b>
						<b>0.00</b>
<b>01-3220-108</b>	<b>TIAA Capital Fund</b>					<b>Beginning Balance</b>
						<b>45.65</b>
RELEASE RESTRICTIO	JE	12/31/2023	01-3220-108	Release restricted amount	45.65	
				Subtotal	45.65	
				TIAA Capital Fund		Current Balance
						0.00
<b>01-3230-109</b>	<b>TIAA Westcott,NMPF,Others</b>					<b>Current Balance</b>
						<b>2,139.23</b>
<b>01-3250-111</b>	<b>TIAA Trans'l/Interest</b>					<b>Current Balance</b>
						<b>0.00</b>
<b>01-3260-112</b>	<b>TIAA Urie Schol (2.5k)</b>					<b>Current Balance</b>
						<b>3,207.51</b>
<b>01-3270-113</b>	<b>TIAA Synod Exec Sch (25k)</b>					<b>Current Balance</b>
						<b>24,630.82</b>
<b>01-3280-114</b>	<b>VG Gville Campus (1.8M)</b>					<b>Beginning Balance</b>
						<b>2,201,176.75</b>
VG FUND BAL-GAIN	JE	12/31/2023	01-3280-114	VG FUND DEC 2023 - Update G'ville Fund Bal		100,186.78
				Subtotal		100,186.78
				VG Gville Campus (1.8M)		Current Balance
						2,301,363.53
<b>01-3290-115</b>	<b>TIAA Hawkins Short Term</b>					<b>Current Balance</b>
						<b>0.00</b>
<b>01-3310-101</b>	<b>PF Ogden Scholarship</b>					<b>Current Balance</b>
						<b>2,645.02</b>
<b>01-3320-102</b>	<b>PF Uderitz Memorial Sch</b>					<b>Current Balance</b>
						<b>11,377.46</b>
<b>01-3321-102</b>	<b>PF Uderitz-FL Church</b>					<b>Beginning Balance</b>
						<b>1,997.89</b>
3119	AP	12/13/2023	01-3321-102	Florida Presbytery	998.94	
3119	AP	12/13/2023	01-3321-102	Florida Presbytery	998.95	
3119-VOID	AP	12/13/2023	01-3321-102	Florida Presbytery		998.94
3119-VOID	AP	12/13/2023	01-3321-102	Florida Presbytery		998.95
3121	AP	12/13/2023	01-3321-102	First Presbyterian Church	998.95	
3122	AP	12/13/2023	01-3321-102	First Presbyterian Church	998.94	
				Subtotal	3,995.78	1,997.89
				PF Uderitz-FL Church		Current Balance
						0.00
<b>01-3330-103</b>	<b>VG Hemphill/Grants</b>					<b>Beginning Balance</b>
						<b>246,811.75</b>
VG FUND BAL-GAIN	JE	12/31/2023	01-3330-103	VG FUND DEC 2023 - Update Hemphill Fund Bal		11,233.67
				Subtotal		11,233.67
				VG Hemphill/Grants		Current Balance
						258,045.42
<b>01-3340-104</b>	<b>VG Hawkins Long Term</b>					<b>Beginning Balance</b>
						<b>453,855.90</b>
VG FUND BAL-GAIN	JE	12/31/2023	01-3340-104	VG FUND DEC 2023 - Update Hawkins Fund Bal		20,657.32
				Subtotal		20,657.32
				VG Hawkins Long Term		Current Balance
						474,513.22
<b>01-3350-105</b>	<b>PF Simpson Fund</b>					<b>Current Balance</b>
						<b>6,756.26</b>
<b>01-3360-106</b>	<b>TRUIST Spencer Memorial</b>					<b>Beginning Balance</b>
						<b>37,826.00</b>
3117	AP	12/13/2023	01-3360-106	Central Florida Presbyter	1,000.00	
3118	AP	12/13/2023	01-3360-106	Foothills Prebytery	1,000.00	
				Subtotal	2,000.00	
				TRUIST Spencer Memorial		Current Balance
						35,826.00

**PRESBYTERY PER CAPITA & MISSION GIVING  
FOR YEAR 2023 WITH PRIOR YEAR PC & MG TILL MAR' 2024**

	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	10,382.59	1,304.65	<b>23,294.03</b>	20,557.50	100%	13,705.00	20%
125 - Charleston Atlantic	19,000.00	5,000.00			<b>24,000.00</b>	22,188.00	86%	14,792.00	34%
128 - Cherokee	8,645.60	1,000.00			<b>9,645.60</b>	5,769.00	150%	3,846.00	26%
218 - Flint River	3,939.20	2,626.14	227.06	151.37	<b>6,943.77</b>	4,420.50	94%	2,947.00	94%
221 - Florida	6,623.00	4,415.00			<b>11,038.00</b>	6,622.50	100%	4,415.00	100%
223 - Foothills	19,410.00	6,470.00			<b>25,880.00</b>	19,410.00	100%	12,940.00	50%
254 - Greater Atlanta	28,856.99	7,500.00			<b>36,356.99</b>	45,366.00	64%	30,244.00	25%
442 - New Harmony	10,033.50	6,689.00			<b>16,722.50</b>	10,033.50	100%	6,689.00	100%
472 - Northeast Georgia	8,588.25	2,750.00			<b>11,338.25</b>	9,369.00	92%	6,246.00	44%
528 - Peace River	14,256.00	9,632.36			<b>23,888.36</b>	18,796.50	76%	12,531.00	77%
554 - Providence	6,700.05	4,635.37	832.95	949.63	<b>13,118.00</b>	8,377.50	90%	5,585.00	100%
579 - St. Augustine	15,792.00	10,500.00			<b>26,292.00</b>	15,739.50	100%	10,493.00	100%
624 - Savannah	5,431.56	3,600.00			<b>9,031.56</b>	5,431.50	100%	3,621.00	99%
704 - Tampa Bay	13,515.37				<b>13,515.37</b>	17,292.00	78%	11,528.00	0%
713 - Trinity	8,744.77	11,793.00	1,214.73		<b>21,752.50</b>	17,422.50	57%	11,615.00	102%
714 - Tropical Florida	8,595.00	1,065.97			<b>9,660.97</b>	8,595.00	100%	5,730.00	19%
<b>TOTAL</b>	<b>188,306.20</b>	<b>79,108.72</b>	<b>12,657.33</b>	<b>2,405.65</b>	<b>282,477.90</b>	<b>235,390.50</b>	<b>85%</b>	<b>156,927.00</b>	<b>52%</b>

**SYNOD OF SOUTH ATLANTIC**

**FINANCIAL STATEMENTS**

**December 31, 2023 and 2022**

**with**

**REPORT OF INDEPENDENT AUDITORS**

## SYNOD OF SOUTH ATLANTIC

December 31, 2023

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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, 2023 and 2022, 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, 2023 and 2022, 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.*

February 27, 2024

SYNOD OF SOUTH ATLANTIC  
STATEMENTS OF FINANCIAL POSITION -  
MODIFIED CASH BASIS OF ACCOUNTING  
December 31, 2023 and 2022

ASSETS

	<u>2023</u>	<u>2022</u>
Current assets :		
Cash	\$ 175,942	\$ 266,514
Other receivables	<u>3,622</u>	<u>1,477</u>
Total current assets	179,564	267,991
 Cash restricted for long term purposes	 62,699	 53,566
 Investments	 <u>4,691,907</u>	 <u>4,136,736</u>
	<u>\$ 4,934,170</u>	<u>\$ 4,458,293</u>

LIABILITIES AND NET ASSETS

Other current liabilities	\$ -	\$ -
 Net assets:		
Unrestricted net assets	4,145,007	3,755,696
Restricted net assets	<u>789,163</u>	<u>702,597</u>
Total net assets	<u>4,934,170</u>	<u>4,458,293</u>
	<u>\$ 4,934,170</u>	<u>\$ 4,458,293</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, 2023 and 2022

	<u>Without Donor</u> <u>Restrictions</u>	<u>2023</u> <u>With Donor</u> <u>Restrictions</u>	<u>Total</u>	<u>Without Donor</u> <u>Restrictions</u>	<u>2022</u> <u>With Donor</u> <u>Restrictions</u>	<u>Total</u>
Contributions:						
Presbytery & congregation	\$ 214,228	\$ 87,384	\$ 301,612	\$ 206,059	\$ 80,692	\$ 286,751
Investment income	169,777	29,230	199,007	64,782	17,098	81,880
Realized and unrealized gains and (loss) on investments	400,775	79,436	480,211	(800,034)	(149,839)	(949,873)
Other income	11,682	-	11,682	17,363	32,005	49,368
Released from restriction	109,484	(109,484)	-	113,879	(113,879)	-
<b>Total contributions</b>	<b>905,946</b>	<b>86,566</b>	<b>992,512</b>	<b>(397,951)</b>	<b>(133,923)</b>	<b>(531,874)</b>
Expenditures:						
Racial ethnic ministries	35,822	-	35,822	33,113	-	33,113
Networking ministry	13,165	-	13,165	14,269	-	14,269
Ecclesiastic operations	33,793	-	33,793	27,857	-	27,857
Scholarships, grants, and other	163,390	-	163,390	123,942	-	123,942
Office operations	33,325	-	33,325	24,949	-	24,949
Insurance and audit	14,578	-	14,578	13,647	-	13,647
Salaries and benefits	222,562	-	222,562	185,336	-	185,336
<b>Total expenditures</b>	<b>516,635</b>	<b>-</b>	<b>516,635</b>	<b>423,113</b>	<b>-</b>	<b>423,113</b>
Changes in net assets	389,311	86,566	475,877	(821,064)	(133,923)	(954,987)
Beginning net assets	3,755,696	702,597	4,458,293	4,576,760	836,520	5,413,280
Ending net assets	\$ 4,145,007	\$ 789,163	\$ 4,934,170	\$ 3,755,696	\$ 702,597	\$ 4,458,293

See accompanying notes.

SYNOD OF SOUTH ATLANTIC  
STATEMENTS OF CASH FLOWS -  
MODIFIED CASH BASIS OF ACCOUNTING  
For the years ended December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash provided by (used in) operating activities:		
Mission contributions	\$ 301,612	\$ 286,751
Outside contributions	11,682	49,368
Other investment income	5,260	6,273
Program & support expenditures	<u>(518,780)</u>	<u>(430,091)</u>
Net cash used in operating activities	(200,226)	(87,699)
Cash provided by (used in) investing activities:		
Sale of investments	118,787	211,870
Purchases of investment	<u>-</u>	<u>(64,857)</u>
Net cash provided by (used in) investing activities	<u>118,787</u>	<u>147,013</u>
Net increase (decrease) in cash and cash equivalents	(81,439)	59,314
Beginning cash and cash equivalents	<u>320,080</u>	<u>260,766</u>
Ending cash and cash equivalents	<u>\$ 238,641</u>	<u>\$ 320,080</u>

RECONCILIATION OF TOTAL CASH TO UNRESTRICTED AND RESTRICTED CASH

	<u>2023</u>	<u>2022</u>
Operating cash (unrestricted)	\$ 175,942	\$ 266,514
Cash restricted for long term purposes	<u>62,699</u>	<u>53,566</u>
Total cash	<u>\$ 238,641</u>	<u>\$ 320,080</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC  
STATEMENTS OF CASH FLOWS -  
MODIFIED CASH BASIS OF ACCOUNTING  
For the years ended December 31, 2023 and 2022  
(Continued)

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

	<u>2023</u>	<u>2022</u>
Changes in net assets	\$ 475,877	\$ (954,987)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
(Gain) loss on value of investments	(508,300)	949,873
Reinvested investment income	(165,658)	(75,608)
Change in other assets	(2,145)	(1,477)
Change in other liabilities	<u>-</u>	<u>(5,500)</u>
Net cash used in operating activities	\$ <u>(200,226)</u>	\$ <u>(87,699)</u>

See accompanying notes.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023

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, 2023  
(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, 2023  
(Continued)

3. Donor Restrictions on Net Assets

Donor restricted net assets are available for the following purposes as of December 31, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Income only funds:		
Simpson Fund	\$ 6,756	\$ 5,893
Ogden Fund	2,645	2,259
Uderitz Fund	11,377	9,418
Spencer Fund	35,826	29,005
Hawkins gifts	474,514	424,890
Hemphill grants	<u>258,045</u>	<u>231,132</u>
	<u>\$789,163</u>	<u>\$702,597</u>

4. Designations of Unrestricted Net Assets

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

	<u>2023</u>	<u>2022</u>
Gainesville Campus Ministry	\$2,301,364	\$2,055,975
Georgia Presbyteries Transitional Study Fund	-	2,963
Synod executive scholarship	24,631	24,631
Executive auto appropriations	-	39,311
Urie Scholarship	<u>3,208</u>	<u>3,208</u>
	<u>\$2,329,203</u>	<u>\$2,126,088</u>

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023  
(Continued)

5. Investments

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

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

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

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

Level 3: Unobservable inputs.

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

The Synod's investment policy is to allocate investment portfolio consisting of 60% stock funds, 40% bond funds, 0% cash for each funding source. At December 31, 2023, the Synod's investment mix approximately consisted of 60% stock funds, 40% 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, which complied with the Synod's investment policy in 2022.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023  
(Continued)

5. Investments (continued)

Fair values and unrealized appreciation (depreciation) at December 31, 2023 and 2022, are presented by funding source and summarized as follows:

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

December 31, 2022			
	<u>Cost</u>	<u>Market</u>	<u>Unrealized Apprec. (Deprec.)</u>
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>

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023  
(Continued)

6. Commitments and Contingencies

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

Total rent expense for the years ended December 31, 2023 and 2022 was approximately \$12,600 and \$12,000, respectively.

7. Subsequent events

In preparing these financial statements, the Synod has evaluated events and transactions for potential recognition or disclosure through February 27, 2024, the date the financial statements were available to be used. The Synod did not discover any event occurring after year end that warranted such disclosure.

8. Retirement Plan Contributions

All full-time Synod employees are covered under a qualified pension plan/403(b) administered by the Presbyterian Church (USA). Contributions to those plans by the Synod was approximately \$21,000 for both years ending December 31, 2023 and 2022.

9. Concentration of Credit Risk from Uninsured Balances of Cash

The Synod maintains cash balances which are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2023, the Synod had no uninsured cash balances and at December 31, 2022, the Synod had an uninsured cash balance of \$70,080.

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023  
(Continued)

10. Summary of Scholarships and Other Expenses

Below is a detailed breakdown of grants and gifts for 2023 and 2022.

	<u>2023</u>	<u>2022</u>
Gainesville Campus Ministry	\$ 89,867	\$ 87,332
Scholarships	3,000	3,000
Hawkins grants	18,747	17,996
Hemphill grants	10,173	10,252
Vehicle	39,311	-
Other	<u>2,292</u>	<u>5,362</u>
	<u>\$163,390</u>	<u>\$123,942</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, 2023:

	<u>Available</u>	<u>Unavailable</u>	<u>Total</u>
Cash	\$ 175,942	\$ 62,699	\$ 238,641
Investments	<u>1,657,985</u>	<u>3,033,922</u>	<u>4,691,907</u>
Total	<u>\$1,833,927</u>	<u>\$3,096,621</u>	<u>\$4,930,548</u>

SYNOD OF SOUTH ATLANTIC  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023  
(Continued)

12. Management Evaluation of Going Concern

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

As of February 27, 2024, the issued date of these reports, management has not identified any conditions or events that raise substantial doubt about the Synod's ability to continue as a going concern entity.

**Synod of South Atlantic**  
**Balance Sheet**  
**as of 01/31/2024**

Account Number	Account Name	Current Year	Previous Year
<b>Assets</b>			
1110	EB-Operating Account	\$234,142.02	\$272,752.97
1311.116	VG General (\$1M)	\$1,655,806.68	\$1,513,097.11
1341.114	VG Gainesville (\$1.8M)	\$2,298,340.39	\$2,139,023.68
1361.104	VG Hawkins (\$400k)	\$473,889.89	\$451,395.17
1371.103	VG Hemphill (\$200k)	\$257,706.44	\$245,528.41
1390	TIAA GA Presby Trans	\$0.00	\$2,965.22
	<b>Total Accounts</b>	<b>\$4,919,885.42</b>	<b>\$4,624,762.56</b>
1900	OTHER ASSETS		
1920	Accounts Receivable	\$0.00	\$1,477.01
	Total 1900 – OTHER ASSETS	\$0.00	\$1,477.01
<b>Total Assets</b>		<b>\$4,919,885.42</b>	<b>\$4,626,239.57</b>
<b>Liabilities</b>			
2250	OTHER DEDUCTIONS		
2285	Benefits/Ins & Ret	\$0.00	\$2,616.49
2290	FSA	\$100.00	\$0.00
	Total 2250 - OTHER DEDUCTIONS	\$100.00	\$2,616.49
2411	TIAA Visa	\$10,923.43	\$0.00
<b>Total Liabilities</b>		<b>\$11,023.43</b>	<b>\$2,616.49</b>
<b>Equity</b>			
3110.116	Unrestricted Fund Balance - Fund Balance	\$1,788,858.56	\$1,704,689.08
3210.107	TIAA Peacemaking - Fund Balance	\$747.31	\$669.75
3220.108	TIAA Capital Fund	\$0.00	\$45.65
3230.109	TIAA Westcott, NMPF, Others - Fund Balance	\$2,139.23	\$3,461.19
3250.111	TIAA Trans'l/Interest	\$0.00	\$2,965.22
3260.112	TIAA Urie Schol (2.5k) - Fund Balance	\$3,207.51	\$3,207.51
3270.113	TIAA Synod Exec Sch (25k) - Fund Balance	\$24,630.82	\$24,630.82
3280.114	VG Gville Campus (1.8M) - Fund Balance	\$2,298,340.39	\$2,139,023.68
3310.101	PF Ogden Scholarship - Fund Balance	\$2,742.47	\$2,352.80
3320.102	PF Uderitz Memorial Sch - Fund Balance	\$12,570.58	\$10,545.89
3321.102	PF Uderitz - FL Church - Fund Balance	\$1,228.64	\$0.00
3330.103	VG Hemphill / Grants - Fund Balance	\$257,706.44	\$245,528.41
3340.104	VG Hawkins Long Term - Fund Balance	\$473,889.89	\$451,395.17
3350.105	PF Simpson Fund - Fund Balance	\$6,974.15	\$6,102.91
3360.106	TRUIST Spencer Memorial - Fund Balance	\$35,826.00	\$29,005.00
<b>Total Equity</b>		<b>\$4,908,861.99</b>	<b>\$4,623,623.08</b>
<b>Total Liabilities + Total Equity</b>		<b>\$4,919,885.42</b>	<b>\$4,626,239.57</b>

**Synod of South Atlantic**  
**Income Statement**  
**for the period of 01/01/2024 to 01/31/2024**

Account Number	Account Name	Current Year	Previous Year	Annual Budget
<b>Income</b>				
4020	UNRESTRICTED			
4030.401	Per Capita	\$554.00	\$0.00	\$191,868.00
4035.401	Prior Year Per Capita	\$15,590.02	\$24,606.93	\$20,000.00
4045.402	Prior Year Mission Giving	\$2,405.65	\$7,133.15	\$78,000.00
	Total 4020 - UNRESTRICTED	\$18,549.67	\$31,740.08	\$289,868.00
4300	PERMANENTLY RESTRICTED			
4310.101	PF Ogden Scholarship	\$97.45	N/A	N/A
4320.102	PF Uderitz Memorial - Scholarship	\$1,193.12	N/A	N/A
4330.102	PF Uderitz Memorial - FL Church	\$1,228.64	N/A	N/A
4350.105	PF Simpson Fund	\$217.89	N/A	N/A
	Total 4300 - PERMANENTLY RESTRICTED	\$2,737.10	N/A	N/A
4510	Bank Interest	\$421.45	\$412.70	\$4,500.00
Total Income		\$21,708.22	\$32,152.78	\$294,368.00
<b>Expense</b>				
6100	RACIAL ETHNIC MINISTRIES			
6110	Korean American Ministry	\$0.00	\$0.00	\$15,000.00
6120	African American Ministry	\$0.00	\$0.00	\$15,000.00
6130	Hispanic American Ministry	\$0.00	\$0.00	\$15,000.00
	Total 6100 – RACIAL ETHNIC MINISTRIES	\$0.00	\$0.00	\$45,000.00
6200	NETWORKING MINISTRIES			
6210	Smaller Cong (ASC)	\$5,000.00	\$0.00	\$5,000.00
6220	Grants	\$0.00	\$0.00	\$15,000.00
6230	Special Projects	\$0.00	\$0.00	\$20,324.20
	Total 6200 - NETWORKING MINISTRIES	\$5,000.00	\$0.00	\$40,324.20
6300	OTHER MINISTRIES			
6310	Pby Leader Formation	\$500.00	\$0.00	\$6,000.00
6320	Synod Pby Leaders Forum	\$3,463.91	\$0.00	\$8,000.00
6340	Special Gatherings	\$500.00	\$0.00	\$5,000.00
	Total 6300 - OTHER MINISTRIES	\$4,463.91	\$0.00	\$19,000.00
5400	OPERATIONS			
5411	Stated Meeting	\$0.00	\$1,500.00	\$2,500.00
5412	Committee Expenses	\$4,304.17	\$0.00	\$10,000.00
5414	Moderator's Training	\$0.00	\$0.00	\$1,500.00
5451	PJC Training	\$0.00	\$0.00	\$5,000.00
5510	Rent	\$0.00	\$1,050.00	\$0.00
5525	Phones	\$201.87	\$105.00	\$2,500.00
5535	Office Supplies/Postage	\$914.48	\$675.75	\$6,000.00
5575	Website	\$314.88	\$0.00	\$0.00
5580	Staff Travel	\$205.12	\$0.00	\$250.00
5590	Software	\$1,814.40	\$266.15	\$2,200.00
5710	Admin	\$1,666.00	\$0.00	\$20,000.00
5720	Accounting	\$400.00	\$0.00	\$13,000.00
5730	Total Tech	\$0.00	\$0.00	\$300.00
5740	Communications	\$4,008.00	\$0.00	\$6,000.00
5610	Insurance	\$3,622.00	\$889.25	\$7,000.00
5611	Audit	\$0.00	\$0.00	\$8,000.00
	Total 5400 – OPERATIONS	\$17,450.92	\$4,486.15	\$84,250.00



**Synod of South Atlantic**  
**Income Statement**  
**for the period of 01/01/2024 to 01/31/2024**

Account Number	Account Name	Current Year	Previous Year	Annual Budget
5110	SE/SC			
5120	SE/SC Salary	\$8,333.34	\$8,333.26	\$107,000.00
5122	SE/SC BOP	\$1,848.21	\$2,616.49	\$22,950.00
5123	SE/SC Payroll Tax	\$629.85	\$637.50	\$9,216.00
5124	SE/SC Retirement Benefit	\$500.00	\$500.00	\$6,900.00
5125	FSA Fees	\$3.90	\$0.00	\$46.80
	Total 5110 - SE/SC	\$11,315.30	\$12,087.25	\$146,112.80
5200	SE/SC EXPENSE REIMBURSEMENT			
5201	SE/SC Continuing ED	\$0.00	\$0.00	\$2,500.00
5202	SE/SC Travel	\$2,458.60	\$0.00	\$18,000.00
5203	SE/SC Professional Expense	\$164.05	\$0.00	\$2,000.00
	Total 5200 - SE/SC EXPENSE REIMBURSEMENT	\$2,622.65	\$0.00	\$22,500.00
5300	Other Staff	\$0.00	\$6,531.57	\$0.00
	Total 5300 – OTHER STAFF	\$0.00	\$6,531.57	\$0.00
Total Expense		\$40,852.78	\$23,104.97	\$357,187.00
<b>Net Income (Loss)</b>		\$-19,144.56	\$9,047.81	\$-62,819.00
	TRANSFER ACCOUNTS			
	Transfer from VG Reserves	\$0.00	\$0.00	\$62,819.00
<b>TOTAL BUDGETED INCOME/EXPENSE</b>		<b>\$-19,144.56</b>	<b>\$9,047.81</b>	<b>\$0.00</b>

## Synod Executive & Stated Clerk

### Report to April 2024 Synod of South Atlantic

- In accordance with the synod’s Manual of Operations, the minutes of the November 14, 2023 meeting were sent out to all who were present. Having received no corrections, the minutes stand as approved.
- The synod has a committee working to put a ‘Policy Task Force’ in place to develop the policies now required by the most recent changes to the Book of Order. Those include anti-racism, harassment, family leave, and boundaries training policies. Additionally, there are some necessary updates to the synod’s sexual misconduct, harassment, and child and youth protection policies.
- Insurance has been reviewed and renewed for 2024. A copy of the declaration of insurance will be included in the synod’s 2024 minutes book.
- The Synod’s yearly minutes books can be found online at <https://www.synodofsouthatlantic.org/minutes-books>
- There have been no complaints, charges, or other official business of the synod’s Permanent Judicial Commission. The new Church Discipline Training, facilitated by the Rev. Greg Goodwiller, PRP, continues to be available on the synod website <https://www.synodofsouthatlantic.org/pjc> for both synod and presbytery PJC members.
- Preparations for the Synod’s 2025 In-person gathering has begun with the following serving as a **Planning Team**: Rev. David Rollins, Exec (St. Augustine Presbytery); Rev. Rick Douylliez, Exec (Savannah Presbytery); Rev. Becky Albright, Exec (Charleston-Atlantic Presbytery); Hansler Bealyer, Synod COR Chair; and Valerie Young, Synod Exec/Stated Clerk
- The November 2023 vote to add “At-Large Commissioners” to the synod’s Plan for Election has been approved so far by four of the fifteen presbyteries.

#### Search Committee Resourcing (varying degrees)

- Providence
- Cherokee
- Florida
- Missouri Union

#### Presbytery Leaders

- 1 In-Person Gathering
- Monthly Zoom meeting

#### Presbytery Stated Clerks

- Future: 1 In-Person Gathering/Minutes Reading
- Monthly Zoom meeting

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

- Central Florida – M
- Charleston-Atlantic – M
- Greater Atlanta – M/GA Co-mods
- Cherokee – M
- Providence – M
- Trinity – M
- Savannah – M/O
- Tampa Bay - M

#### Synod Committee Leaders

- Resourcing Visioning Task Force
- Resource committees and Task Forces as scheduled
- Providing individual orientation for each new synod commissioner

**Conferences/Other**

- South Carolina Alphabet Soup
- Synod Executives Forum
- Association of Smaller Congregations

**Administrative/Other**

- 2022 Synod Minutes submitted
- Working w/ Treasurer on Accounting Transition
- Move toward “Virtual Office” complete
- Weekly staff meetings w/ Admin & Presbytery of Tampa Bay

**National Church**

- Serve on GA Funding Model Development Team

**UPCOMING Meetings:**

- Synod Clerk Minutes Reading
- Board of Pensions Update
- General Assembly

**UPCOMING Synod Events:**

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

**General Assembly Commissioner Training**

**Post GA Presbytery Leaders Gathering**

**Sabbath By the Pool: A Continuing Education event for Women in Vocational Ministry**

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

**1st Wednesday Sack Lunches**

**First Wednesday SACK Lunch**

- 4/3/24 Youth Ministry
- 5/1/24 Presbytery Leadership
- 6/5/24 Women in Ministry
- 7/3/24 Peacemaking
- 8/7/24 Campus Ministry
- 9/4/24 Basic Needs Ministries (Food, Clothing, Housing)
- 10/2/24 Facilities Safety Ministries
- 11/6/24 Mental Health Ministries
- 12/4/24 Racial Justice/Social Witness

**Overture to Transfer Lamar County, Georgia to Flint River Presbytery · April 2024**

Flint River and Greater Atlanta Presbyteries petition the Synod of South Atlantic to overture the 226<sup>th</sup> General Assembly (2024) to transfer Lamar County, Georgia from the bounds of the Presbytery of Greater Atlanta to Flint River Presbytery. Both presbyteries approved the original request from Barnesville Presbyterian Church in February 2024. (see G-3.0403c – *Book of Order*)

**Rationale:**

In November 2023 the Session of Barnesville Presbyterian Church, the only PC(U.S.A.) congregation in Lamar County, Georgia, requested a transfer of their church from the Presbytery of Greater Atlanta to Flint River Presbytery. There was a previous request brought before both presbyteries in 2019, shortly before the COVID-19 pandemic, which put a temporary halt to most church activities.

The Barnesville Session feels that a move to the more rural Flint River Presbytery would be the right fit for the small-town, mostly elderly congregation. Members' daily business is generally oriented to the south, rather than the metropolitan Atlanta area. This is largely due to Atlanta traffic. Church leadership desires to be more active on the presbytery level, however the metropolitan area has become untenable for the elderly congregation to traverse.

Given that it is the only Presbyterian Church, U.S.A. in Lamar County, GA, both presbyteries have approved the movement of the entire county in February 2024, as reflected in this overture.

**Overture to Transfer Russell County, Alabama to Flint River Presbytery · April 2024**

Flint River Presbytery and Sheppards and Lapsley Presbytery petition the Synods of the South Atlantic and the Living Waters, respectively, to overture the 226<sup>th</sup> General Assembly (2024) to include Russell County, Alabama, in the bounds of Flint River Presbytery and the Synod of South Atlantic.  
(see G-3.0403c – Book of Order)

**Rationale:**

The congregation of First Presbyterian Church of Phenix City, Alabama, is the only Presbyterian Church in Russell County. Phenix City directly borders the current boundaries of Flint River Presbytery in Southwest Georgia. Like many of the congregations in Flint River Presbytery, First/Phenix City is a small congregation. However, their central presbytery office is located in Birmingham, Alabama, which is approximately 140 miles and nearly 3 hours away. Flint River has several congregations in the Columbus, Georgia area, which are located quite close to Phenix City.

The congregation of First Presbyterian Church of Phenix City, Alabama made their presbytery (Sheppards and Lapsley) aware of their desire to transfer membership to Flint River Presbytery so that the mission and ministry of the church might be better served due to size of congregations and closer locations of what would be sister churches in Flint River Presbytery. Because of this, First/Phenix City felt a closer bond could be established within the structure and culture of Flint River Presbytery.

Flint River voted at the August 5, 2023, presbytery meeting to receive First Presbyterian Church of Phenix City, Alabama, into the bounds of Flint River pending the approval of Sheppards and Lapsley Presbytery. At the August meeting of Sheppards and Lapsley Presbytery, approval was given to dismiss First Presbyterian Church of Phenix City to Flint River Presbytery.

Since the action of receiving First/Phenix City into Flint River would cross the boundaries of these two synods, approval is required by both before an overture can be sent to the General Assembly.

With the ultimate approval by the General Assembly, Flint River Presbytery will be able to nurture the covenant community of the disciples of Christ at First/Phenix City and Russell County, Alabama more intentionally due to size, common goals and ministry efforts, collegiality, and working together to assure that the love and grace of God may be shared locally and globally.

**The Synod of South Atlantic overtures the 226<sup>th</sup> General Assembly (2024) to approve the geographic districts of its presbyteries as follows:**

The geographic district of the Presbytery of Central Florida consists of the counties of Brevard, Highlands, Indian River, Lake, Okeechobee, Orange, Osceola, Seminole, Sumter, and Volusia, all in the state of Florida.

The geographic district of the Presbytery of Charleston Atlantic consists of the counties of Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Charleston, Colleton, Dorchester, Hampton, Jasper, and Orangeburg, all in the state of South Carolina.

The geographic district of the Presbytery of Cherokee consists of the counties of Bartow, Catoosa, Chattooga, Cherokee, Cobb, Dade, Dawson, Fannin, Floyd, Forsyth, Gilmer, Gordon, Murray, Paulding, Pickens, Polk, Walker, and Whitfield, all in the state of Georgia; with the exception that the Chattanooga Korean Presbyterian Church in Catoosa County is a member of the Presbytery of East Tennessee, and the Austell Presbyterian Church in Cobb County is a member of the Presbytery of Greater Atlanta.

The geographic district of the Presbytery of Flint River consists of the county of Russell in the state of Alabama; and the counties of Baker, Benn Hill, Berrien, Bibb, Bleckley, Brooks, Calhoun, Chattahoochee, Clay, Colquitt, Cook, Crawford, Crisp, Decatur, Dooly, Dougherty, Early, Echols, Grady, Harris, Houston, Irwin, Jones, Lamar, Lanier, Lee, Lowndes, Macon, Marion, Miller, Mitchell, Monroe, Muscogee, Peach, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Terrell, Thomas, Tift, Turner, Twiggs, Upson, Webster, Wilcox, and Worth, all in the state of Georgia.

The geographic district of the Presbytery of Florida consists of the counties of Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Wakulla, Walton, and Washington, all in the state of Florida.

The geographic district of the Presbytery of Foothills consists of the counties of Anderson, Cherokee (the townships of Gaffney, Macedonia, and Saratt), Greenville, Oconee, Pickens, and Spartanburg, all in the state of South Carolina.

The geographic district of the Presbytery of Greater Atlanta consists of the counties of Butts, Carroll, Clayton, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Haralson, Heard, Henry, Meriwether, Newton, Pike, Rockdale, Spalding, Troup, and Walton, all in the state of Georgia. The Austell Presbyterian Church in Cobb County, which is located within the geographic district of the Presbytery of Cherokee, is also a member congregation.

The geographic district of the Presbytery of New Harmony consists of the counties of Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Lee, Marion, Marlboro, Sumter, and Williamsburg, all in the state of South Carolina; with the exception that the First Presbyterian Church of Pageland in Chesterfield County is a member of the Presbytery of Charlotte.

The geographic district of the Presbytery of Northeast Georgia consists of the counties of Baldwin, Banks, Barrow, Burke, Clarke, Columbia, Elbert, Franklin, Glascock, Greene, Habersham, Hall, Hancock, Hart, Jackson, Jasper, Jefferson, Lincoln, Lumpkin, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Rabun, Richmond, Stephens, Taliaferro, Towns, Union, Warren, Washington, White, Wilkes, and Wilkinson, all in the state of Georgia.

The geographic district of the Presbytery of Peace River consists of the counties of Charlotte, Collier, DeSoto, Glades, Hardee, Lee, Manatee, and Sarasota, all in the state of Florida.

The geographic district of the Presbytery of Providence consists of the county of Union (that portion delimited by Waxhaw Highway, Old Waxhaw Monroe Road, South Providence Road, Lancaster Highway, and the North Carolina/South Carolina border) in the state of North Carolina; and the counties of Cherokee (the township of Blacksburg), Chester, Kershaw, Lancaster, Union, and York, all in the state of South Carolina.

The geographic district of the Presbytery of Savannah consists of the counties of Appling, Atkinson, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Clinch, Coffee, Dodge, Effingham, Emanuel, Evans, Glynn, Jeff Davis, Jenkins, Johnson, Liberty, Laurens, Long, McIntosh, Montgomery, Pierce, Screven, Tattnall, Telfair, Toombs, Treutlen, Ware, Wayne, and Wheeler, all in the state of Georgia.

The geographic district of the Presbytery of St. Augustine consists of the counties of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy (excluding the town of Yankeetown), Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor, and Union, all in the state of Florida.

The geographic district of the Presbytery of Tampa Bay consists of the counties of Citrus, Hernando, Hillsborough, Levy (the town of Yankeetown), Pasco, Pinellas, and Polk, all in the state of Florida.

The geographic district of the Presbytery of Trinity consists of the counties of Abbeville, Aiken, Edgefield, Fairfield, Greenwood, Laurens, Lexington, McCormick, Newberry, Richland, and Saluda, all in the state of South Carolina.

The geographic district of the Presbytery of Tropical Florida consists of the counties of Broward, Hendry, Martin, Miami-Dade, Monroe, Palm Beach, and St. Lucie, all in the state of Florida.

### ***Rationale***

In 2021 the Office of the General Assembly initiated a project to develop a database with the descriptions of each presbytery's geographic district, as well as a precise and accurate map. When the process revealed a variety of discrepancies and needs for clarification, OGA had conversations with mid council leaders in every synod to resolve identified issues. Agreements developed during those consultations resulted in these clear descriptions, now presented to the General Assembly for approval.

Where a congregation that is a member of one presbytery is located in the geographic district of another presbytery, the exception is noted in the description of both presbyteries; this is a recognition of current reality, reflecting decisions made in the past, and is not intended as permission for a presbytery to organize congregations outside its own district.

There are two significant changes in previous boundaries included, both regarding Flint River Presbytery:

First: In April 2024 the Synod of the South Atlantic approved a petition from Flint River Presbytery and Sheppards and Lapsley Presbytery to overture the 226<sup>th</sup> General Assembly (2024) to include Russell County, Alabama, in the bounds of Flint River Presbytery and the Synod of South Atlantic. Flint River voted at the August 5, 2023, presbytery meeting to receive First Presbyterian Church of Phenix City, Alabama, into the bounds of Flint River pending the approval of Sheppards and Lapsley Presbytery. At



the August meeting of Sheppards and Lapsley Presbytery, approval was given to dismiss First Presbyterian Church of Phenix City to Flint River Presbytery. The same petition was approved by the Synod of Living Waters in February 2024.

The congregation of First Presbyterian Church of Phenix City, Alabama, is the only Presbyterian Church in Russell County. Phenix City directly borders the current boundaries of Flint River Presbytery in Southwest Georgia. Like many of the congregations in Flint River Presbytery, First/Phenix City is a small congregation. However, their central presbytery office is in Birmingham, Alabama, which is approximately 140 miles and nearly 3 hours away. Flint River has several congregations in the Columbus, Georgia area, which are located quite close to Phenix City.

The congregation of First Presbyterian Church of Phenix City, Alabama made their presbytery (Sheppards and Lapsley) aware of their desire to transfer membership to Flint River Presbytery so that the mission and ministry of the church might be better served due to size of congregations and closer locations of what would be sister churches in Flint River Presbytery. Because of this, First/Phenix City felt a closer bond could be established within the structure and culture of Flint River Presbytery. Flint River voted at the August 5, 2023, presbytery meeting to receive First Presbyterian Church of Phenix City, Alabama, into the bounds of Flint River pending the approval of Sheppards and Lapsley Presbytery. At the August meeting of Sheppards and Lapsley Presbytery, approval was given to dismiss First Presbyterian Church of Phenix City to Flint River Presbytery.

With approval, Flint River Presbytery will be able to nurture the covenant community of the disciples of Christ at First/Phenix City and Russell County, Alabama more intentionally due to size, common goals and ministry efforts, collegiality, and working together to assure that the love and grace of God may be shared locally and globally.

Second: Also in April 2024, the Synod of South Atlantic approved a request of both Flint River and Greater Atlanta Presbyteries that Lamar County, Georgia be transferred to Flint River Presbytery.

In November 2023 the Session of Barnesville Presbyterian Church, the only PC(U.S.A.) congregation in Lamar County, Georgia, requested a transfer of their church from the bounds of Presbytery of Greater Atlanta to Flint River Presbytery. There was a previous request brought before both presbyteries in 2019, shortly before the COVID-19 pandemic, which put a temporary halt to most church activities.

The Barnesville Session feels that a move to the more rural Flint River Presbytery would be the right fit for the small-town, mostly elderly congregation. Members' daily business is generally oriented to the south, rather than the metropolitan Atlanta area. This is largely due to Atlanta traffic. Church leadership desires to be more active on the presbytery level, however the metropolitan area has become untenable for the elderly congregation to traverse.

Given that it is the only Presbyterian Church, U.S.A. in Lamar County, GA, both presbyteries have approved the movement of the entire county in February 2024, as reflected in this overture.



March 22, 2024

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

Re: 2022 Presbytery Minutes & Records Review

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

The 2022 Minutes of Providence Presbytery were peer reviewed on March 22, 2024 and found to have the following exception(s):

- G-3.0113 Requires that each conduct or have conducted a full financial review or audit annually. There was no evidence of a full financial review or audit.
- The minutes of the Winter Stated Meeting (March 13, 2022) and the Summer Called Meeting (August 14, 2022) fail to declare the presence of a quorum.
- When a quorum is declared, there is no specification of the requirement in the presbytery's own rules as to the constitution of a quorum.
- A plan for the review of session records is presented, with no indication of any exceptions.

#### Comment(s):

- Minutes are well organized and thorough.
- Where the checklist indicates that an item should be "including the requirement specified in the Presbytery's own rules (G-3.0304), it is intended for that information to be included in the minutes themselves, rather than pointing to the Manual of Operations on the checklist.
- It is not necessary to include the previous minutes as "evidence of adoption" of policies. Simply including the policies containing a notation of the date of adoption suffices.

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

Sincerely,

A handwritten signature in black ink that reads "Valerie Young".

Valerie Young  
*Synod Executive & Stated Clerk*

Well, here we are again to read a report in the form of a poem  
The hope is that it is informative but surely the report is not long

The Southeast Region Bi-annual NBPC Conference will happen in July  
Gathering in Jacksonville, FL will happen whether the tide is low or high

The Clergy/Educator’s Retreat will return to St. Simons, GA one more time  
With Zoom gatherings throughout the year, meeting in person will be just fine

There is another huge event that has not normally been for us to do  
The gathering of youth from several presbyteries and from other synods too

Presbyterians Concern about African American Youth will gather in mid-June  
We have promoted the event since our Synod youth need the info real soon

Thank you for the opportunity to serve; a consultant’s work is never done  
It’s my desire to offer our Triune God in ways that are sincere and fun

Money was spent last year and future specifics are being decided  
We are working on a few things and by the Holy Spirit will be guided

Looking forward to what lies ahead and I’m ready to serve again  
Looking forward to seeing all of you and making a few new friends

Refusing to look behind us; there is nothing we can do about the past  
Proudly going forward knowing that only what we do for God will last



## A LITTLE PRAYER

### ZOOM GATHERINGS

South Carolina - January 22

Georgia - March 11

Florida - June 10

We always thank God for all of you and continually mention you in our prayers. We remember before our God and Father

- your work produced by faith,
- your labor prompted by love, and
- your endurance inspired by hope in our Lord Jesus Christ.

1 Thessalonians 1:2-3

### SYNOD RETREAT

September 9 - 12



## African American Clergy & Educators

<https://us02web.zoom.us/j/85941555286?pwd=L3Y5T212dU5qeEZZbXhyaHVyQUI1QT09>

Meeting ID: 859 4155 5286

Passcode: 067490

**PCAAAY**  
Presbyterians Concerned About  
African American Youth

New Ebenezer Retreat Center  
Rincon GA  
June 14-16, 2024



Cost  
**\$150.00**

Activities  
Fellowship  
Fun  
Speakers  
Workshops

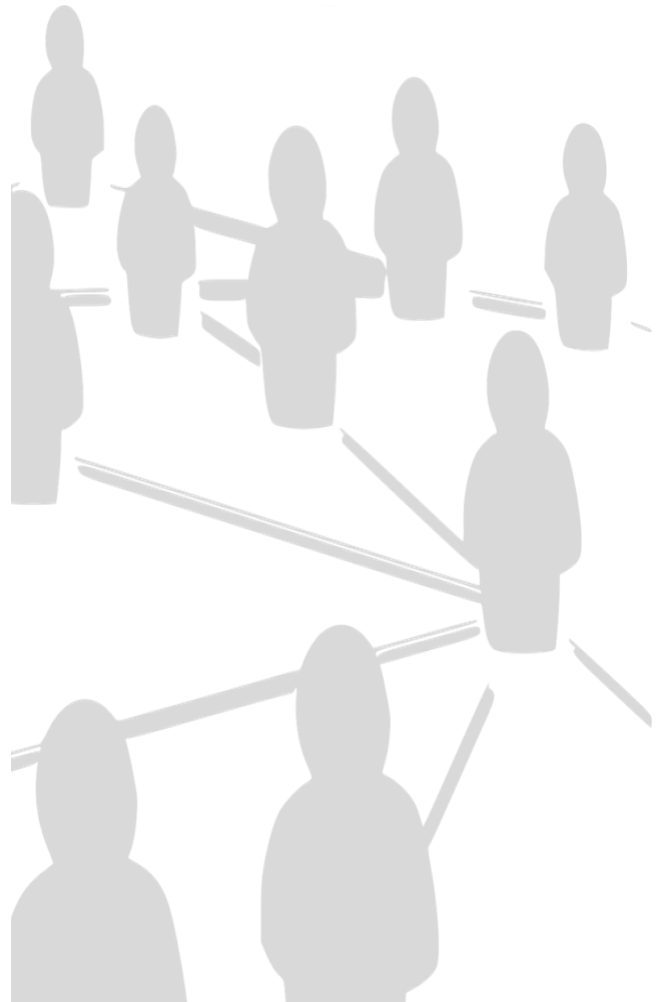


**YOUTH MINISTRY**  
CHRIST-CENTERED    OUTREACH-MINDED    RELEVANT  
SERVANT-FOCUSED    SCRIPTURE-BASED



*See you soon!*

You can contact Virginia Peterkin at 803-240-0627



**SAVE**  
*the*  
**DATE**

Southeast Region of the National  
Black Presbyterian Caucus Conference

**"ONE BODY, MANY PARTS: CONNECTING FOR  
THE GREATER CAUSE"**  
1 Corinthians 12:12-27

July 19-20, 2024 Jacksonville, FL



Attachment H

**Presbyterian Women in the Synod of South Atlantic**  
**Stated Synod Meeting**  
**April 2024**

*1 Many have undertaken to draw up an account of the things that have been fulfilled[a] among us, 2 just as they were handed down to us by those who from the first were eyewitnesses and servants of the word. Luke 1:1-2*

- The Synod Moderators throughout the US & Puerto Rico meet virtually for their bimonthly meeting. Our last meeting was Tuesday, January 23, 2024. There was a Synod/Presbytery Treasurer's zoom training/discussion held Tuesday, January 30, 2024 which was well attended by Synod of Mid America & South Atlantic Moderators and PWP Moderators & Treasurers.
- 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](mailto:cheri.harper@pcusa.org) for articles in the PW *Horizons* Magazine.
- I attended the following meetings at which I brought greetings from PW Synod & led some helpshops:
  - March 2, 2024 – Trinity Presbytery PW Annual Gathering
  - March 17, 2024 – Florida Presbytery PW Annual Gathering which I was unable to attend b/c of husband's surgery.
  - PW Triennial Gathering registration is open online
    - The Marriott Grande, St Louis MO taking reservations.

I have enjoyed meeting ladies throughout the synod and marvel at how much PW does in the church, presbytery, & synod level.

I will be leaving office on June 30, 2024. Debbie Durden will be the new PW Synod Moderator starting July 1, 2024.

Blessings  
*Shelagh M. Wirth*  
PWS Moderator  
[swirth1949@gmail.com](mailto:swirth1949@gmail.com)  
803 629 7851

Incoming PW Synod Moderator  
Debbie Durden  
2583 Orchard Walk  
Jonesboro, GA, 30236  
770-778-5412  
[dfdurden@gmail.com](mailto:dfdurden@gmail.com)





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

## **Report to the Synod of South Atlantic Spring 2024**

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 23 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 nearly 750 grants totaling more than \$6 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 11 Life Plan Communities around the state who, through no fault of their own, have outlived their financial resources. This year, the Foundation will provide approximately \$2 million 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](mailto:jcoates@wservices.org)



October 4, 2024

Friends,

Hurricane Helene has had a tremendous impact on people throughout this synod. Ten of our sixteen presbyteries have sustained damage to some degree. Assessment of the impact is still ongoing and of course, we are aware of the impact this has had on our siblings in North Carolina, Tennessee, and Virginia. We are also watching Milton approach the gulf coast of Florida and anticipating the impact.

The synod's Executive Administrative Commission has made the decision to postpone the Stated Meeting and instead offer October 12<sup>th</sup> at 1 pm (Eastern Time) via zoom as a dedicated online worship & prayer service. It will be a time for storytelling and prayer for those who have been lost, those suffering, and those responding.

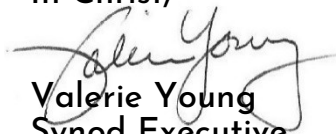
Registration is necessary and this gathering is open to anyone throughout the denomination to attend. Please share this information and registration link with anyone interested.

[Register Here](#)

Representatives from Presbyterian Disaster Assistance, Florida Disaster Assistance Network, and South Carolina Presbyterian Disaster Assistance Team will join us with an update.

We come together embodying the grace and love of Jesus Christ, caring for our communities, and God's people.

In Christ,

  
Valerie Young  
Synod Executive  
& Stated Clerk



October 12, 2024

## Prayer Service

2



3



## God of Creation

Disaster response hymn by Carolyn Winfrey Gillette  
Tune: Herzliebster Jesu 11.11.11.5 (*Ah Holy Jesus*); Johann Cruger, 1640  
Played and Sung by William McConnell

God of creation, We have seen the horror –  
Great devastation, Overwhelming sorrow!  
Hear now your people – Homes and loved ones taken –  
Feeling forsaken.

Christ of compassion, You who calmed the rough sea –  
Hurricane crashing, We prayed for your mercy!  
Comfort your people! Hold them close, now giving  
Hope for their living.

Give to your children Food to end their hunger,  
Clean water's blessing, News of those they long for!  
And by your Spirit, Use our gifts and labors  
To help our neighbors.

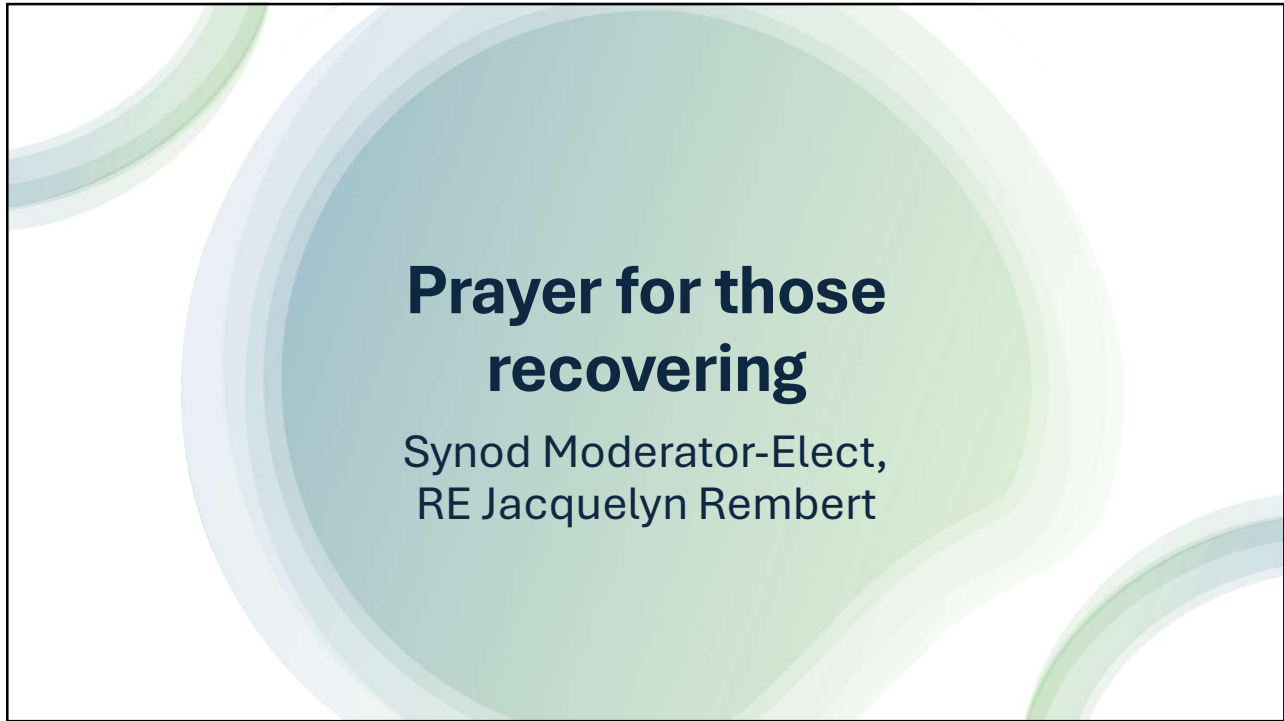


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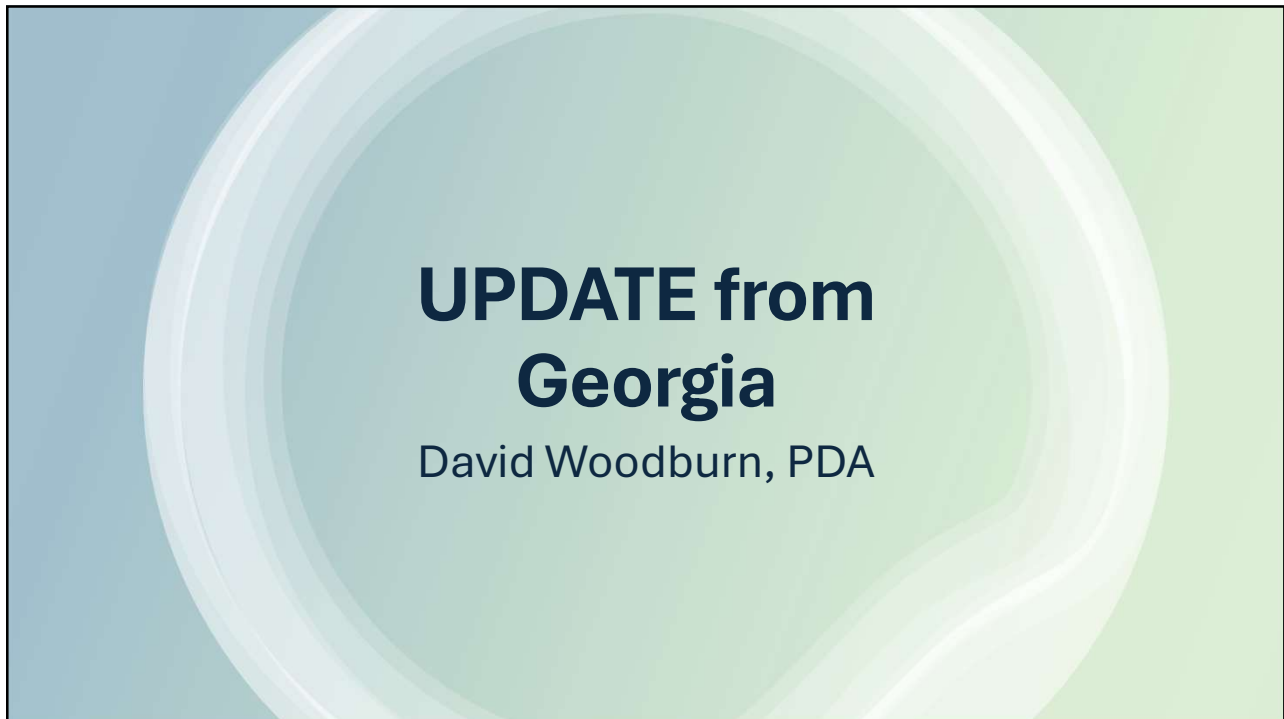
## Call to Prayer

Synod Moderator,  
Rev. Brian Henderson

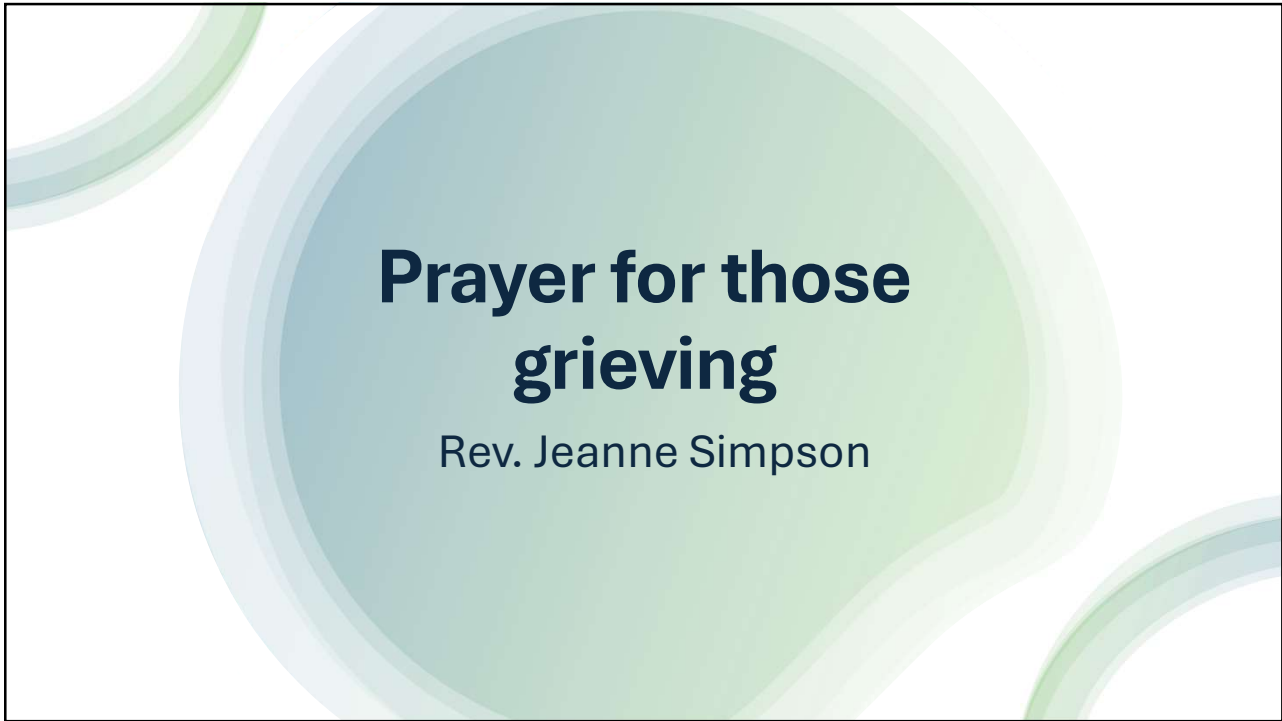
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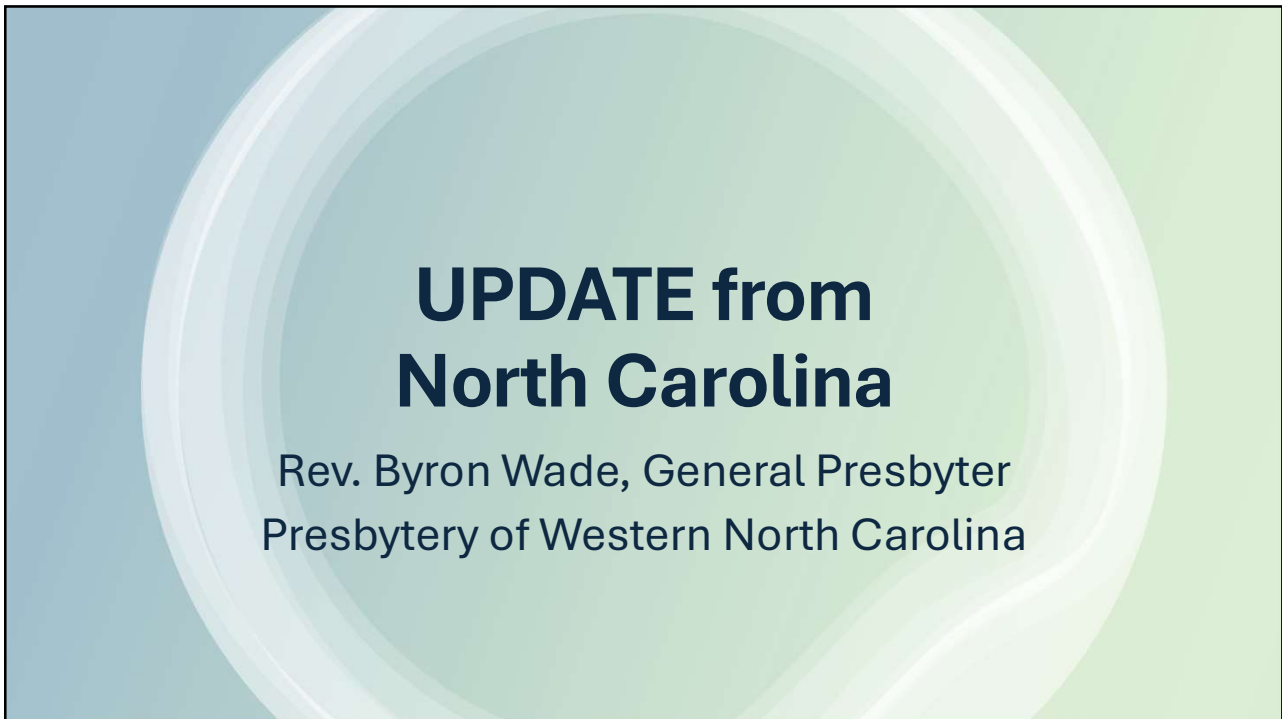
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# **Prayer for those grieving**

Rev. Jeanne Simpson

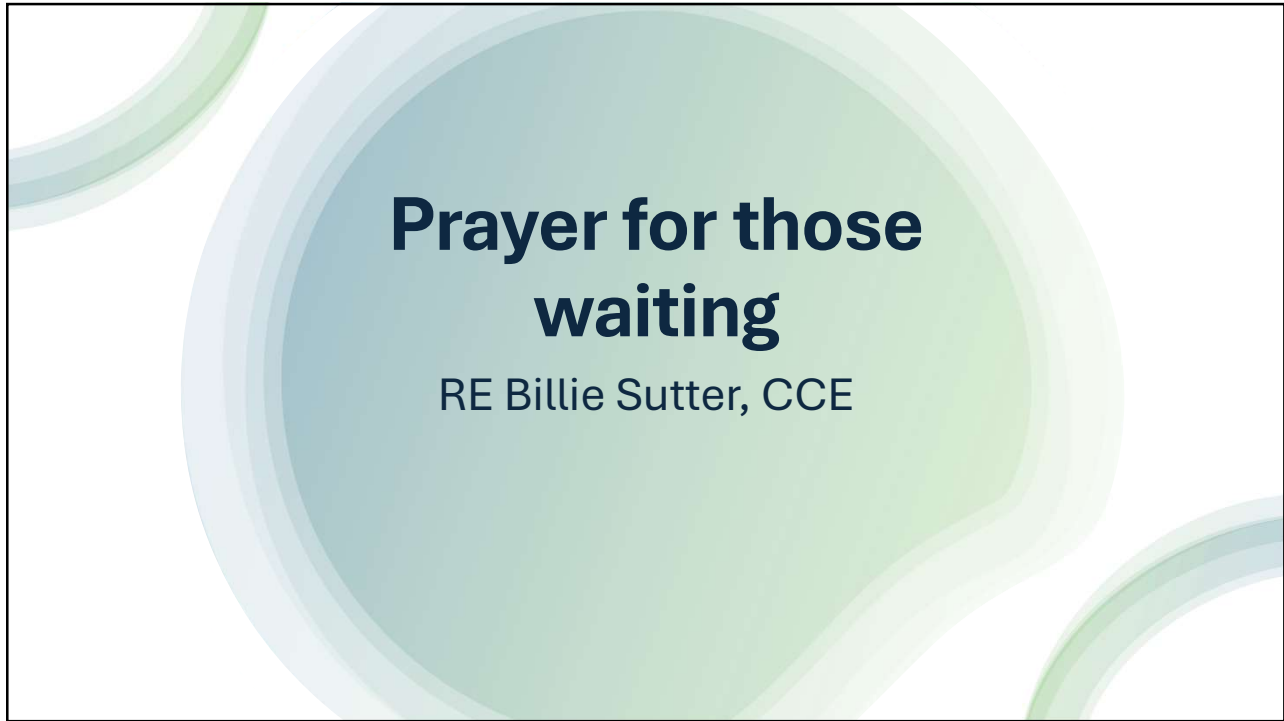
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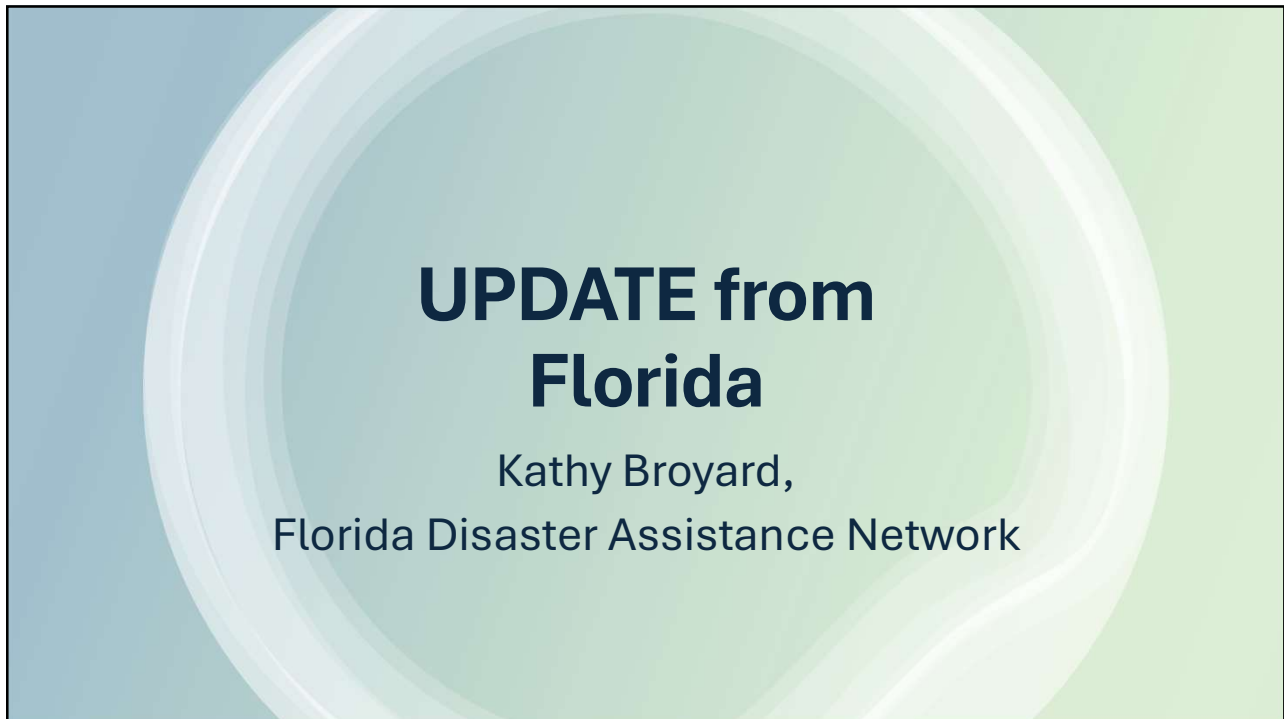
# **UPDATE from North Carolina**

Rev. Byron Wade, General Presbyter  
Presbytery of Western North Carolina

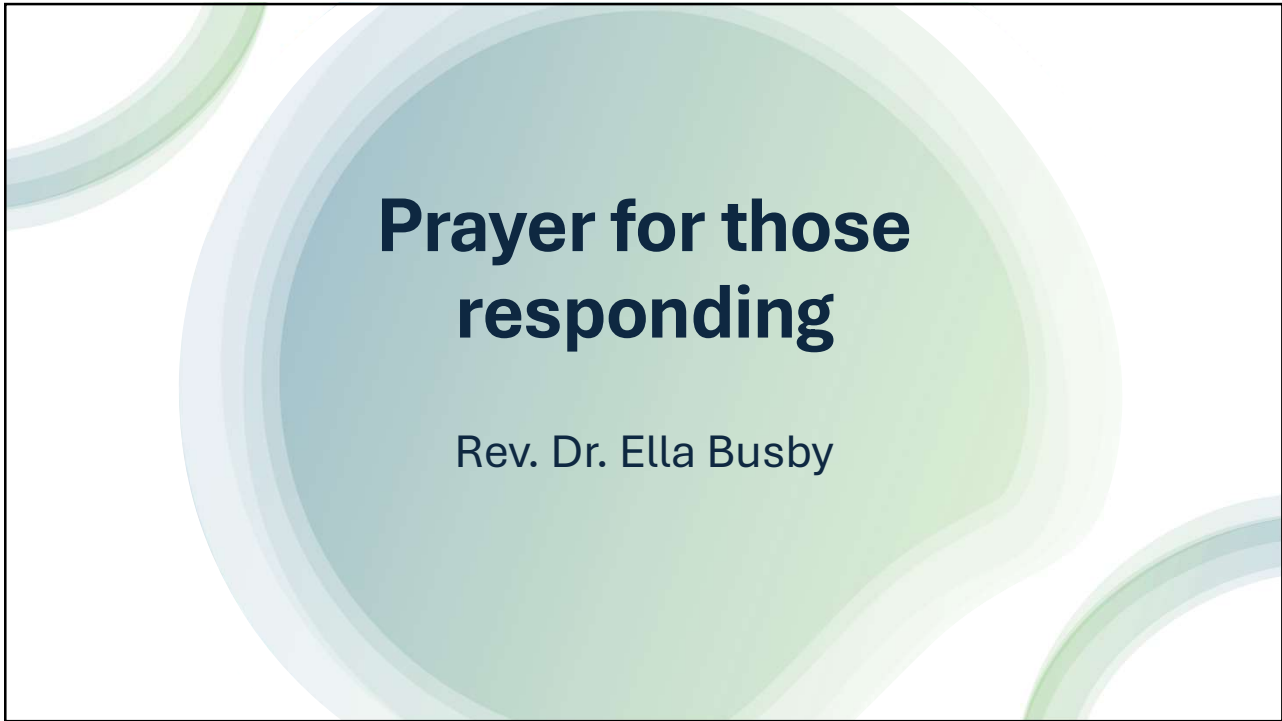
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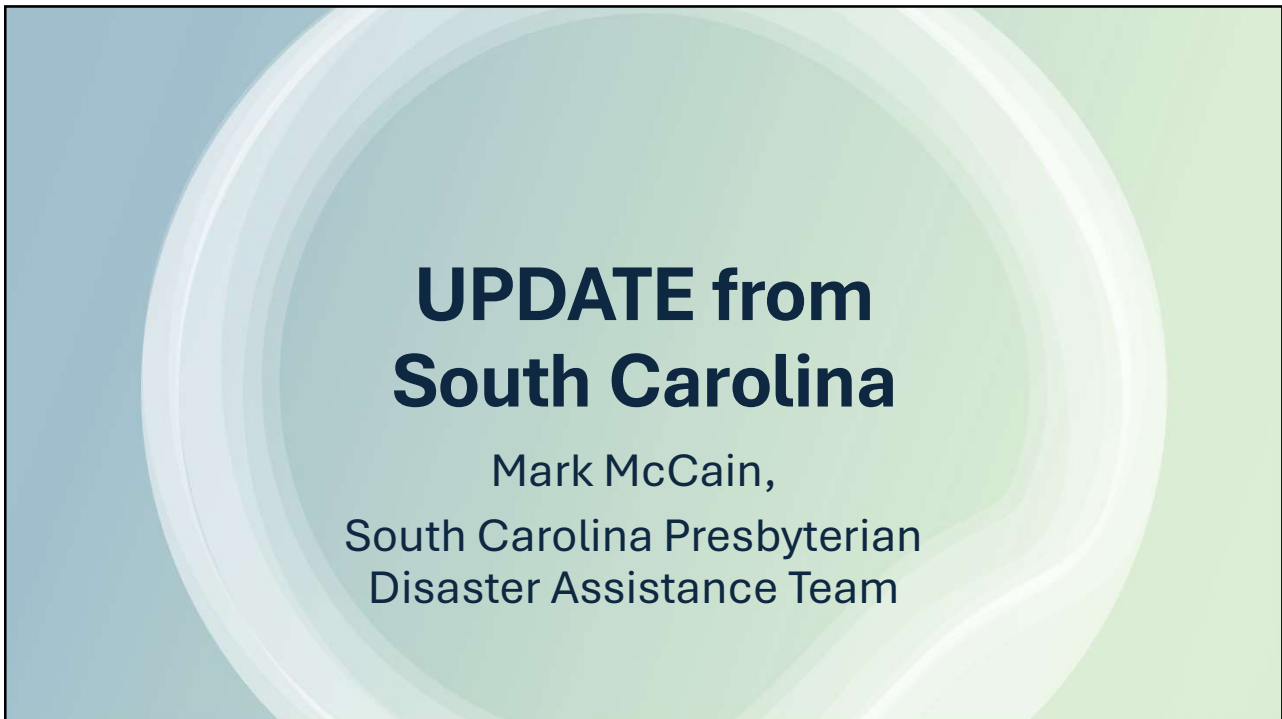
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# **Prayer for those responding**

Rev. Dr. Ella Busby

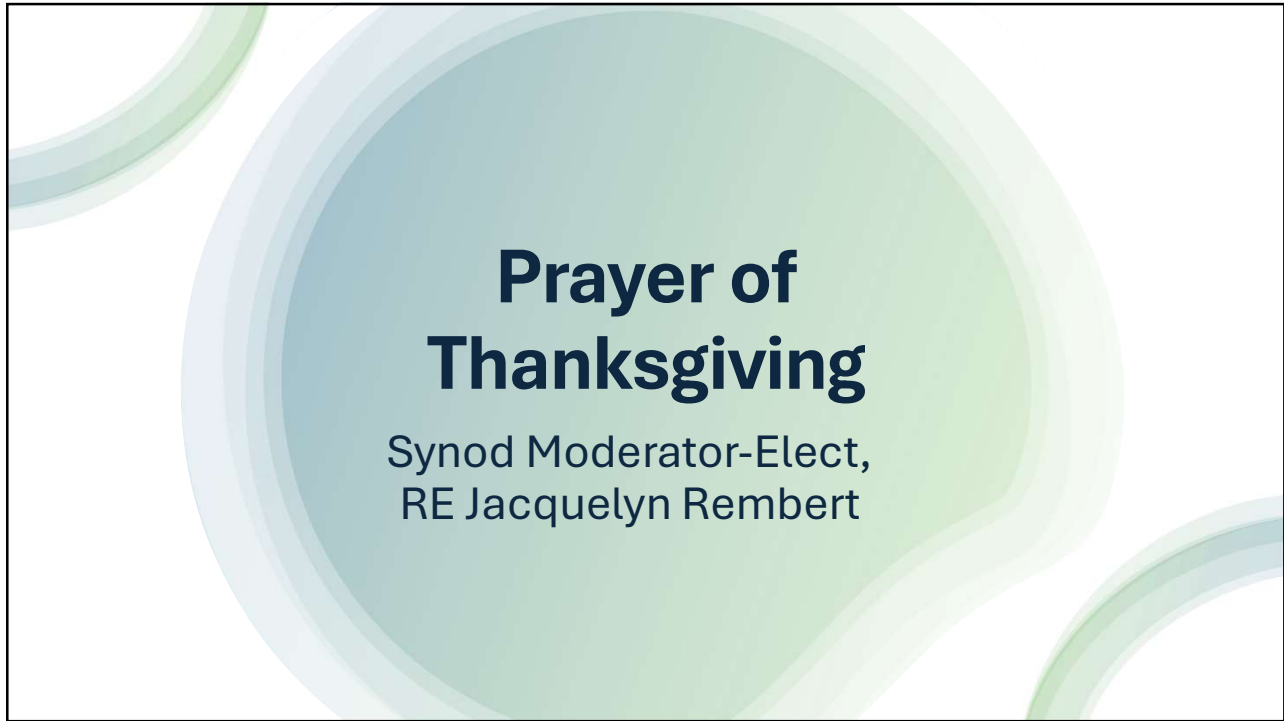
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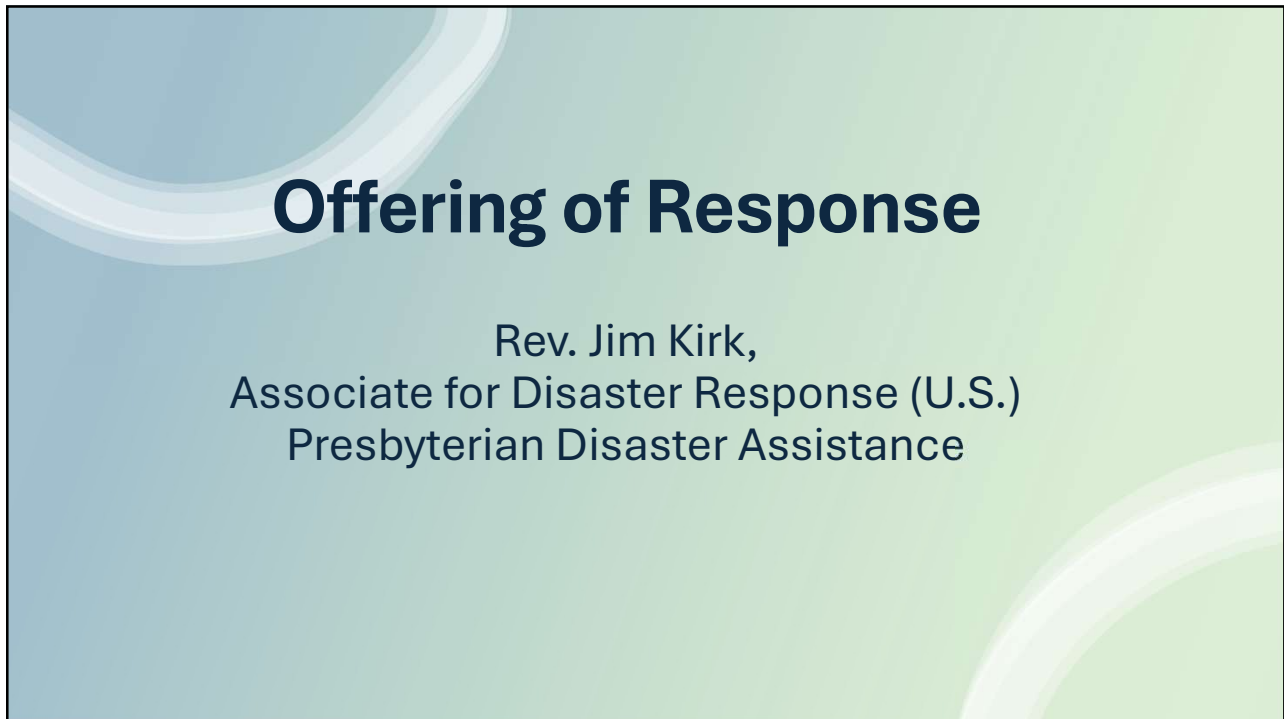
# **UPDATE from South Carolina**

Mark McCain,  
South Carolina Presbyterian  
Disaster Assistance Team

13



14



15

## Here I Am, Lord

Played and Sung by Bill McConnell

I, the Lord of sea and sky, I have heard my people cry,  
All who dwell in dark and sin my hand will save.  
I, who made the stars of night, I will make their darkness bright.  
Who will bear my light to them? Whom shall I send?

Chorus: Here I am, Lord. Is it I, Lord?  
I have heard you calling in the night.  
I will go, Lord, if you lead me.  
I will hold your people in my heart.

I, the Lord of snow and rain, I have borne my people's pain.  
I have wept for love of them. They turn away.  
I will break their hearts of stone, give them hearts for love alone.  
I will speak my word to them. Whom shall I send?

(Chorus)

I, The Lord of wind and flame, I will tend the poor and lame.  
I will set a feast for them. My hand will save.  
Finest bread I will provide till their hearts be satisfied.  
I will give my life to them. Whom shall I send?

(Chorus)



16

## Closing Prayer

Rev. CeCe Armstrong,  
Co-Moderator 226<sup>th</sup>  
General Assembly

17

# Minutes of the Synod of South Atlantic Assembly

1 pm, Saturday, November 16<sup>th</sup> via Zoom

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

Stated Clerk, Valerie Young ran through instructions for the Zoom meeting and voting

## Call to Order

Moderator Henderson called the meeting to order at 1:10 pm eastern time and led the Assembly in an acknowledgement of Land & People. Participants were reminded to visit the link <http://native-land.ca/> and learn about the indigenous peoples who were once living on the land.

**Moderator Henderson led the Assembly in an opening prayer.**

**Declaration of Quorum** - Henderson called on Stated Clerk, Young to declare a quorum. Young stated that, with 31 elected commissioners and 22 of those commissioners in attendance, there was a quorum present.

Commissioners Present					
Full Name	Presbytery	Ordination	Gender	Age Category	Race/Ethnicity
Beth Hoskins	Foothills	Teaching Elder	Female	56-64	White/European American
Betti Jo Steele	Greater Atlanta	Ruling Elder	Female	65or older	White/European American
Billie Sutter	Cherokee	Ruling Elder	Female	older	White/European American
Bobby Byrd	Charleston-Atlantic	Ruling Elder	Male	56-64	American
Brian Henderson	Charleston-Atlantic	Teaching Elder	Male	46-55	Black/African American
Christina Greenawalt	Central Florida	Teaching Elder	Female	46-55	American
Ella Busby	New Harmony	Teaching Elder	Female	65or older	Black/African American
Hansler Bealyer	St. Augustine	Ruling Elder	Male	older	American
Jacquelyn Rembert	New Harmony	Teaching Ruling Elder	Female	46-55	American
Jamil el-Shair	Savannah	Teaching Elder	Male	65or older	Black/African American
Jan Lewis	Northeast GA	Ruling Elder	Female	65or older	American



jeanne simpson	Greater Atlanta	Teaching Elder	Female	65or older	White/European American
Karen Wismer	Peace River	Teaching Elder	Female	65or older	White/European American
Karla Dias	Tropical Florida	Ruling Elder	Female	65or older	Hispanic/Latino(a)
Kenneth Whitehurst	Greater Atlanta	Ruling Elder	Male	65or older	Black/African American
Kyra Osmus	Flint River	Ruling Elder	Female	65or older	White/European American
Lisa Martin	Florida	Teaching Elder	Female	56-64	White/European American
Lois McGill	Peace River	Ruling Elder	Female	65or older	White/European American
Margaret Brooks	Savannah	Ruling Elder	Female	65or older	White/European American
Stephen Austin	Providence	Teaching Elder	Male	65or older	White/European American
Travis Adams	Northeast GA	Teaching Elder	Male	65or older	White/European American
W Croskeys	Charleston-Atlantic	Teaching Elder	Male	46-55	White/European American
<b><u>EXCUSED</u></b>					
Dawn Neff	Central Florida	Ruling Elder	Female	65or older	White/European American
Sarah Bishop	Tampa Bay	Teaching Elder	Female	36-45	White/European American

**Welcome to New Commissioners** – Moderator Henderson offered a warm welcome to any new commissioners that might be joining for their first synod meeting.

**Seating of Corresponding Members** - The moderator acknowledged Corresponding members, in accordance with synod bylaws, with a reminder that they have voice, but no vote in this meeting. The Assembly was informed of the Moderator’s appointment of Rev. Cindy Kohlman as Parliamentarian to this meeting.

Corresponding Members Present		
Full Name	Presbytery	Role
Douglas McMahan	Tampa Bay	Guest - Eckerd College
Daris Bultena	Tropical Florida	Executive/ Presbyter
David Rollins	St. Augustine	Executive/ Presbyter
Ed Rees	Northeast GA	Executive/ Presbyter
Holly Dillon	Tampa Bay	Executive/ Presbyter

Hoover Haney	Central Florida	Executive/ Presbyter
Olivia Haney	Central Florida	Executive/ Presbyter
Rebecca Albright	Charleston- Atlantic	Executive/ Presbyter
Cindy Kohlmann	New Castle	Parliamentarian Korean Ministry
JOO HOON KIM	Northeast GA	Consultant
Andy James	Greater Atlanta Charleston-	Stated Clerk
David Yandle	Atlantic	Stated Clerk
Deanie Strength	Savannah	Stated Clerk
Mark Broadhead	Florida	Stated Clerk
Therese Howell	Cherokee	Stated Clerk
Jodi Dodge	St. Augustine	Synod Staff (other)
Andrew Hill	Greater Atlanta	Synod Staff (other)
Debra Durden	Greater Atlanta	Synod PW Moderator

**Adoption of the Docket** - Commissioner Billie Sutter moved the approval of the docket, it was seconded and approved.

### Opening Worship

Call to Worship, Moderator-Elect Rembert

Psalm 136

<sup>1</sup>Give thanks to the Lord, for he is good,  
for his steadfast love endures forever.

<sup>2</sup>Give thanks to the God of gods,  
for his steadfast love endures forever.

<sup>3</sup>Give thanks to the Lord of lords,  
for his steadfast love endures forever;

Meditation, Moderator Henderson, offered a meditation and spoke about being strong in the face of change.

*Be strong and courageous. Do not fear or be in dread of them, for it is the Lord your God who goes with you. He will not leave you or forsake you.*

Deuteronomy 31:6

### **Report of the Executive Administrative Commission PART 1 (Attachment AA) –**

*Jacquelyn Rembert, Moderator-Elect*

Rembert referred the Assembly to the appropriate attachment and provided a summary of EAC actions:

- Approved date, location, and budget for the In-person Synod event as February 27-March 1, 2025, at Epworth By the Sea, St. Simon’s Island.

- Approved the appointment of a Parliamentarian for this meeting.
- Approved a financial gift of appreciation for Jodi Dodge upon her retirement as Synod Treasurer at the end of this year.
- Met with Visioning Task Force multiple times and approved final report and recommendations to be made to the Synod Assembly.

Rembert offered words of thanksgiving for Jodi Dodge. Dodge has served as the VOLUNTEER Treasurer for the synod over the last 8 years. Recently, Jodi let us know that she is ready to hand this work over to someone new. Jodi, we are truly grateful to God for you and all of the ways you have shared your gifts and talents with the synod.

Rembert, on behalf of the EAC, **moved** that Andy Hill be elected as Synod Treasurer with a four-year term beginning in 2025. You will find Andy's resume in Attachment AA of the packet. There were no questions or discussion. Approved unanimously.

Moderator Henderson then offered thanks to Jodi Dodge as he called on her to bring her final report as Treasurer.

**Treasurer's Report (Attachment BB) – Jodi Dodge**

Dodge thanked the Assembly and proceeded to walk through the various financial reports noting that we are slightly behind in per capita receipts versus last year.

A **motion** was made by Christina Greenawalt to receive the financial reports as presented. Seconded. There were no questions or discussion. Approved unanimously.

**COMMITTEE UPDATES & ACTIONS**

**Administration & Relationships (Attachment CC)– Jeanne Simpson**

On behalf of the ARC, Simpson **moved** the approval of the Eckerd College covenant renewal. There were no questions or discussion. Approved unanimously.

Simpson provided a brief update on Villa International, that they are still seeking the deed to the property and have been referred to the synod attorney.

**Budget & Finance Committee (Attachment DD) – Rev. Christina Greenawalt**

*Greenawalt mentioned there were no action items from BFC but referred everyone to the packet for information about their work.*

**Committee on Representation (Attachment EE) – Hansler Bealyer**

On behalf of the COR, Bealyer **moved** the nominations to the Synod Permanent Judicial Commission as presented in the addendum. There were no questions or discussion. Approved unanimously.

**Ministry Support Committee (Attachment FF) – Ken Whitehurst**

Whitehurst explained the work of the Grants & Scholarships Task Force who met over the course of several months to determine changes that might broaden the opportunities provided by the Grants & Scholarships Program. On behalf of the MSC, Whitehurst **moved** the approval of the Grants &

Scholarships program as provided in the attachment. There were no questions or discussion. Approved unanimously.

The report of the African American Ministries & Korean Ministries is included in your packet.

Rev. Joo Hoon Kim, Synod Consultant for Korean Ministries was called upon and he brought words of gratitude for the work and support of that ministry.

**Report of the Executive & Stated Clerk (Attachment GG) – Valerie Young**

*Young provided video report for the Assembly. (the transcript included in the attachment)*

***The Assembly took a 10-minute BREAK***

**Report of the Executive Administrative Commission PART 2 (Attachment HH) –**

*Jacquelyn Rembert, Moderator-Elect*

**Synod Visioning Task Force Report**

**Task Force Members:** *RE Commissioner, Jacquelyn Rembert (New Harmony Presbytery); Stated Clerk, Rev. Andy James (Greater Atlanta Presbytery); Stated Clerk/TE Commissioner, Rev. Christina Greenawalt (Central Florida Presbytery); General Presbyter, Rev. Danny Murphy (Trinity Presbytery); General Presbyter, Rev. Holly Dillon (Presbytery of Tampa Bay); TE Commissioner, Rev. Jamil El Shair (Savannah Presbytery); RE Catherine Byrd, (Charleston-Atlantic); RE Billie Sutter (Cherokee)*

Rembert yielded the floor to Andy James to present the Visioning Task Force Report. James thanked the Task Force for all of their work and spoke about the many, many conversations that the task force had with covenant partners, committees, and racial ethnic ministry consultants; described the Embody Leader Formation program; spoke of the new grants and scholarships just approved by the Assembly; and offered a final opportunity for questions.

**The EAC moves the approval of the recommendations 1-3 and 5-7 in the Visioning Task Force report in the attachment.** Recommendation number 4 would not be presented because the Committee on Representation had a slate prepared to present pending the approval of these recommendations. After a call for questions or discussion, there were none. The motion was approved unanimously.

Rembert then called on Hansler Bealyer, chair of COR to bring nominations for 2025 leadership.

Bealyer, on behalf of the Committee on Representation **moved** the nominations for 2025 leadership under the new design as provided on page 82 of the packet. There were no questions or discussion. Nominations were approved unanimously.

**Words of Celebration & Appreciation** - Moderator Henderson offered special thanks to the Visioning Task Force; Commissioners who are not returning next year, including Ken Whitehurst, Jan Lewis, and Steve Austin; and for all of those who have participated in the synod and its current structure over the years. We thank you.

The Assembly was reminded of the dates & location of our next stated meeting and there was a motion to adjourn by Steve Austin, seconded, and unanimously approved.

Moderator Henderson closed in prayer at 2:27 pm.

**Next STATED MEETING:  
Thursday, February 27 – March 1 at Epworth By the Sea**



Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Valerie Young".

Valerie Young  
Synod Executive  
& Stated Clerk

## Synod Meeting Minutes Approval

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

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

### Authority

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

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

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

### Attestation

I attest that the meeting minutes and all documents attached herein for the November 16, 2024 Stated meeting were sent out on November 17, 2024 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 2, 2024, 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 Assembly

1 pm, Saturday, November 16<sup>th</sup> via Zoom

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

## Zoom Instructions

### Call to Order

- Acknowledgement of Land & People – *Brian Henderson, Moderator*  
<https://native-land.ca/>
- Opening Prayer
- Declaration of Quorum
- Welcome to New Commissioners
- Seating of Corresponding Members
- Appointment of Parliamentarian
- Adoption of the Docket

### Opening Worship

**Report of the Executive Administrative Commission PART 1 (Attachment AA)** –  
*Jacquelyn Rembert, Moderator-Elect*

- Receive minutes
- Election of Treasurer to begin January 1, 2025

**Treasurer's Report (Attachment BB)** – *Jodi Dodge*

### Committee Updates & Actions

**Administration & Relationships (Attachment CC)**– *Jeanne Simpson*

- Eckerd College covenant renewal

**Budget & Finance Committee (Attachment DD)** – *Rev. Christina Greenawalt*

**Committee on Representation (Attachment EE)** – *Hansler Bealyer*

- Nominations

**Ministry Support Committee (Attachment FF)** – *Ken Whitehurst*

- Grants & Scholarships Program
- Korean Ministries
- African American Ministries

**Report of the Executive & Stated Clerk (Attachment GG)** – *Valerie Young*

*BREAK*

**Report of the Executive Administrative Commission PART 2 (Attachment HH) –**  
*Jacquelyn Rembert, Moderator-Elect*

**Synod Visioning Task Force Report**

**Task Force Members:** *RE Commissioner, Jacquelyn Rembert (New Harmony Presbytery); Stated Clerk, Rev. Andy James (Greater Atlanta Presbytery); Stated Clerk/TE Commissioner, Rev. Christina Greenawalt (Central Florida Presbytery); General Presbyter, Rev. Danny Murphy (Trinity Presbytery); General Presbyter, Rev. Holly Dillon (Presbytery of Tampa Bay); TE Commissioner, Rev. Jamil El Shair (Savannah Presbytery)*

- **A recommendation** to approve the following:
  - Final Report of the Visioning Task Force
  - New Manual (effective 1/1/2025)
  - Set aside reserve spending rate rules
  - Move to cash budget
  - 2025 Actual budget
  - Nominations for 2025 Leadership
- **Words of Celebration & Appreciation**
- **Closing Prayer**

**Next STATED MEETING:**

**Thursday, February 27 – March 1 at Epworth By the Sea**





Synod of South Atlantic

Executive Administrative Commission Meeting

May 13, 2024 · 3:30 pm

Present: Rev. Brian Henderson, Moderator; Rev. Christina Greenawalt, BFC Chair; Hansler Bealyer, COR Chair; Rev. Jeanne Simpson, ARC Chair; Ken Whitehurst, MSC Chair; Rev. Joo Hoon Kim, CM; Rev. CeCe Armstrong, CM; Valerie Young, Synod Executive & Stated Clerk



Absent: Shelagh Wirth, CM; Jodi Dodge, Treasurer; Tony Davila, CM; Jacquelyn Rembert, Moderator-Elect;

Open in Prayer- at 3:36 pm by Brian

Welcome

- First time member introductions:
  - Rev. Jeanne Simpson

Business

Motion to approve docket by Ken, seconded, approved.

- Dates & Location of In-person Synod Meeting
  - March 27-29, 2025
  - Location: Charleston Atlantic Presbytery Building
  - Budget \$25,000
  - Motion to approve the date and location of the meeting by Christina, seconded, approved.
- Synod Report to General Assembly Committee on Mid Councils
  - Synods are given an opportunity to provide a report (separate from minutes) about our mission/ministry. We also have an opportunity to present to the Committee on Mid Councils via zoom (5 minutes).
  - Report sent to the Mid Council Committee to the GA was received.
  - Still time to let them know if we want to offer a verbal report - the EAC does not see a particular need to offer a verbal report for this GA.
- Visioning Task Force update
  - Possible Called Meeting date after Oct. 12 Stated Meeting
    - November 16 & 23 on hold
  - Contract with Parliamentarian for Oct 12 & Called Meeting
    - Approved by comment consent for contacting Cindy Kohlman
- Personnel Matters
  - Vacation days May 23-24
  - Continuing Education June 3-7
  - Vacation July 5-12
- More updates
  - 1<sup>st</sup> Wednesday SACK Lunch

- PDA Learning
- Sabbath By The Pool
- New Business - none

Closing Prayer & Adjournment - motion to adjourn by Hansler, seconded, approved.  
Jeanne closed with prayer at 4:09 pm

## Executive Administrative Commission

### July 19, 2024 · AGENDA

Present: Ken Whitehurst, MSC; Hansler Bealyer, COR; Jacquelyn Rembert, Moderator-Elect; Christina Greenawalt, BFC; Debbie Durden, PW Moderator; Valerie Young, Synod Executive/Stated Clerk

Absent: Brian Henderson, Moderator; Jodi Dodge, Treasurer; Jeanne Simpson, ARC; Joo Hoon Kim, REC; CeCe Armstrong, REC; Tony Boada Davila, REC

- I. Open with Prayer by Jackie at 5:10 pm
- II. Change of date & location for 2025 Synod Assembly/Gathering to February 27 - March 1, 2025
  - a. Originally approved Charleston Atlantic offices as site, using local hotels
  - b. The Association of Smaller Congregations has made the decision to suspend the February 27-March 1, 2025 conference.
  - c. The synod's original dates (March) had no availability at Epworth.
  - d. By using the reserved dates for ASC and going to Epworth By The Sea and changing dates. This would hold the dates for future years, as well as save the synod approximately \$10,000.
  - e. Need to announce at EP/SC Gathering on Monday, July 22.

Ken moved change of dates, seconded. Approved.
- III. Search for a Treasurer for 2025
  - a. Treasurer, Jodi Dodge, has informed us that she will not be available to serve another term.
  - b. BFC to review job description in light of the accounting transition and make recommendation to Personnel/EAC
  - c. Personnel:
    - i. Options & Budget implications
    - ii. Exit Interview
    - iii. Gift of Appreciation
- IV. Registering as a non-profit in Georgia & South Carolina was discussed. No decision made
- V. Parliamentarian for October & Called meeting(s) - Rev. Cindy Kohlman
- VI. Other business - none
- VII. Close with prayer at 5:32 by Jackie

## **Executive Administrative Commission**

**September 6, 2024 · MINUTES**

**Present:** Brian Henderson, Moderator; Christina Greenawalt, BFC; Hansler Bealyer, COR; Jackie Rembert, Moderator-Elect; Ken Whitehurst, MSC; Valerie Young, Synod Exec/Stated Clerk; Debbie Durden, PW; Joo Hoon Kim, KM;

**Visioning Task Force Members Present:** Jamil el-Shair, VTF; Catherine Byrd, VTF; Danny Murphy, VTF (EP, Trinity Presbytery); Andy James, VTF (SC, Presbytery of Greater Atlanta)

**Absent:** Jeannie Simpson, ARC; Jodi Dodge, Treasurer; CeCe Armstrong, AAM; Tony Boada Davila, HM;

- I. Open with Prayer by Brian at 4:03 pm.
- II. Visioning Task Force Report Presentation
  - a. Final Report of the Visioning Task Force
  - b. New Manual (effective 1/1/2025)
  - c. Set aside reserve spending rate rules
  - d. Move to cash budget
  - e. 2025 Actual budget
  - f. Manual: *“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.”*

**Motion to recommend approval of the Visioning Task Force Report in its entirety by Christina, seconded (Ken), approved.**

- III. October Synod Meeting
  - a. Pre-meeting & Town Halls
  - b. Docket
  - c. Reports:

- i. COR – bringing nominees for PJC
      - ii. ARC – Jeannie is in the hospital
      - iii. MSC – bringing grants & scholarships changes after committee approval
      - iv. BFC – updates on working with budget VTF & backup
    - d. Parliamentarian, Rev. Cindy Kohlman – moderator & SE/SC met to clarify roles and responsibilities during the Stated Meeting
- IV. Search for a Treasurer for 2025
  - a. BFC empowered Christina & Valerie to make recommendations to Personnel/EAC. Christina moved approval of the job description, seconded – amended to change from “volunteer” to “paid” position
  - b. Personnel:
    - i. Options & Budget implications – lots of discussion about possible combinations of positions set out in the VTF. The EAC will promote the Treasurer position (alone) until and unless the VTF plan passes.
    - ii. Exit Interview & Gift for Jodi – motion to gift Jodi Dodge \$1,200 in thanks for her 8 years of service to the synod, by Christina, seconded, approved.
      - 1. Brian will invite Jodi to an exit interview.
- V. Other business
- VI. Close with prayer – 5:56 pm

## Executive Administrative Commission

September 20, 2024, 4 pm

*Special Meeting to review the Visioning Task Force revised report and motions to come to the October 12 Stated Meeting of the Synod.*

**Voting Members Present:** Brian Henderson, Moderator; Jackie Rembert, Moderator-Elect; Hansler Bealyer (Chair, COR); Ken Whitehurst (Chair, MSC)

**Voting Members Absent:** Jeannie Simpson (Chair, ARC); Christina Greenawalt (Chair, BFC)

**Corresponding Members Present:** Joo Hoon Kim, Consultant (Korean REM); Debbie Durden (Synod PW Moderator); CeCe Armstrong, Consultant (AA REM);

**Corresponding Members Absent:** Tony Boada Davila, Consultant (Hispanic REM);

**Visioning Task Force Members Present:** Andy James, Co-Chair; Billie Sutter; Catherine Byrd; Danny Murphy; Jamil el-Shair

Open with prayer and reflection by Brian at 4:02 pm

Brian called on the Visioning Task Force to bring their presentation

Andy James ran through the VTF presentation of purpose and primary emphases for the future.

There were questions about what it would look like to move to a cash-based budget.

The presentation continued with deeper descriptions of the proposed structure and its design.

Reminder of the scheduled VTF Town Halls

**Motion to recommend the VTF Plan to the body of the synod from Ken, seconded by Hansler, discussion followed, unanimously approved.**

CeCe Armstrong led the group in prayer.

Motion to adjourn by Hansler, seconded, approved.

Meeting adjourned at 5:05 pm

Submitted by

Valerie Young  
Synod Executive  
& Stated Clerk

## **ANDY HILL**

Atlanta, Georgia

917-673-0038

andrewbenjaminhill@gmail.com

Linkedin.com/in/andrewbenjaminhill

### **NONPROFIT CFO**

Chief Financial Officer for the Presbytery of Greater Atlanta. Oversee finances, property, and operations, working closely with Presbytery leadership, the Board of Directors, auditors, and committees to address finance and property issues.

Relocated from New York City in 2020 and left a twenty-year career in compliance and risk management at large global financial firms. Skilled in monitoring operations, analyzing risks, and tightening controls; engaged with senior management to prepare businesses for regulatory exams and audits.

### **SKILLS**

Building Nonprofits  
Strategic Planning

Evangelizing

Preaching

Mentoring

Writing

Coordinating Firmwide Audits

Advising on Re-Accreditation

Facilitating Group Process

Organizing Communities

Motivating Teams

Planning Events

Budgeting and Forecasting

Implementing Policies

Negotiating Contracts

Designing Operations

Managing an Office

Organizing

### **EDUCATION**

Master of Divinity, Pittsburgh Theological Seminary, Pittsburgh, PA, 2023

Graduate Certificate in Nonprofit Finance, Cornell University, Ithaca, NY, 2023

Graduate Certificate in Adaptive and Innovative Ministry, Pittsburgh Theological Seminary, 2019

Graduate Certificate in Public Theology, Center for Faith and Justice, San Francisco, CA, 2018

Bachelor of Science in Economics, University of Puget Sound, Tacoma, WA, 1997

Qualified General Securities Principal, licensed in FINRA series 7, 66, 24.

### **NONPROFIT EXPERIENCE**

**PRESBYTERY OF GREATER ATLANTA, Atlanta, GA**

2023-Current

**Director of Finance and Property**

*The Presbytery of Greater Atlanta is a \$20 million Mid Council Ministry supporting 85 chartered congregations (PCUSA) and over 40 New Church Developments in the Atlanta metro area.*

Finance:

- Produce updated financial reports monthly for all Presbytery leaders and committees.
- Coordinate the annual financial audit, working closely with auditors, accountant, and Financial Administrator to carry out field work and address issues and concerns.
- Oversee investment portfolio and endowment funds, ensuring distributions are appropriate for their restrictions.

- Work with Executive Presbyter and committee chairs to set annual budgets.
- Administer biennial grant cycles, setting application due dates, collecting applications, and supporting documents, organizing the Grants Committee to review applications and determine awards, and notifying recipients of awards and sending them out. Grants awarded YTD \$60,000.
- Reconcile the operating checking account monthly, working with the Financial Administrator to investigate and resolve imbalances.
- Ensure all invoices are paid, working closely with Financial Administrator to book expenses to the correct financial accounts in the accounting system.

Property:

- Manage fifteen properties of dissolved churches that were deeded back to the Presbytery.
- Maintain lease agreements with tenants of the properties.
- Implemented major capital improvements on two properties: new roofs, water damage repair, mold remediation, foundation waterproofing, landscaping, new HVAC. Eight projects YTD totaling \$150,000.
- Negotiated self-financed sale of a church property to its long-term tenant. Worked with Board of Directors, accountant, and attorneys to set terms, interest rate, and amortization schedule.
- Advised on lease renewals with preschools sharing space with existing congregations.
- Vetted two new church loan applications and coordinated approvals for the guarantees with the Board of Directors. Entire portfolio of guaranteed loans for over 20 churches is worth \$10 million.

Operations:

- Coordinate vendor access with ongoing service providers, such as pest control, janitorial services, security system, security guard, HVAC maintenance, lawn maintenance, water delivery, and waste management.
- Facilitate quarterly meetings for the Board of Directors, Finance Committee, and Property Committee, working with the chairs to finalize agendas, and moving action items forward.
- Change light bulbs as needed.

**ORMEWOOD CHURCH, Atlanta, GA**

2021 – 2023

**Operations Manager**

*Ormewood Church is a New Church Development organized under the Presbytery of Greater Atlanta.*

Finance:

- Log all financial transactions into Quickbooks and reconcile chart of accounts.
- Cleaned up entire chart of accounts in first two months and instituted a process for monthly line-item expense reconciliation.
- Produce monthly budget report; update all leaders, staff, and committees on variances and salient items.
- Assist in setting the annual budget with Pastor and Finance Committee, providing guidance and projections based on detailed knowledge of all income and expenditures.
- Track donations during giving campaigns and update leaders on changes in monthly donations.
- Coordinate with accountant on logging donor gifts and distributing tax receipts.
- Contracted with an insurance agent to secure full property and workers comp insurance policies.



Property:

- Manage two buildings by monitoring maintenance needs, coordinating and paying all service providers, stocking supplies, and vetting contractors for major repairs.
- Coordinated major repairs, including roof repair, water damage repair, parking lot repaving, tree removal, and contracted a local steel artisan and stonemason to build and install new outside handrails.

Operations:

- Oversee all space usage rentals, reviewing application submissions, coordinating rent payments, ensuring janitorial needs are met, and granting or revoking access to the buildings.
- Streamlined rental application.
- Increased rental income above pre-COVID levels.
- Negotiated contracts for long-term rentals, including two summer camps and two film shoots.
- Prepare for Sunday Worship by drafting and printing programs, coordinating volunteers, stocking coffee and communion supplies, cleaning the sanctuary, and occasionally leading worship and preaching.
- Process all accounts payable, including paychecks, vendor invoices, and 1099 contractor payments.
- Maintain church website, editing and building pages as needed.

**GRAFTED NYC, New York, NY**

2013 – 2023

**Executive Director and Board Member**

*Grafted NYC was a nonprofit community organization for LGBTQ Christians in New York City and provided weekly networking opportunities for anyone seeking faith-based friendships.*

- Assembled, as first Executive Director, a leadership team to develop the strategic vision of the organization.
- Engaged subject matter experts in web design and advertising to publicize the organization.
- Inspired participation by publicly expounding on topics like queer theology and community empowerment.
- Grew the organization to over 300 members within two years.
- Multiplied to five weekly small groups within three years.
- Launched public events featuring national leaders in the Queer Christian movement.
- Raised an annual operating budget of over \$15,000 from mostly younger members.
- Bequeathed our remaining \$11,000 to an organization that cares for homeless LGBTQ youth.

**COMMON GROUND CHURCH, New York, NY**

2018 – 2020

**Elder**

*Common Ground is a post-evangelical New Worshipping Community (PCUSA) targeted to exiles of large conservative churches.*

- Assisted the senior pastor by preaching quarterly.
- Designed Sunday operations and motivated volunteers to physically set up and tear down equipment.
- Wrote several blog posts for the website.
- Hosted rooftop parties to foster church-wide community building.
- Served on Board of Directors.
- Advised on budget.

## CORPORATE FINANCE EXPERIENCE

**J.P. MORGAN CHASE, New York, NY**

2013 – 2020

**Control Manager, JPMorgan Securities**

*Control management team for U.S. brokerage business.*

- Improved over 100 controls designed to monitor conflicts of interest.
- Managed all tests of controls on committees, employee licensing, and regulatory oversight.
- Collaborated with business leaders to correct issues identified through testing.

**Supervisory Manager, Private Bank**

*Compliance team for alternative investments.*

- Approved marketing and advertising materials targeted to wealthy clients.
- Worked with portfolio managers and marketing teams to ensure materials conformed to firm standards.
- Reviewed approximately 4,000 pieces annually, an exceptionally high number compared to peers.
- Designed performance reports for senior managers to monitor discrepancies in workload contributions.

**Project Manager, Global Compliance**

*Chief Administrative Office for Global Compliance.*

- Built a continuity of business program that covered over 3,000 employees across 40 global office locations.
- Trained over 50 local plan owners on job functions and planning tools.
- Improved performance metrics from 60% effectiveness at start to 100% for last nine months in the role.

**MORGAN STANLEY, New York, NY**

2006 – 2011

**Compliance and Risk Manager, Corporate Equity Solutions**

*Client service group for corporations granting stock and option awards to their employees.*

- Monitored global control environment for international trading platform with over 2.5 million client accounts.
- Investigated trade errors and weaknesses in trade processes.
- Managed controls testing program, overseeing a team of testers executing over 200 quarterly tests.
- Addressed 38 audit findings from both European and American examiners within two years.
- Led the business through five straight years of clean audits with zero findings.

**CITIGROUP, New York, NY**

2001 – 2005

**Insurance Analyst, Smith Barney**

*Insurance Administration for U.S. brokerage business.*

- Analyzed product features against state insurance laws.
- Set up products on trading platform consistent with legal restrictions.
- Worked with technology to test and refine new trading system ahead of launch.

**Synod of South Atlantic**  
Balance Sheet  
as of 09/30/2024



Account Number	Account Name	Amount
<b>Assets</b>		
1110	EB-Operating Account	\$282,781.94
1210	PF - Transit Account	\$244.13
1311.116	VG General (\$1M)	\$1,791,324.42
1341.114	VG Gainesville (\$1.8M)	\$2,485,661.46
1361.104	VG Hawkins (\$400k)	\$513,137.00
1371.103	VG Hemphill (\$200k)	\$278,392.31
<b>Total Assets</b>		\$5,351,541.26
<b>Liabilities</b>		
2250	OTHER DEDUCTIONS	\$0.00
2290	FSA	\$-261.04
<b>Total for 2250 - OTHER DEDUCTIONS</b>		\$-261.04
2411	TIAA Visa	\$3,791.15
<b>Total Liabilities</b>		\$3,530.11
<b>Equity</b>		
3110.116	Unrestricted Fund Balance - Fund Balance	\$1,962,935.14
3210.107	TIAA Peacemaking - Fund Balance	\$775.44
3230.109	TIAA Westcott, NMPF, Others - Fund Balance	\$2,139.23
3260.112	TIAA Urie Schol (2.5k) - Fund Balance	\$3,207.51
3270.113	TIAA Synod Exec Sch (25k) - Fund Balance	\$24,480.82
3280.114	VG Gville Campus (1.8M) - Fund Balance	\$2,485,661.46
3310.101	PF Ogden Scholarship - Fund Balance	\$2,946.23
3320.102	PF Uderitz Memorial Sch - Fund Balance	\$13,785.76
3321.102	PF Uderitz - FL Church - Fund Balance	\$2,438.53
3330.103	VG Hemphill / Grants - Fund Balance	\$278,533.31
3340.104	VG Hawkins Long Term - Fund Balance	\$514,637.00
3350.105	PF Simpson Fund - Fund Balance	\$7,429.72
3360.106	TRUIST Spencer Memorial - Fund Balance	\$49,041.00
<b>Total Equity</b>		\$5,348,011.15
<b>Total Liabilities + Total Equity</b>		\$5,351,541.26



Attachment BB: Treasurer Report

Synod of South Atlantic  
 Budget: Current Month v. Year  
 for the period of 01/01/2024 to 09/30/2024

Account Number	Account Name	YTD			Current Month		
		Actual	YTD Budget	Difference	Actual	Budget	Difference
<b>Income</b>							
4000	Transfer from Reserves for CY use	\$62,819.00	\$62,819.00	\$0.00	\$0.00	\$0.00	\$0.00
4020	UNRESTRICTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4030.401	Per Capita	\$120,317.69	\$127,000.00	\$-6,682.31	\$21,102.29	\$16,000.00	\$5,102.29
4035.401	Prior Year Per Capita	\$17,542.29	\$20,000.00	\$-2,457.71	\$0.00	\$0.00	\$0.00
4040.402	Mission Giving	\$47,440.46	\$55,000.00	\$-7,559.54	\$10,875.01	\$7,000.00	\$3,875.01
4045.402	Prior Year Mission Giving	\$2,512.60	\$0.00	\$2,512.60	\$0.00	\$0.00	\$0.00
4060	Other Income	\$2,076.00	\$0.00	\$2,076.00	\$1,200.00	\$0.00	\$1,200.00
<b>Total for 4020 - UNRESTRICTED</b>		<b>\$189,889.04</b>	<b>\$202,000.00</b>	<b>\$-12,110.96</b>	<b>\$33,177.30</b>	<b>\$23,000.00</b>	<b>\$10,177.30</b>
4510	Bank Interest	\$4,418.64	\$3,375.00	\$1,043.64	\$472.02	\$375.00	\$97.02
4520	Investment Interest	\$1.81	\$0.00	\$1.81	\$0.00	\$0.00	\$0.00
4620	Miscellaneous Income	\$438.01	\$0.00	\$438.01	\$54.77	\$0.00	\$54.77
<b>Total Income</b>		<b>\$257,566.50</b>	<b>\$268,194.00</b>	<b>\$-10,627.50</b>	<b>\$33,704.09</b>	<b>\$23,375.00</b>	<b>\$10,329.09</b>
<b>Expense</b>							
6100	RACIAL ETHNIC MINISTRIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6110	Korean American Ministry	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
6120	African American Ministry	\$861.00	\$15,000.00	\$-14,139.00	\$0.00	\$0.00	\$0.00
6130	Hispanic American Ministry	\$7,500.00	\$15,000.00	\$-7,500.00	\$0.00	\$0.00	\$0.00
<b>Total for 6100 - RACIAL ETHNIC MINISTRIES</b>		<b>\$23,361.00</b>	<b>\$45,000.00</b>	<b>\$-21,639.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Attachment BB: Treasurer Report  
YTD

Account Number	Account Name	YTD			Current Month		
		Actual	YTD Budget	Difference	Actual	Budget	Difference
6200	NETWORKING MINISTRIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6210	Smaller Cong (ASC)	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
6220	Grants	\$0.00	\$11,250.00	\$-11,250.00	\$0.00	\$1,250.00	\$-1,250.00
6230	Special Projects	\$4,466.03	\$15,243.39	\$-10,777.36	\$5,000.00	\$1,693.71	\$3,306.29
Total for 6200 - NETWORKING MINISTRIES		\$9,466.03	\$31,493.39	\$-22,027.36	\$5,000.00	\$2,943.71	\$2,056.29
6300	OTHER MINISTRIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6310	Pby Leader Formation	\$2,000.00	\$4,500.00	\$-2,500.00	\$0.00	\$500.00	\$-500.00
6320	Synod Pby Leaders Forum	\$6,449.30	\$6,000.00	\$449.30	\$0.00	\$0.00	\$0.00
6340	Special Gatherings	\$4,938.21	\$3,750.03	\$1,188.18	\$-60.00	\$416.67	\$-476.67
Total for 6300 - OTHER MINISTRIES		\$13,387.51	\$14,250.03	\$-862.52	\$-60.00	\$916.67	\$-976.67
5411	Stated Meeting	\$0.00	\$1,874.97	\$-1,874.97	\$0.00	\$208.33	\$-208.33
5412	Committee Expenses	\$12,483.43	\$7,499.97	\$4,983.46	\$3,139.41	\$833.33	\$2,306.08
5414	Moderator's Training	\$0.00	\$1,125.00	\$-1,125.00	\$0.00	\$125.00	\$-125.00
5451	Judicial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5451.102	PJC Training	\$0.00	\$3,750.03	\$-3,750.03	\$0.00	\$416.67	\$-416.67
Total for 5451 - Judicial		\$0.00	\$3,750.03	\$-3,750.03	\$0.00	\$416.67	\$-416.67
5525	Phones	\$1,814.55	\$1,874.97	\$-60.42	\$201.44	\$208.33	\$-6.89
5535	Office Supplies/ Postage	\$4,545.56	\$4,500.00	\$45.56	\$633.42	\$500.00	\$133.42
5580	Staff Travel	\$205.12	\$187.47	\$17.65	\$0.00	\$20.83	\$-20.83
5590	Software	\$1,814.40	\$2,200.00	\$-385.60	\$0.00	\$0.00	\$0.00
5710	Admin	\$14,994.00	\$15,000.03	\$-6.03	\$1,666.00	\$1,666.67	\$-0.67
5720	Accounting	\$10,678.92	\$9,749.97	\$928.95	\$1,175.25	\$1,083.33	\$91.92
5730	Total Tech	\$0.00	\$225.00	\$-225.00	\$0.00	\$25.00	\$-25.00
5740	Communications	\$4,664.87	\$6,000.00	\$-1,335.13	\$37.50	\$0.00	\$37.50
5610	Insurance	\$3,702.00	\$7,000.00	\$-3,298.00	\$0.00	\$0.00	\$0.00
5611	Audit	\$7,500.00	\$8,000.00	\$-500.00	\$0.00	\$0.00	\$0.00
5110	SE/SC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5120	SE/SC Salary	\$81,999.90	\$80,250.03	\$1,749.87	\$8,916.66	\$8,916.67	\$-0.01

## Attachment BB: Treasurer Report

Account Number	Account Name	YTD			Current Month		
		Actual	YTD Budget	Difference	Actual	Budget	Difference
5122	SE/SC BOP	\$16,633.89	\$17,212.50	\$-578.61	\$1,848.21	\$1,912.50	\$-64.29
5123	SE/SC Payroll Tax	\$6,204.14	\$6,912.00	\$-707.86	\$674.47	\$768.00	\$-93.53
5124	SE/SC Retirement Benefit	\$5,175.00	\$5,175.00	\$0.00	\$575.00	\$575.00	\$0.00
5125	FSA Fees	\$35.10	\$35.10	\$0.00	\$3.90	\$3.90	\$0.00
Total for 5110 - SE/SC		\$110,048.03	\$109,584.63	\$463.40	\$12,018.24	\$12,176.07	\$-157.83
5200	SE/SC EXPENSE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5201	SE/SC Continuing ED	\$2,479.43	\$1,874.97	\$604.46	\$0.00	\$208.33	\$-208.33
5202	SE/SC Travel	\$18,799.22	\$13,500.00	\$5,299.22	\$854.89	\$1,500.00	\$-645.11
5203	SE/SC Professional Expense	\$647.82	\$1,500.03	\$-852.21	\$121.95	\$166.67	\$-44.72
Total for 5200 - SE/SC EXPENSE REIMBURSEMENT		\$21,926.47	\$16,875.00	\$5,051.47	\$976.84	\$1,875.00	\$-898.16
6410	Miscellaneous Expense	\$297.43	\$0.00	\$297.43	\$0.00	\$0.00	\$0.00
Total Expense		\$240,889.32	\$286,190.46	\$-45,301.14	\$24,788.10	\$22,998.94	\$1,789.16
<b>Total</b>		\$16,677.18	\$-17,996.46	\$34,673.64	\$8,915.99	\$376.06	\$8,539.93

## PRESBYTERY PER CAPITA & MISSION GIVING AS OF September 30, 2024

	Per Capita	Mission Giving	<b>Total</b>	Per Capita Yearly Goal	YTD %	Mission Giving Yearly Goal	YTD %
110 - Central Florida	9,035.01	1,186.41	<b>10,221.42</b>	19,446.00	46%	12,964.00	9%
125 - Charleston Atlantic	14,250.00	3,750.00	<b>18,000.00</b>	20,601.00	69%	13,734.00	27%
128 - Cherokee	4,911.46	1,175.68	<b>6,087.14</b>	5,454.00	90%	3,636.00	32%
218 - Flint River	2,894.37	1,929.58	<b>4,823.95</b>	3,969.00	73%	2,646.00	73%
221 - Florida	554.00	285.10	<b>839.10</b>	6,651.00	8%	4,434.00	6%
223 - Foothills	9,471.75	3,157.25	<b>12,629.00</b>	18,943.50	50%	12,629.00	25%
254 - Greater Atlanta	19,109.67	4,375.00	<b>23,484.67</b>	44,689.50	43%	29,793.00	15%
442 - New Harmony	7,386.88	4,924.69	<b>12,311.57</b>	9,849.00	75%	6,566.00	75%
472 - Northeast Georgia	6,523.92	1,125.00	<b>7,648.92</b>	8,698.50	75%	5,799.00	19%
528 - Peace River	6,720.98	4,480.50	<b>11,201.48</b>	17,913.00	38%	11,942.00	38%
554 - Providence	7,511.00	3,516.39	<b>11,027.39</b>	8,319.00	90%	5,546.00	63%
579 - St. Augustine	9,816.00	6,664.00	<b>16,480.00</b>	14,815.50	66%	9,877.00	67%
624 - Savannah	2,595.78	1,800.00	<b>4,395.78</b>	5,191.50	50%	3,461.00	52%
704 - Tampa Bay	7,807.48	43.76	<b>7,851.24</b>	16,321.50	48%	10,881.00	0%
713 - Trinity	5,631.89	8,709.00	<b>14,340.89</b>	16,737.00	34%	11,158.00	78%
714 - Tropical Florida	6,097.50	318.10	<b>6,415.60</b>	8,128.50	75%	5,419.00	6%
<b>TOTAL</b>	<b>120,317.69</b>	<b>47,440.46</b>	<b>167,758.15</b>	<b>225,727.50</b>	53%	<b>150,485.00</b>	32%

## **ARC Committee Report for Synod Meeting November, 2024**

The ARC Committee has reviewed and recommends to the Synod of the South Atlantic that the attached proposed covenant agreement with Eckerd College be approved. This covenant represents a simplified format that we hope to use for other covenants as well.

Submitted, Jeanne Simpson

Attach. Proposed Eckerd College Covenant



## **The Covenant between the Synod of the South Atlantic and Eckerd College**

Eckerd College, in covenant with the Synod of the South Atlantic, affirms its historic affiliation to the Presbyterian Church (USA) and the vibrant embodiment of an academically rich and pluralistic liberal arts education that has been one of the hallmarks of the Presbyterian Church (USA). The history of the Presbyterian Church has been characterized from its beginning by a commitment to education. Both John Calvin and John Knox were passionate advocates of learning and education, and the history of American higher education reflects the imagination and emphatic involvement of the Presbyterian church in establishing and nurturing colleges and universities.

Therefore, while Eckerd College embraces its institutional culture of enhancing the full variety of religious experience, and is governed by an independent board of trustees, it proudly affirms its natal connection and covenant with the Presbyterian Church (USA).

Eckerd College educates and empowers students to develop the knowledge and skills critical to personal and intellectual growth, global citizenship, environmental stewardship, transformational leadership, and lifelong learning through innovative, high-impact programs centered in the liberal arts and sciences.

The College offers students a uniquely personal educational experience within a welcoming, inclusive, and intergenerational campus culture that encourages free inquiry and open expression; values close relationships of trust, civility, and respect; and depends on the extraordinary leadership of a committed and caring faculty and staff. Eckerd College changes lives, and Eckerd graduates change the world.

Synod of South Atlantic in covenant with Eckerd College, will pray regularly that the students, faculty and staff of the College might find intellectual, physical and spiritual wholeness; support Eckerd College and its mission throughout the Presbyterian Church (USA); promote the College through Synod newsletters, website, and social media; maintain regular communication with the College Chaplain; embrace Eckerd College as a locus not only of the church's teaching, but also for the church's learning, especially as a source of information about the culture of contemporary young adults; and celebrate the relationship between church and college that God may be glorified.

This covenant can be reviewed at the request of either party in a process agreed upon by both.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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James J. Annarelli, PhD.  
President  
Eckerd College

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Valerie Young  
Synod Executive & Stated Clerk  
Synod of South Atlantic, PC(U.S.A.)

## **BUDGET AND FINANCE COMMITTEE**

### **Report to the Synod of the South Atlantic**

**November 16, 2024**

#### **Committee Members:**

Rev. Christina Greenawalt, Chair - Central Florida; Timothy Cureton - Providence; Don Mowat – Florida; Sonya Dawson – Foothills; Lois McGill – Peace River; Karen Wismer – Peace 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.

#### **Work of the BFC since the February Synod Meeting:**

1. *Synod Funds Overview report* – Please take note of this for the MSC report recommendation for the Grants & Scholarship Program
2. *2025 Budget*- will be part of the full report from the Visioning Task Force
3. *COLA* – Suggested a COLA to the Visioning Task Force for 2024 as part of the budget preparations.
4. *Jodi Dodge* – Will be stepping down as the Synod Treasurer after 8 faithful years of service. She has volunteered her time with grace, intelligence, passion and integrity. The PFC would like to give thanks to Jodi for all the ways she has supported the work of the Synod.
5. *Job Description for Synod Treasurer* – the BFC reviewed and recommended a job description to the EAC as they search for a new Treasurer.
6. *Request for Proposal* -The BFC decided to wait until 2025 to make a request for proposal since the committee looked closely and changed the type of overview structure our investments have in 2023.
7. *Hear of Gratitude and Generosity*- Synod Exec and Committee Chair, sent hand written notes to each of the presbyteries thanking them for their continued support of the synod.

## Synod of South Atlantic - Overview of Funds

8/31/2024

Fund Name	Location	Objectives	Balance as of 8-23-2024	Distribution Policy
Peacemaking		Available for Synod-based representatives to participate in peacemaking activities.	\$775.44	<sup>1</sup> 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	???	<sup>2</sup> 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	<sup>3</sup> Funds can be administered at the discretion of the Synod Executive.
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 <sup>4</sup> .
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.	\$24,480.82	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.

<sup>1</sup> Synod of South Atlantic Designated Accounts Revised 9.13.01

<sup>2</sup> Finance & Investment Policy Revised 3.2008

<sup>3</sup> Finance and Audit Committee Minutes 3.17.2005

<sup>4</sup> EAC Minutes 10.4.2019/Overview of Synod Funds Workpaper 3.9.2021

## Synod of South Atlantic - Overview of Funds

8/31/2024

Fund Name	Location	Objectives	Balance as of 8-23-2024	Distribution Policy
<b>Gainesville Campus</b>		Supports campus ministry at First Presbyterian Church, Gainesville, Florida; primarily for students at University of Florida and Santa Fe College. The ministry is evaluated every year by the Presbytery of St. Augustine. Synod evaluates every five (5) years, with next scheduled review in 2027.	<b>\$2,439,331.09</b>	<sup>5</sup> 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.
<b>Ogden Scholarship</b>	Presbyterian Foundation 9/30/1984	Established by John and Phyllis Ogden <i>“for the furtherance of the Synod’s educational program with priority to be given, if possible to Florida Presbyterian College, St. Petersburg, Florida as long as the College is part of the program of the Synod.”</i> The balance is endowment income received annually.	<b>\$2,946.23</b>	<sup>6</sup> Entire balance is available for distribution. Preference is given to Eckerd College, but MSC can award if Eckerd does not avail.
<b>Uderitz Memorial Scholarship</b>	Presbyterian Foundation/New Covenant Trust, Trustee Agent	Established by Edward Uderitz for the purpose of scholarship for deserving students or adults to further Christian and higher education. Synod is Trustee of this fund; Income from trust account is paid out quarterly.	<b>\$13,785.76</b>	<sup>7</sup> Entire balance is available for distribution. MSC awards funds. Annual distribution from Presbyterian Foundation.

<sup>5</sup> EAC Minutes 2018/Overview of Synod Funds Workpaper, 3.9.2021

<sup>6</sup> United Presbyterian Foundation Agreement, 11.11.1971

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

## Synod of South Atlantic - Overview of Funds

8/31/2024

Fund Name	Location	Objectives	Balance as of 8-23-2024	Distribution Policy
<b>Uderitz Memorial For FL Churches</b>	Presbyterian Foundation/New Covenant Trust, Trustee Agent	Established by Edward Uderitz to be used to develop physical structure and equipment in churches in Florida. Synod is Trustee of this fund; Income from trust account is paid out quarterly.	<b>\$2,438.53</b>	
<b>Hemphill Grants</b>	Vanco	Established by Mary E. Hemphill through the Synod of South Carolina to provide loans (maximum \$20,000) at favorable interest rates for church construction/renovation or purchasing new properties. In 2014, the Synod amended this to provide grants to small churches with a membership of 100 or less in <b>South Carolina</b> , for church building improvement/relief.	<b>\$273,344.35</b>	<sup>8</sup> The Association of Smaller Congregations (ASC) determines grant winners and Synod distributes funds. Distribution formula recommended (See below).
<b>Hawkins (Long Term)</b>		Established by Howard and Isabella Hawkins to provide for a theological student scholarship fund with a corpus of \$400,000 invested.	<b>\$504,572.61</b>	<sup>9</sup> Funds will be available for distribution beginning 2022 with MSC determining awards. Distribution formula recommended (See below).
<b>Simpson Fund</b>	Presbyterian Foundation 4/26/1990	Established by Thomas Simpson to be used " <i>as its Board shall determine</i> ". The balance is annual endowment income.	<b>\$7,429.72</b>	<sup>10</sup> MSC awards funds.

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

<sup>9</sup> Overview of Synod Funds Workpaper 3.9.2021/Howard and Isabella Hawkins Funds Guidelines – approved by EAC, 11.9.2018.

<sup>10</sup> Presbyterian Church USA Foundation Agreement, 4.25.19XX (Unreadable date)

## Synod of South Atlantic - Overview of Funds

8/31/2024

Fund Name	Location	Objectives	Balance as of 8-23-2024	Distribution Policy
<b>Spencer Memorial</b>	Truist Wealth	Established by Hazel Spencer, in the name of her son Robert Olan Spencer, providing \$500 scholarships to assist worthy students. The balance is an annual distribution of 5% of the fund from <i>Truist Wealth</i> beginning January 2022.	<b>\$49,041.00</b>	<sup>11</sup> 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.
<b>General Fund</b>		Unrestricted funds available for use as the Synod sees fit. In recent years, the only use of these investment funds has been to supplement the Synod's operating budget.	<b>\$1,920,500.19</b>	<sup>12</sup> 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.

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

<sup>12</sup> Overview of Synod Funds Workpaper, 3.9.2021

## Committee on Representation

Report to Synod Assembly  
November 16, 2024

The committee met multiple times via zoom and via phone calls as a group and individual communications between members. The committee focused on coming up with nominees for the Permanent Judicial Commission (PJC) and submitting those names to the Synod membership for consideration and selection to the PJC.

The committee would normally address identifying members for consideration to the various committees of the Synod and present those individuals at the fall meeting. The work of the committee was put on hold pending receipt of the recommendations of the Visioning Task Force to the body for its action.

The committee stands ready to proceed with its required duties pending guidance from the Synod Assembly.

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The following are nominated to serve on the Synod Permanent Judicial Commission:

FIRST NAME	LAST NAME	PRESBYTERY	Class	O	E	G
Bill	Teng	PEACE RIVER	2026	TE	A	M
Don	Johnson	ST AUGUSTINE	2030	TE	B	M
Cassandra	Daniels	TRINITY	2030	RE		F
Joanne	Sizoo	PROVIDENCE	2026	TE	W	F
Margaret	Venable	CHEROKEE	2026	RE		F
Roy	Martin	FLORIDA	2028	TE	W	M
Frank	Colclough	New Harmony	2030	TE	B	M
<b>VACANT</b>		Tampa Bay	2030			
<b>VACANT</b>		Central Florida	2030			

### Introductions:

#### Teaching Elder, Bill Teng - Peace River Presbytery

Born and raised in Hong Kong, the Rev. William (Bill) Teng is a fourth-generation Presbyterian minister. After concluding 40 years of active ministry, Bill retired from called ministry in 2019 in order to serve in transitional ministry. He has since served as interim pastor at Ardmore Presbyterian Church, in the Philadelphia area, Trinity Presbyterian Church in Venice, FL, and currently at Covenant Presbyterian Church in Fort Myers, FL.

Bill was elected to the A Corp Board in 2018 and served as its co-chair (2020-22) and was re-elected in 2022 to serve another 4-year term. He was also appointed to serve on the Commission to Unify the Office of the General Assembly and the Presbyterian Mission Agency and in 2022, representing the A Corp Board. Bill is also a volunteer chaplain with the Civil Air Patrol, the auxiliary of the United States Air Force, with the rank of Major. He and his wife, Karen, reside in Lake Suzy, Florida.

### **Teaching Elder, Don J. Johnson - St. Augustine Presbytery**

Pastor Johnson earned a Master of Divinity from Johnson C. Smith Theological Seminary at the ITC, and a Masters in Human Resources and Development from Webster University. He is married to Rene Johnson, they have two children, a daughter DaNadia and a son Chandler.

Rev. Johnson pastored the Lochearn Presbyterian Church in Baltimore, Maryland, the St. Luke Presbyterian Church in Orangeburg, South Carolina, Butler Memorial Presbyterian Church in Savannah Georgia, and is currently the pastor of Woodlawn Presbyterian in Jacksonville Florida. Rev. Johnson's mission is to lead people into a relationship with Jesus Christ through the teaching and preaching of God's word.

### **Ruling Elder, Cassandra Daniels - Trinity Presbytery**

Greetings, I am Cassandra Daniels, single mother of one adult son. I am a retired Social Worker with the State of South Carolina. My professional career included working with the Department of Disabilities and Special Needs and the Department of Social Services. Working with children and families in both Foster Care and Adoptions afforded me the opportunity to extend grace as grace was extended to me. I am currently serving as the Clerk of Session within my congregation. I also serve in the Presbyterian Women, Commission on Ministry, and represent my local church in the area "cluster" group. I have always seen my service through the church as my calling and apply the passage of scripture from 1 Peter 4:10, *"...Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace in it's various forms."*

### **Teaching Elder, Joanne Sizoo - Providence Presbytery**

Originally from Los Angeles, God's wonderful sense of humor has had me in the Carolinas since 2003. I've been a parish pastor in all the "O" states, California and both the Carolinas. I've served on Committee on Ministry in 4 presbyteries, Committee on Preparation for Ministry, and PJC in 2 presbyteries, and Synod level Committee on Representation. I served at the national level on the Advocacy Committee for Women's Concerns for 6 years. I've got a spouse, 5 kids spread from California to Ireland, 5 grandsons and 2 dogs.

### **Ruling Elder, Margaret Venable - Cherokee Presbytery**

Dr. Margaret Venable retired from the University System of Georgia in May of 2023. During her 32 years in the USG, she served in many roles including president of Dalton State College. She now works part-time as a higher education executive search consultant. Dr. Venable is active in the Dalton community as a Rotarian, Board member for the Community Foundation of Northwest Georgia and the GreenHouse. She is a lifelong Presbyterian and is currently a member of First Presbyterian Church of Dalton. Her adult son and daughter-in-law live in Charlottesville, Virginia.

### **Teaching Elder, Roy Martin - Presbytery of Florida**

Born and raised in Fredericksburg, VA, BA in Religion from what is now the University of Mary Washington, D. Min from what is now Union Presbyterian Seminary.

Ordained in 1983 in Hanover Presbytery. Associate Pastor, St. Marks Presbyterian Church, Bayonet Point, FL; Pastor, Lower Brandywine Presbyterian Church, Wilmington, DE; Head of Staff, First Presbyterian Church, Lake City, FL; Transitional General Presbyter, Shenandoah Presbytery; General Presbyter, Presbytery of Florida. Now retired.

Submitted by,

Hansler Bealyer  
Chair, Committee On Representation



## Report of the Ministry Support Committee to The Synod of the South Atlantic November 16, 2024

1. **The Ministry Support Committee of the Synod met in July/August 2024 to review applications and award scholarships with available funds.**

Members: Steve Austin, Jan Lewis, Ray Bell, Billie Sutter, Dawn Neff, Margaret Brooks, Sarah Bishop, Sommer Bower, Jackie Rembert, & Ken Whitehurst. Staff: Valerie M. Young.

The following applications were reviewed and approved:

**Hawkins Scholarship Review -**

Name	Requested	Awarded
B. Mitchell	3,712.50	3,712.50
Foothills		
C. Banks	500	500
J. Grant	500	500
L. Hoyt	500	500
S. Cornell	500	500
A. Taylor	500	500
J. Lukefahr, (DMin)	17,995	0
M. Ruthven	8,000	2,013.50
M. Scine	3,700	3,700
J. Tammera	4,850	4,850
L. Wolford	12,000	2,013.50
Hodges Blvd PC	PMA Restricted. \$1,000	Endorsed to PMA

2. **The Ministry Support Taskforce and MSC Committee reviewed and recommended updates to the online scholarship and grants application. Priority will be given to students who are:**

- Members of a PC(USA) congregation or presbytery within the bounds of the Synod of South Atlantic
- Are M.Div. student, under care of a presbytery of the synod of South Atlantic
- In an accredited or presbytery-approved course of theological study
- In need of financial scholarship assistance
- *Students not meeting these requisites may be considered on a case-by-case basis at the discretion of the Ministry Support Committee.*
- *Priority for seminary scholarships shall be given to persons pursuing the M.Div. degree, or other presbytery-approved programs, in preparation for meeting the requirements for various ministry vocations, including parish ministry.*
- [Online form will be available for 2025 applicants]

3. **The Ministry Support Committee received the Grants/Scholarships/Guidelines recommendations of the Grants Scholarships Taskforce which align with the work of the Synod Visioning Taskforce and recommends this work to the Synod of South Atlantic for approval:**
  - A. Guidelines
  - B. Scholarships
  - C. Grants

Submitted by Ken Whitehurst

Chairperson

## Synod of South Atlantic – Proposed Scholarships Program

As of June 30, 2024

Fund Name	Held by	Objectives/Directives	Available as of 6-30-2024	Distribution Policy	Application Deadline
<b>Scholarships for Theological Education</b>					
<b>Hawkins (Long Term)</b>	Vanco Corpus: \$400,000	Established by Howard and Isabella Hawkins to provide for a <b>theological student scholarship</b> fund with a corpus of \$400,000 invested.	<b>Spend Rate</b>	<sup>1</sup> Funds will be available for distribution beginning 2022 with MSC determining awards. Distribution formula recommended (See below).	<b>May 15</b>
<b>Spencer Memorial</b>	Truist Wealth	Established by Hazel Spencer, in the name of her son Robert Olan Spencer, providing \$500 <b>scholarships</b> to assist worthy students. The balance is an annual distribution of 5% of the fund from <i>Truist Wealth</i> beginning January 2022.	<b>\$49,041.00</b>	<sup>2</sup> Entire balance is available for distribution. <b>PC(USA) students attending seminary (internal decision for award funding based on combined application). Process to be combined with Hawkins</b>	<b>May 15</b> (Truist sends funds figured from previous year in May to Sept- we use in following year)

<sup>1</sup> Overview of Synod Funds Workpaper 3.9.2021/Howard and Isabella Hawkins Funds Guidelines – approved by EAC, 11.9.2018.

<sup>2</sup> Spencer Last Will and Testament, 6.27.1963

## Synod of South Atlantic – Proposed Scholarships Program

As of June 30, 2024

Fund Name	Held by	Objectives/Directives		Distribution Policy	Application Deadline
<b>Uderitz Memorial Scholarship</b>	Presbyterian Foundation/New Covenant Trust, Trustee Agent	Established by Edward Uderitz for the purpose of <b>scholarship</b> for deserving students or adults to further Christian and higher education. <b>Synod is Trustee of this fund; Income from trust account is paid out quarterly.</b>	<b>\$13,057.57</b>	<sup>3</sup> Entire balance is available for distribution. Annual distribution from Presbyterian Foundation.	<b>May 15</b>
<b>Urie Scholarship</b>	TIAA Corpus \$2,500	Established by Robert M. Urie on November 21, 1995 with no record for use of this fund other than some type of <b>scholarship</b> . The Synod determined use for the education of ruling elders.	<b>\$3,207.51</b>	Current policy indicates that the corpus can be spent <sup>4</sup> . <i>Recommend combining application process with Uderitz Memorial Scholarship</i>	
<b>Synod Executive Scholarship</b>	TIAA Corpus \$25,000	Given in honor of “Reg” Parsons upon his retirement as Synod Executive, this fund is to support continuing education (workshops, seminars) for pastors, Christian educators and church staff. Priority is for those who have no continuing education funds available.	<b>\$24,630.82</b>	<i>Recommend investment; Funds administered at the discretion of the Synod Executive.</i>	

**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.

<sup>3</sup> Irrevocable Declaration of Trust, 8.15.1960

<sup>4</sup> EAC Minutes 10.4.2019/Overview of Synod Funds Workpaper 3.9.2021

## Synod of South Atlantic – Proposed Grants Program

As of June 30, 2024

Fund Name	Location	Objectives/Directives	Available as of 6-30-2024	Distribution Policy	Application Deadline
<b>Cultivating Community</b>	TIAA <i>(Funds come from Peacemaking offering; Simpson Fund; and budget)</i>	Synod of South Atlantic Presbyteries, Churches, and PC(USA) affiliated entities within the synod for projects/programs focused on cultivating community partnerships and peacemaking efforts.	<b>\$758.15</b> <b>Add a minimum \$5,000 per year from budget</b>	<sup>1</sup> Ministry Support Committee (MSC) awards funds.	<b>October 1</b>
<b>Uderitz Memorial For FL Churches</b>	Presbyterian Foundation/New Covenant Trust, Trustee Agent <i>Synod is Trustee of this fund; Income from trust account is paid out quarterly.</i>	Established by Edward Uderitz to be used to develop physical structure and equipment in churches in Florida.	<b>\$1,733.88</b>	<sup>2</sup> Entire balance is available for distribution. Annual distribution from Presbyterian Foundation.	<b>October 1</b>
<b>Hemphill Grants</b>	Vanco Corpus: \$200,000	Established by <sup>3</sup> Mary E. Hemphill through the Synod of South Carolina.  Grants to small churches with a membership of 100 or less in <b>South Carolina</b> , for church building improvement/relief.	<b>Spend Rate \$10,000 paid in 2024</b>	<b>MSC awards funds in accordance with the distribution formula.</b>	<b>October 1</b>

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<sup>1</sup> Synod of South Atlantic Designated Accounts Revised 9.13.01

<sup>2</sup> Irrevocable Declaration of Trust, 8.15.1960

<sup>3</sup> Documents date back to 11.1998 but was likely established earlier. Originally as a loan program, converted to a grant program by action of the 2014 Stated Meeting of the Synod of South Atlantic.

## Synod of South Atlantic – Proposed Grants Program

As of June 30, 2024

Fund Name	Location	Objectives/Directives	Available as of 6-30-2024	Distribution Policy	Application Deadline
<b>Simpson Fund</b>	Presbyterian Foundation 4/26/1990	Established by Thomas Simpson to be used “as its Board shall determine”. The balance is annual endowment income.	<b>\$7,201.92</b>	<b>Recommend combining with Cultivating Community Grant</b>	
<b>GAINESVILLE</b>	Vanco		<b>Spend Rate \$90,860 paid in 2024</b>		<b>GAINESVILLE</b>
<b>Inspiring Ministry</b>	From annual budget	For Presbyteries & congregations within the synod for new mission/ministry programs or projects. Follow up impact assessment required.	<b>\$15,000 (2024)</b>		<b>October 1</b>

**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.

***Any PC(U.S.A.) affiliated organization within the Synod of South Atlantic may apply for grants.***

*Recipient organizations become partners with the synod upon approval. As such, the synod requires that a follow up impact assessment be submitted within 6 months of the project/program completion or implementation of an ongoing ministry.*

Grants/Scholarships will not be remitted directly to an individual person/applicant. Instead, funds will be remitted to the church, presbytery, college, seminary, event, or sponsoring 501(c)3 organization.

Applications may require endorsement by a session, presbytery, or institution. Some may require a letter of recommendation from the presbytery of membership. Every grant or scholarship application is forwarded to presbytery leadership for comment prior to consideration by the committee.

Recipient organizations will, wherever project/program funding is mentioned, acknowledge the Synod of South Atlantic as a partner.

**Grants Decision Making Process:**

Each application is considered in light of the synod's demographic region. This distribution of funds, in so much as possible, will reflect this diversity of needs and geography.

- 3 states
- 16 presbyteries
- 9 covenant partnerships
- Large diversity of membership

Where applicable, priority will be given to applicants that represent partnerships with two or more congregations, presbyteries, institutions related to synod by covenant, and multicultural missions/ministries.

Many grants originate from funding sources that carry donor restrictions. Those restrictions will be strictly followed by the committee.

Applications submitted no later than midnight of the deadline will generally be considered within 3 weeks. Late applications will not be considered but *may* be held for the next grant period.

*Generally*, grants will not be disbursed in arrears of the project/program.

Comments by presbytery leadership will be considered with each application.

**Scholarship Decision Making Process:**

Scholarships are open to those PC(USA) members and students from within the Synod of South Atlantic.

Priority for seminary scholarships shall be given to persons pursuing the M.Div. degree or its equivalent, or other presbytery-approved programs, in preparation for meeting the requirements for various ministry vocations, including parish ministry.

Attachment FF: Ministry Support  
**Racial Ethnic Ministries**

***Report by Rev. Joo Hoon Kim, Consultant Korean Ministries, October 2024***

**1. Crossroads Synod Youth Retreat: July 1-4, 2024**

The Crossroads Synod Youth Retreat was held at the same venue as the family retreat, from July 1 to 4, 2024, at the Ridgecrest Conference Center, under the leadership of the Korean Presbyterian Council of the South Atlantic Synod. A total of 334 people attended, including 243 students, 53 counselors, volunteers, praise team members, and pastors from 18 churches.

The theme of this year's retreat was "Dare to Dream," encouraging students to pursue God's vision for their lives. The keynote speaker, Pastor Isaac Seong from All Nations Church in California, delivered powerful messages that focused on the boldness of faith and the boundless potential found in Christ. Praise and worship were led by the Harvest Church Worship Team, based in Orlando.

Throughout the retreat, students participated in workshops, small group discussions, personal counseling, and times of worship and prayer. The retreat provided a transformative experience, helping the youth encounter Christ and foster a sense of community and unity in the Lord Jesus Christ, our Savior.



**2. Family Retreat: July 1-4, 2024**

From July 1 to 4, 2024, a family retreat was held at the Ridgecrest Retreat Center in North Carolina, hosted by the Korean Presbyterian Council of the South Atlantic Synod. This year, 264 people from 21 churches participated.

The theme of the retreat was "Solus Christus," based on John 18:33-38a, with Rev. Roh Jin Joon from Preaching Coaching Ministry as the keynote speaker. Rev. Roh is a well-known itinerant preacher, recognized for his deep insight into the Word of God and his practical applications, which challenge and inspire believers.

Rev. Roh delivered five powerful sermons on various Bible passages: "The Power of Service" from John 18:15-18, 25-27, "A Servant of Christ" from Ephesians 3:1-9, "The Value of Christ's Life" from Luke 16:19-24, "Suffering for Christ" from Ephesians 3:10-13, and "Christ the King" from John 18:33-38a.

After each sermon, all attendees united in corporate prayer during the five worship sessions to God our Father, lifting up the churches in the United States, South Korea, and around the world, as well as the unreached.

We also prayed for our nation, the United States of America, that it may be governed by Biblical principles, allowing it to recognize and submit to the sovereignty of the living God, the Creator.

Furthermore, we prayed for our second generation to be nurtured in the teachings of Scripture and the true Gospel of Jesus Christ. We asked God that our second generation learn the importance of valuing the spoken Word of God within



## Attachment FF: Ministry Support

the church, and we sought the guidance of the Holy Spirit to empower them to live faithfully as true Christians, reflecting the grace and truth of our Lord Jesus.

On the second day of the retreat, Rev. Yang Hyung-Joo from Daejeon Doan Church, South Korea, and Director of the Bible Vaccine Center, delivered a special lecture titled “The Rapid Rise of K-Cult in America: Recognizing the Deceptions,” based on 2 Corinthians 11:4. The lecture provided invaluable guidance on discerning subtle deceptions in today’s cultural context.

On Wednesday morning, after worship, all attendees participated in the Praise Festival, where 13 churches presented spiritual songs, hymns, and worship dances, with full hearts giving all the glory to God our Father, who saves us from sin and grants us new life in Christ Jesus.



### 3. Pastors and Spouses’ Continuing Education: February 12-14, 2024

This event took place from February 12 to 14, 2024, at Korean First Presbyterian Church in Fort Walton Beach, FL. A total of fifty pastors and their wives attended the event together.

The keynote speaker, Pastor Yang Hyung-Joo (Senior Pastor of Daejeon Doan Church and Director of the Bible Vaccine Center), led the sessions under the theme “Meeting John on Patmos” (Revelation 14:12). The study focused on an in-depth exploration of the Book of Revelation, equipping pastors to prepare themselves and their congregations for the return of Christ during times when false teachers and prophets seek to deceive believers.

Pastors and their wives reflected on the importance of being watchful shepherds in the end times, using the Word of God to guide their congregations with wisdom and faith.



This report highlights the spiritual impact these events have had on the attendees and their ongoing role in advancing the Gospel of Jesus Christ throughout the region where they are living.

We are profoundly grateful for the continued support and prayers from those within the Synod of South Atlantic and beyond, which enable us to fulfill this vital ministry in accordance with the faith given by our Christ.

May we, as children of God, continue to seek first the kingdom of God and His righteousness, living as the salt and light of the world, committed to the truth of Scripture and the grace of the Gospel for the glory of God.

May the grace and peace of our Lord Jesus Christ abundantly fill your homes and churches!

African American Racial Ethnic Synod Report  
October 12, 2024

Two events happened this year in the life of African American Presbyterians in the Synod of South Atlantic. I get the honor to serve in this capacity and look forward to serving.

The first event was the Southeast Region of the National Black Presbyterian Caucus Conference. This event is bi-annual, and our Synod supports the efforts with funds that provide scholarships for youth to attend.



The conference began on July 19<sup>th</sup>. The theme was: "One Body, Many Parts: Connecting for the Greater Cause" based on 1 Corinthians 12:12-27. There was an intergenerational program that was spiritual, joyful, educational and promoted the spiritual growth of those who attended. There were interesting and informative workshops planned for adults that focused on Social Justice, Congregational Development with a focus on Matthew 25 Initiative, and Spiritual Gifts. Exciting workshops were held for the youth and were led by a representative from the General Assembly YAV office, Ms. Destini Hodges.

The second event was the African American Clergy and Educators Retreat. This event is annual, and our Synod supports the efforts with subsidizing a portion of the costs.

**A LITTLE**

**PRAYER**



The retreat began on September 9<sup>th</sup>. The theme was: "A Little Prayer" based on 1 Thessalonians 1:2-3. There were greetings given from ecclesiastical leaders, workshop on prayer, a healing workshop, updates from the National Black Presbyterian Caucus, Presbyterian Foundation, and the Board of Pensions. There was a moment for remember those who transitioned from this life completing their baptism in the Lord. The most rewarding time was had in the intentional moments for actual rest and renewal.

Upcoming events include the 48<sup>th</sup> Biennial Conference of the National Black Presbyterian Caucus in Charlotte, NC and the African American Clergy and Educator Retreat. Details of those events will come later in the year.

Lovingly submitted with joy,  
Rev. Cecelia D. Armstrong  
Racial Ethnic Consultant

## Synod Executive & Stated Clerk Report to November 2024 Synod of South Atlantic

- In accordance with the synod's Manual of Operations, the minutes of the April 6, 2024 meeting were sent out to all who were present. Having received no corrections, the minutes stand as approved.
- The 226<sup>th</sup> General Assembly Committee on Mid Councils reviewed the 2022 & 2023 Synod Minutes and found them to be without exception.
- The 226<sup>th</sup> General Assembly approved the establishment of a permanent GA Commission on Mid Councils for the purpose of approving the acts of synods to organize, divide, unite, or combine presbyteries or portions of presbyteries and approving the exceptions to the minimum composition of a presbytery. This overture came from the Synod of the Northeast and the Synod of South Atlantic was one of seven other councils to concur.
- The EAC appointed a committee working to put a 'Policy Task Force' in place to develop the policies now required by the most recent changes to the Book of Order. That task force has been unable to meet, and the synod is still in need of required policies. Those include anti-racism, harassment, family leave, and boundaries training policies. Additionally, there are some necessary updates to the synod's sexual misconduct, harassment, and child and youth protection policies.
- The November 2023 vote to adopt a new plan for election, with staggered commissioner terms and At-Large Commissioners has been approved by an overwhelming majority of presbyteries as recorded below:

Presbytery	Date of Vote:	Vote: Plan for election
Central Florida	3/2/2024	Disapproved
Charleston-Atlantic	5/14/2024	Approved
Cherokee	Info not provided	
Flint River	2/3/2024	Approved
Florida	8/24/2024	Approved
Foothills	3/18/2024	Approved
Greater Atlanta	2/3/2024	Approved
New Harmony	5/21/2024	Approved
Northeast Georgia	2/24/2024	Approved
Peace River	2/22/2024	Approved
Providence	Info not provided	
Savannah	2/23/2024	Approved
St. Augustine	Info not provided	
Tampa Bay	3/7/2024	Approved
Trinity	8/24/2024	Approved
Tropical Florida	Info not provided	

- There have been no complaints, charges, or other official business of the synod's Permanent Judicial Commission. The new Church Discipline Training, facilitated by the Rev. Greg Goodwiller, PRP, continues to be available on the synod website <https://www.synodofsouthatlantic.org/pjc> for both synod and presbytery PJC members.
- Preparations for the Synod's 2025 In-person gathering has begun with the following serving as a *Planning Team*: Rev. David Rollins, Exec (St. Augustine Presbytery); Rev. Rick Douylliez, Exec (Savannah Presbytery); Rev. Becky Albright, Exec (Charleston-Atlantic Presbytery); Hansler Bealyer, Synod COR Chair; and Valerie Young, Synod Exec/Stated Clerk. The theme is *JOURNEY: Setting Out Together, Luke 24:13-35* to be held at Epworth By the Sea, St. Simon's Island February 27- March 1, 2025.



**Search Committee Resourcing (varying degrees)**

- Providence
- Cherokee
- Florida

**Presbytery Leaders**

- 1 In-Person Gathering
- Monthly Zoom meeting

**Presbytery Stated Clerks**

- 1 In-Person Gathering/Minutes Reading
- Monthly Zoom meeting

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

- St. Augustine Presbytery (M)
- Peace River Presbytery (M)
- Northeast Georgia Presbytery (M/O) 2x
- St. Augustine Presbytery Council (O)
- Florida Presbytery (M)

**Synod Committee Leaders**

- Resourcing Visioning Task Force
- Resource committees and Task Forces as scheduled
- Providing individual orientation for each new synod commissioner

**Conferences/Other**

- Synod Stated Clerks Minutes Reading
- Board of Pensions Update
- General Assembly
- Continuing Education, Ghost Ranch
- GA Presbyteries Shared Resourcing conversations
- Hosted Sabbath By the Pool

- National Presbyterian Women's Gathering
- Synod Visioning Team Retreat 2x
- Post Helene & Milton Solidarity visits with Presbyterian Disaster Assistant Leaders
- Synod Exec Forum, Frontera de Cristo
- Funding Model Development Team, Louisville

**Administrative/Other**

- Accounting Transition completed
- Weekly staff meetings w/ Admin
- General Assembly Commissioners Training

**National Church**

- Serve on GA Funding Model Development Team
- Disaster Assistance Updates w/ FLAPDAN & SC PDAT

**Preaching**

- Merritt Island PC (Central Florida)
- First PC St. Mary's (Savannah)
- Seven Oaks PC (Trinity)
- First PC Ocala (St. Augustine)
- Arlington PC (St. Augustine) 2x
- First PC Savannah (Savannah)
- Skidaway Community Church (Savannah)
- Flemington PC (Savannah)

**UPCOMING Meetings:**

- Mid Council Finance Network, Atlanta

**UPCOMING Synod Events:**

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

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



## Transcript of Verbal Report

Over the last month, I've visited many places on behalf of you, the Synod of South Atlantic. It was an *honor* to carry your prayers with me on the Solidarity Journey. That Journey included visiting several churches and meeting with leaders from six of the presbyteries impacted by Hurricanes Helene and Milton. Before I left, I had a few t-shirts made and at many stops, I was able to point to a map on the back of the shirt to say, "*I am carrying the prayers for you from all of these Presbyterians, your loved ones, and your congregation(s).*"

Not only did I travel with the Director and Associate Director of Presbyterian Disaster Assistance, but we were accompanied by two journalists from Presbyterian News Service, as well as the Stated Clerk, Rev. Jihyun Oh for the first two days, and BOTH of the Co-moderators of the 226<sup>th</sup> General Assembly, our own CeCe and Tony, joined us in Foothills Presbytery. There were multiple articles written about the journey that can be found on the PCUSA website, and they are linked to my latest article in the synod newsletter.

We have AMAZING presbytery leadership in this synod, and they are working very hard to assist the congregations hardest hit by the storms. I know that you continue to lift them and all of those communities in your prayers.

As a part of our response to the hurricanes in the Presbytery of Tampa Bay, the synod has suspended our contract with the presbytery for administrative support. Annel, who you might remember from previous meetings, is now giving her full attention to supporting the Presbytery of Tampa Bay through the end of the year. Next month, both the synod and the presbytery will re-evaluate our needs and decide whether to return to our contracted relationship. IF it is decided that the contract should be ended, the synod will need to find ways to get the administrative staffing that we need moving forward. That said, I am **excited** to have Andy Hill joining the synod as Treasurer and I believe this is the beginning of a team well-placed to serve a new vision of the synod moving forward!

Earlier this week I took part in an abbreviated border experience with Frontera de Cristo and Synod Executive colleagues. We walked through the desert, along a path frequented by those in transition hoping to find a new life in the United States. Together we learned history that many of us weren't aware of or hadn't otherwise contextualized.

My colleagues and I also took part in what has become a regular Tuesday night vigil for over 20 years. In this vigil we stood on the street of Douglas, AZ, right outside of the border gate, and spoke the names of over 150 individuals who died attempting to cross the border in search of a reunion with loved ones; work to feed their families; or an escape from the prevalent organized crime in Mexico and Central America. Many of those individuals remain unidentified to this day. In this vigil, they are "Inidentificado" (unidentified) and recognized as individual children of God. *Even if we don't know who they are, God knows who they are.*

Each time a name or "Inidentificado" is shouted, a white wooden cross is raised and the group shouts "Presente!". Present. As if to say, that person is present. That person existed. Those crosses are then laid on the curb where those waiting to cross the border from the relative comfort of their vehicles can see and read the names.

Once we finished laying the crosses, we gathered in prayer. We prayed, not just for the individuals who were lost, but for the families who might never know. There are families out there who may still believe that their loved one made it to the U.S. There are families who are still waiting for one that will never make it.

We are living in what feels like chaotic times and we are facing crisis, both acute and chronic. There are those who are scared and suffering who may be “Inidentificado” to us personally but are no less seen by God. We are called to seek justice on their behalf; to sit with them, to pray with and for them, to stand for them when they are unable to stand for themselves.

Remaining faithful to our call to Embody, Cultivate and Inspire, there are things that we can do. However, it’s going to take all of us, working, learning, and praying together.

I am grateful and HOPEFUL for the new vision coming to this body for approval today. I believe that it offers, in many small ways, opportunities for us to stand together and make an impact in and for the people in our corner of God’s world.

Part of the new vision for the synod includes the development of ‘Embody Leader Formation’, an annual cohort opportunity intended to equip Pastors and Ruling Elders to serve with a deeper awareness of self, cultures and systems.

Another piece includes unlimited possibilities for gathering in networks around shared mission and witness – ways to come together to support one another in living out our call.

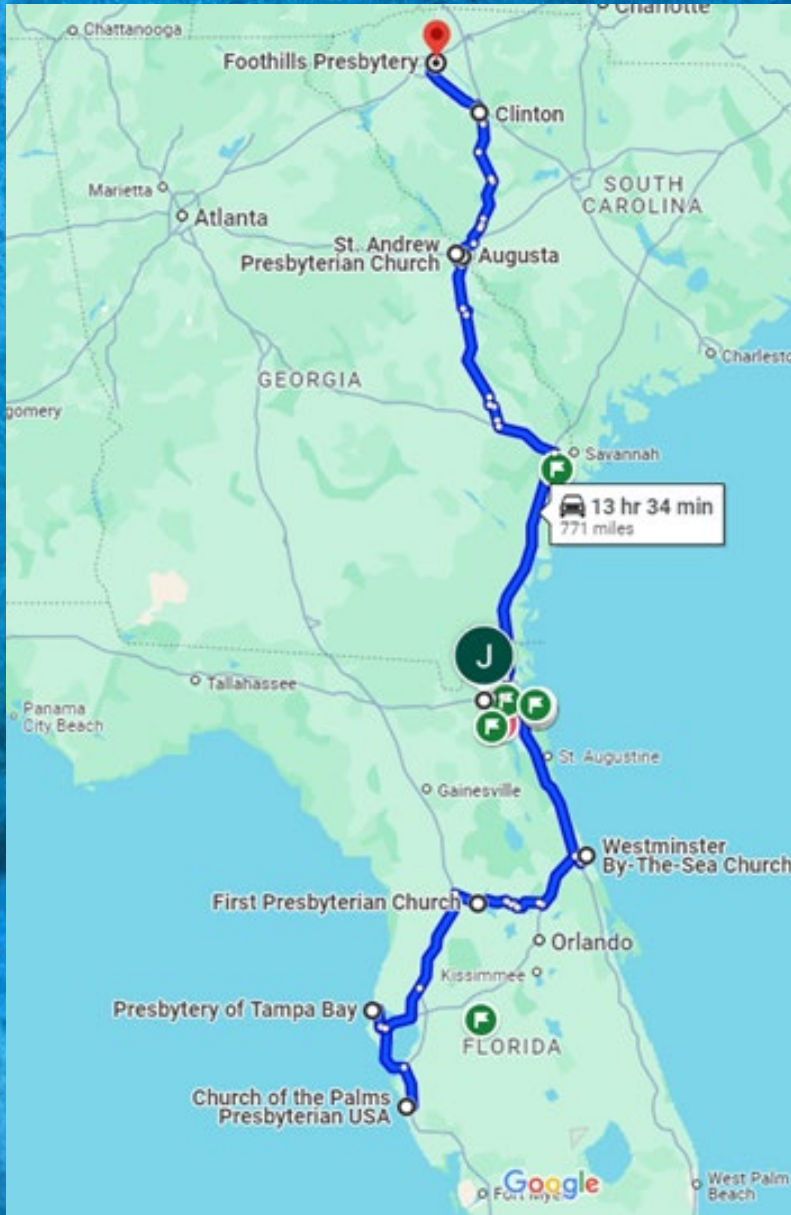
And then there are the ways we can inspire others beyond the structure of the synod, in presbyteries and congregations, through our financial resources so generously given over the years.

It.Is.A.Lot. I get it! That’s why 2025’s In-Person Synod Assembly is going to be MORE. . . MORE opportunities to discover and learn about, what we hope will be our new way of being and working together. Presbytery Leaders have committed to sending at least two members of their council, in addition to their synod commissioners, to learn more about the synod and set out on this Journey Together! We will meet from February 27 – March 1, 2025 at Epworth By the Sea in St. Simons Island, GA. I hope to have a link to registration out next week, so please be on the lookout!!

In the coming weeks, months, years, let’s be “**Presente!**” for one another, recognizing each other as the children of God that we are. . . Embody the love and grace of Jesus Christ, Cultivate authentic community, and Inspire one another to live out our call to one another and to those on the margins.

Mr. Moderator, thank you for this time. This concludes my report.

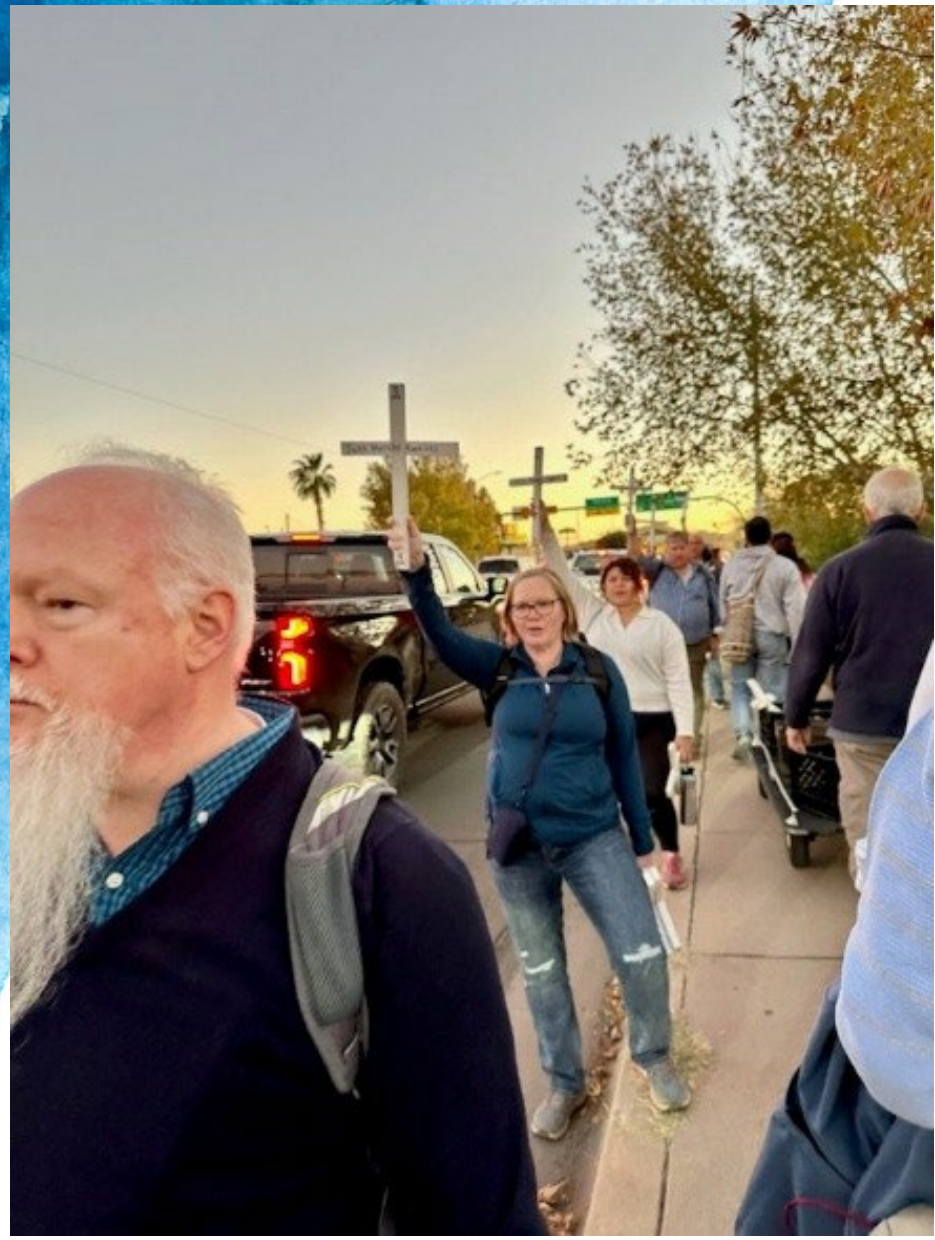
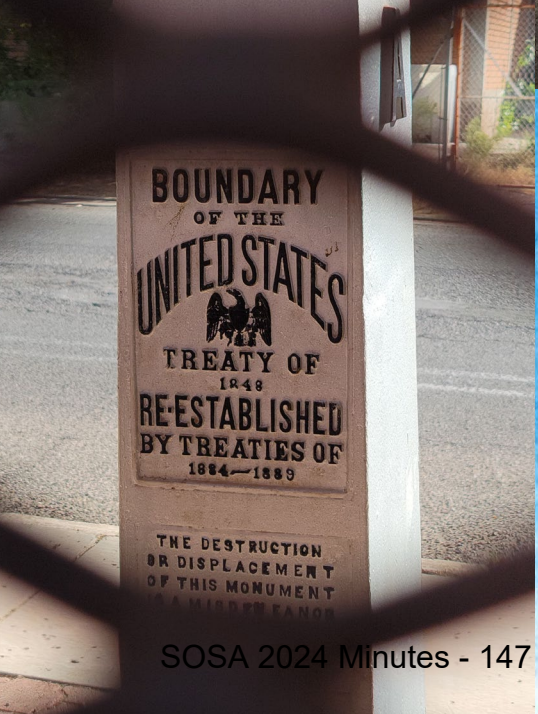








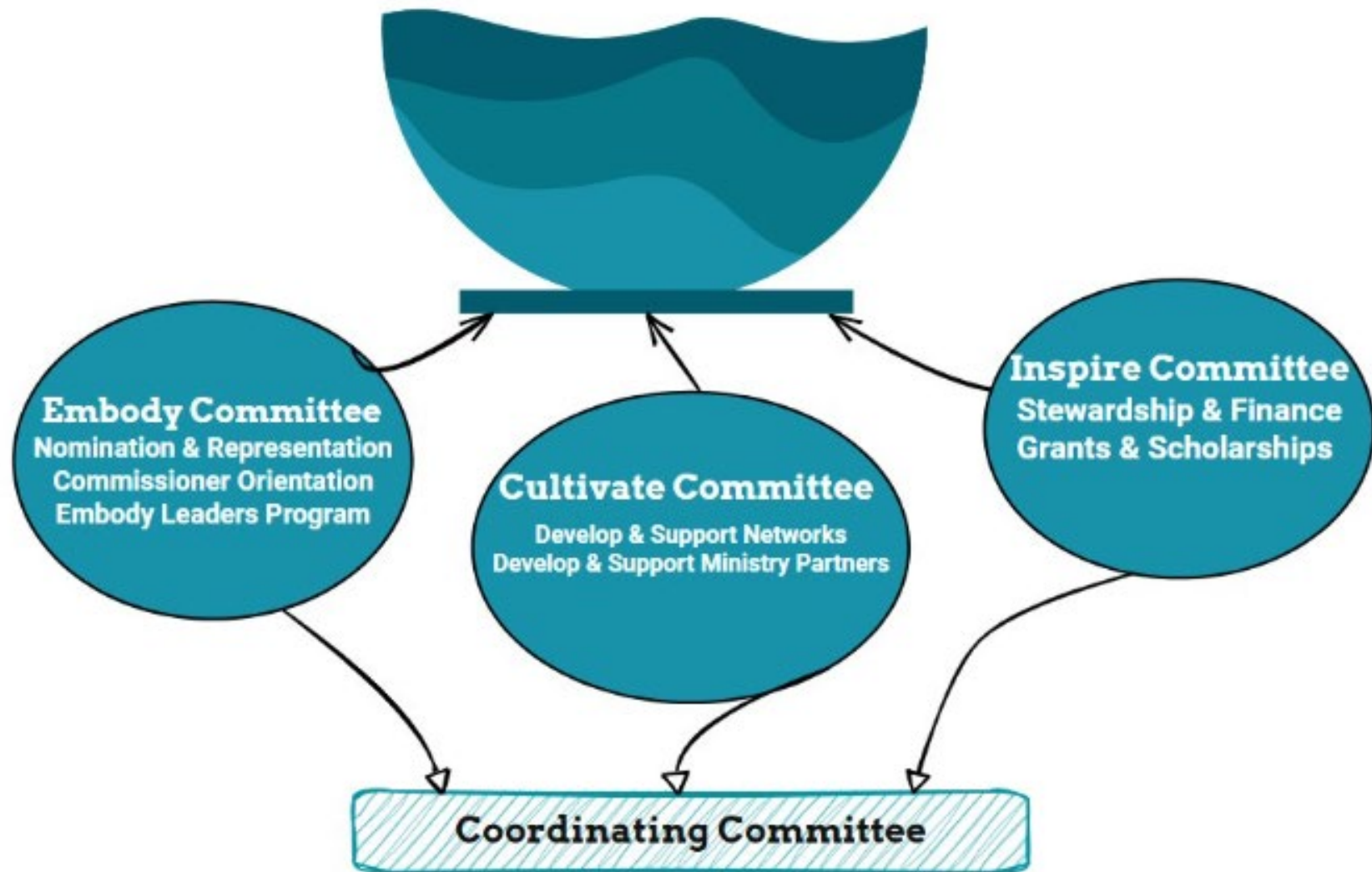




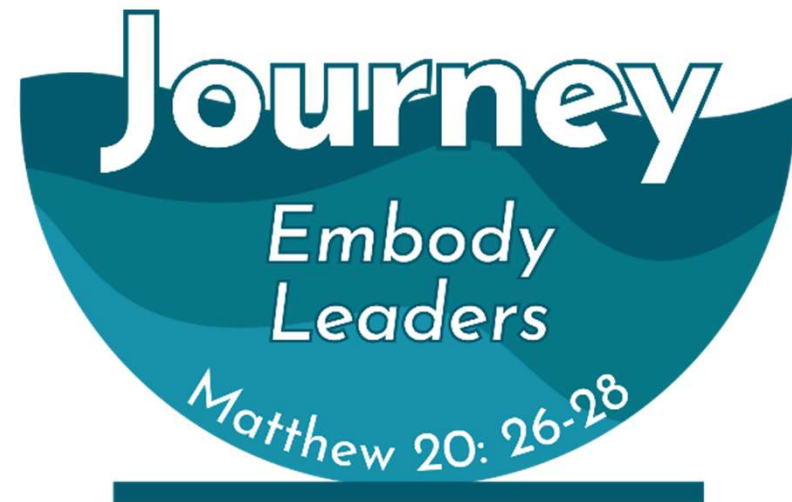






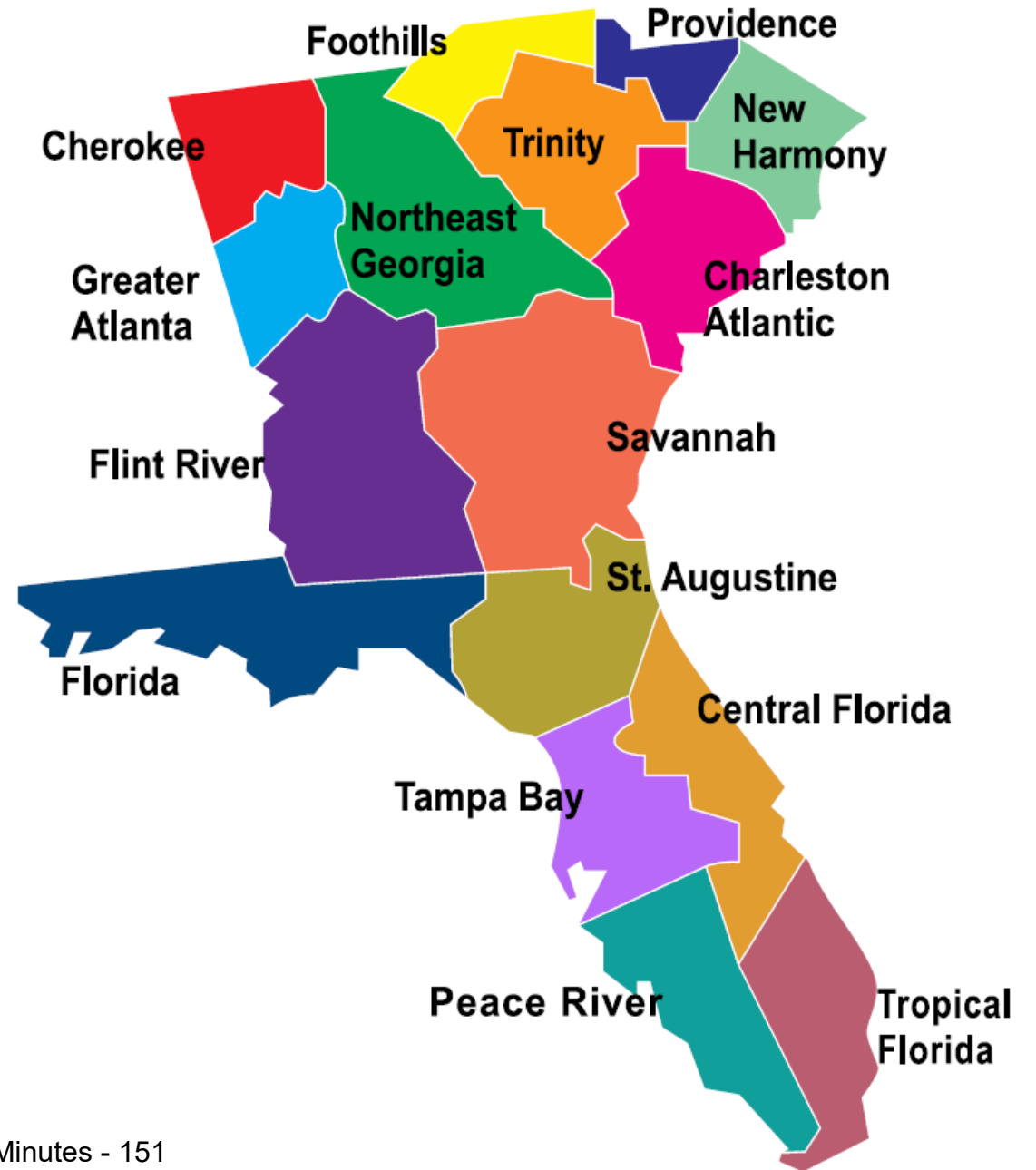


- Human Systems & Organizational Culture
- Communicating for Change
- Transforming Conflict
- Building Agreement
- Emotional Intelligence



*"whoever would be great among you must be your servant, <sup>27</sup> and whoever would be first among you must be your slave; <sup>28</sup> even as the Son of man came not to be served but to serve, and to give his life as a ransom for many."*

Networks: Enabling mission, ministry, and witness across presbyteries; building relationships and connections across the synod.



Keynote & Preachers:

- Rev. Tony Larson, co-moderator of the 226<sup>th</sup> General Assembly
- Rev. Jihyun Oh, Stated Clerk, Unified Agency

Presenters:

- Rev. Daris Bultena, Tropical Florida Presbytery
- Rev. Mary Westfall, Coastlands Presbytery
- Presbyterian Historical Society



February 27-March 1, 2025

Epworth By the Sea, St. Simons Island, GA



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

# Presente!



## Report of the Synod Visioning Task Force

Synod of South Atlantic

November 2024

### Recommendations

The Synod Visioning Task Force, with the concurrence of the Executive Administrative Commission, recommends that the Synod implement the Journey Statement and Values approved in April 2024 by approving the following actions:

1. Adopt a threefold emphasis for the next five years of the Synod's journey:
  - *Synod Networks*: open, collaborative groups, centered around a shared interest, purpose, mission, or ministry, building relationships and connections across the Synod
  - *Embody Leaders Program*: an educational cohort for new Synod commissioners to encourage self-awareness and empathy and build capacity for deeper service
  - *Grants and Scholarships*: provide funds to Synod Networks and others to support the continuing journey of the Synod
2. Approve the attached new Synod Manual of Operations and Synod structure, effective January 1, 2025.
3. Welcome the Synod's current Racial Ethnic Ministries as the first Synod Networks under the definition in the Synod Manual of Operations, recognizing the current Racial Ethnic Ministry Consultants as leaders of the new networks until the new networks can identify their own structure and leadership through the process established by the Cultivate Committee.
4. Direct the current Committee on Representation to identify persons needing election to leadership positions in the new Synod structure and bring their names for election to a special meeting of the Synod on November 16, 2024.
5. Give thanks for the faithfulness of those who have served in the Synod's current structure as the work of those committees comes to an end on December 31, 2024.
6. Create a Youth and Young Adult Grant Program beginning in 2026 to support networking and leadership development efforts, with criteria defined by the new Inspire Committee.
7. Approve the attached budget (**Budget A**) for 2025 and budget illustration for 2026 and 2027 to support the Synod's journey, including moving to a cash budget and implementing the various withdrawals from reserves required.

### Rationale

The Synod Visioning Task Force was elected by the Synod in November 2023, with additional members appointed by the Moderator in May 2024. Our members include:

- Elder Catherine Byrd, Charleston-Atlantic Presbytery
- Rev. Holly Dillon, General Presbyter of Tampa Bay Presbytery
- Rev. Jamil el-Shair, Synod Commissioner and Pastor of Altama Presbyterian Church, Savannah Presbytery
- Rev. Andy James, Stated Clerk of Greater Atlanta Presbytery (co-chair)
- Rev. Danny Murphy, General Presbyter of Trinity Presbytery
- Rev. Christina Greenwalt, Synod Commissioner and Stated Clerk of Central Florida Presbytery
- Elder Jacquelyn Rembert, Synod Commissioner from New Harmony Presbytery (co-chair)
- Elder Billie Sutter, Synod Commissioner from Cherokee Presbytery

Synod Executive Valerie Young has very ably served as staff to the task force.

After the Synod's approval of the Journey Statement and Values in April 2024, the Visioning Task Force began exploring how best to implement these guiding statements as the Synod moves into the future. The task force scheduled seventeen listening sessions with Synod committees and leaders, the Synod's Racial Ethnic Ministries Consultants, a number of the Synod's historic covenant partners, and other entities. It also conducted two open town halls and met with leadership staff from the Synod's presbyteries.

In the course of these conversations, the task force invited its conversation partners to consider how the Journey Statement and Values might best be implemented in the Synod's work. With the help of our conversation partners, the task force realized that the current structures of the Synod have served us well under the Synod's previous mission statement and that the work envisioned by the Journey Statement would be best supported by a new structure and a clear focus for the days ahead.

Toward this end, the Visioning Task Force brings the six recommendations listed above, with specific rationale for each.

1. *Adopt a threefold emphasis for the next five years of the Synod's journey: Synod Networks, Embody Leaders Program, and Grants and Scholarships.*

The threefold focus of the Journey Statement is lifted up in these three emphasis areas for the next five years.

**Synod Networks** are open, collaborative groups, centered around a shared interest, purpose, mission, or ministry, building relationships and connections across the Synod. Networks are organized by people and/or ministries that come from multiple presbyteries. They may form for various lengths of time to accomplish their purposes. They build on the example of our existing Racial Ethnic Ministries to

provide a space for people to gather to support one another, deepen their work, and broaden their connections with interested persons around the Synod.

Beyond these connections, Synod Networks provide openings for people to step into the work of the Synod. A representative of each approved Synod Network has voice in the deliberations of the Synod and its committees. Funding is included in the Synod budget for 2025 and beyond to provide seed money for Synod Networks, and these networks will be eligible to apply for grants through an expanding grant program (see below) to support their work.

The **Embody Leaders Program** is a new initiative focused on providing opportunities for leadership development across the synod. Each new Synod Commissioner will be a part of a cohort to take part in formative education that encourages self-awareness and empathy and builds capacity for deeper service. Example topics include:

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

Presbyteries that do not have a new Synod Commissioner in a particular year will be invited to send someone else to participate in the training. Proposals for external leadership of this program are currently being received. Each presbytery will be asked to contribute \$1,000 per year to support the cost.

The **Grants and Scholarships** program of the Synod will be deepened and broadened under this proposal. The current Ministry Support Committee has outlined several new grant programs to focus on supporting the Synod's journey, and these and others will be implemented under the new structure to support Synod Networks and other collaborative efforts across the synod.

2. *Approve the attached new Synod Manual of Operations and Synod structure, effective January 1, 2025.*

Stepping out onto a journey sometimes requires leaving something known behind. The Visioning Task Force feels that a new Synod structure will better serve the journey ahead so that the Synod can be specifically focused on its tasks of embodying, cultivating, and inspiring. This new structure assigns leaders to guide the Synod's work in each of these areas: Embodiers, Cultivators, and Inspirers. It also includes a Coordinating Committee made up of persons from each committee to provide a space for connecting around the work of the Synod outside of Synod assembly meetings.

The full responsibilities of each committee are set out in the Manual of Operations. Rather than reviewing them in this report, we want to lift up a few important considerations in the new structure.

- *These are committees, not commissions.* While each group has a few responsibilities assigned to it to complete on behalf of the Synod, their primary work is coordinating work in the areas assigned to it. Most items requiring formal action will come to the full Synod assembly for action, not be completed by the smaller group.
- *Each committee includes opportunities for participation by persons beyond Synod Commissioners.* The work of the Synod belongs to all Presbyterians across Florida, Georgia, and South Carolina, so the new structure leaves space for committees to welcome others into their work. One co-chair of each committee may be a person who is not a Synod Commissioner, and two leadership staff members from presbyteries are elected to service on the Coordinating Committee. In addition, a representative of each Synod Network may participate in any committee meeting.
- *The structure implements the at-large commissioner provisions previously approved by the Synod.* Each person elected as Moderator or Vice-Moderator of the Synod, as co-chair of one of the Synod's committees, or as a leadership staff member of a presbytery will have voice and vote in the deliberations of the Synod assembly. We hope that these additional positions will provide opportunities to introduce greater diversity into our deliberations and broaden the leadership of the Synod.

The new Manual of Operations also reflects a change in the term of the Synod Moderator. Currently the Moderator serves in a four-year cycle, two years as Moderator-Elect and two years as Moderator, limiting a person's ability to serve in other ministry areas of the Synod. The new structure shifts this to a two-year cycle, with one year as Vice-Moderator and one year as Moderator. This will enable these leaders to engage in other areas of work in the Synod before stepping into these particular roles.

3. *Welcome the Synod's current Racial Ethnic Ministries as the first Synod Networks under the definition in the Synod Manual of Operations, recognizing the current Racial Ethnic Ministry Consultants as leaders of the new networks until the new networks can identify their own structure and leadership through the process established by the Cultivate Committee.*

The Visioning Task Force has been inspired by the work of the Synod's Racial Ethnic Ministries. These important areas of engagement have been the primary way that the Synod has embodied its historic commitment to providing space for historically marginalized communities of Presbyterians to come together and bear witness to

their place in our past, present, and future. These ministries have given us a clear example of what it means for people to gather around a shared interest, purpose, mission, or ministry and build relationships and connections across the Synod, just as we propose be done more broadly through Synod Networks.

In our conversations and deliberations, we have longed for this work to be even more transformative for the Synod's life together. We believe that the Synod can broaden its understanding of the breadth of diversity of the Presbyterian experience within our bounds. Therefore, we have proposed Synod Networks to open up the possibility for more such gatherings going forward.

We feel that it is incredibly important to blend our excitement about the possibilities for Synod Networks in the future with this longtime engagement with historically marginalized communities of Presbyterians across our Synod. As such, we propose that the existing Racial Ethnic Ministries be recognized as the first three Synod Networks. The proposed budget also provides for three years of transitional funding for these networks, with the current amount of \$15,000 per network continuing into 2025 and gradually decreasing over the following two years. At the same time, the budget also provides for grant funding for all networks, including targeted funds to support networks' work with youth and young adults, to help offset the shifts proposed beyond 2025.

4. *Direct the current Committee on Representation to identify persons needing election to leadership positions in the new Synod structure and bring their names for election to a called meeting of the Synod before the end of 2024.*

The new Synod structure requires several leadership positions to be elected by the full Synod, and these are ideally in place at the time the new structure takes effect. We hope that this recommendation will provide a helpful transition from the current structure to the new structure so that the new committees can begin their work no later than the in-person Synod meeting at the end of February 2025.

5. *Give thanks for the faithfulness of those who have served in the Synod's current structure as the work of those committees comes to an end on December 31, 2024.*

The work of our current leaders and structures has been a deep gift to the Synod. We suggest that a time of thanksgiving for this work be included in the special meeting of the synod.

6. *Create a Youth and Young Adult Grant Program beginning in 2026 to support networking and leadership development efforts, with criteria defined by the new Inspire Committee.*

In our conversations with our current Racial Ethnic Ministries Consultants, we were repeatedly struck by the ways in which they are working with youth and young adult leaders to prepare the next generation of presbyters for our synod and beyond. The proposed financial guidance for 2026 and beyond includes space for a grant program to continue funding these efforts and encourage others around our synod to identify similar possibilities.

7. *Approve the attached budget for 2025 and budget illustration for 2026 and 2027 to support the Synod's journey, including moving to a cash budget and implementing the various withdrawals from reserves required.*

The proposed budget is designed to support the threefold emphasis that is emerging on the Synod's journey and provide a transition to a more sustainable approach to Synod finances in the future. It includes targeted funding to support new initiatives related to Synod Networks, the Embody Leaders Program, and grants and scholarships, which we hope will inspire deeper connections and more impactful ministry across the Synod.

The Synod's finances are dependent upon its relationships with its constituent presbyteries and the associated receipts of per capita and mission giving. There are limited unrestricted reserves available to support the ministry of the Synod, so it is increasingly important to establish a process that encourages planning and acknowledges the rapidly changing realities of finance in the church and the world.

By moving to a cash budget, we have a clearer view of the Synod's financial situation as we go on the journey together. Under this approach, the Synod receives and records contributions from presbyteries in one year and uses them in the following year, allowing us to see what funds are actually available to support the Synod's ministry when doing budgeting and planning.

The transition to this cash budgeting process in 2025 will mean that income from presbyteries received in 2025 will not be used until 2026, requiring the Synod to draw on its reserves to fund the 2025 budget. While this expected draw of \$340,515 is substantial, we believe that it is a necessary and timely moment to make this withdrawal so that we can have a better financial pathway in the future.

## SYNOD OF SOUTH ATLANTIC PROPOSED MANUAL OF OPERATIONS

### 1. NAME

This part of the Body of Christ shall be called the *Synod of South Atlantic of the Presbyterian Church (U.S.A.)* (hereafter referred to as the Synod). It shall consist of the Presbyteries in the states of Florida, Georgia, and South Carolina, as established by the General Assembly of the Presbyterian Church (U.S.A.). Its duties and powers are outlined in the *Book of Order* and defined in this Manual.

### 2. JOURNEY AND VALUES OF THE SYNOD OF SOUTH ATLANTIC

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

#### 2.2. **Guiding Values:**

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

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

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

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

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

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

**Transparency:** We seek to practice openness in the systems and structures of the Synod so that nothing need be hidden from one another.

*"O God, you know my folly; the wrongs I have done are not hidden from you." - Psalm 69:5*

**Unity:** We work to unite the presbyteries and their congregations in faith, hope, love, witness, and service, emphasizing the importance of togetherness and collective purpose within the Synod.

*"Make every effort to keep the unity of the Spirit through the bond of peace" - Ephesians 4:3*

**Hope:** We welcome the Spirit's presence that keeps us moving forward in hope, becoming the community God intends.

*“Be joyful in hope, patient in affliction, faithful in prayer” - Romans 12:12*

**Faithfulness:** In our faithfulness, we reflect a commitment and devotion to seeing tomorrow today and seek to make that desired future real throughout the Synod.

*“Now faith is confidence in what we hope for and assurance about what we do not see” - Hebrews 11:1*

**Reforming:** As we are open to God’s reforming work, we develop presbytery and congregational leaders who share their faith and disciple others, using the patterns of the past to help us discern where God is guiding the church for the future.

*“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age” - Matthew 28:19-20*

### **3. SYNOD MEETINGS**

Synod meetings shall be governed by the *Constitution of the Presbyterian Church (U.S.A.)* and this Manual, with meetings conducted in accordance with the most recent edition of *Robert’s Rules of Order Newly Revised*.

- 3.1. **Stated Meetings.** The Synod shall meet in Stated Meeting twice each year, ordinarily via electronic meeting. The Coordinating Committee will establish a schedule of meetings and publicize it to the Synod, ordinarily one year in advance. The Synod will meet in-person at least once every two years, at a location to be determined by the Coordinating Committee.
- 3.2. **Special Meetings.** The Coordinating Committee shall call a special meeting of the Synod when it deems it necessary or when requested in writing by three Minister of Word and Sacrament commissioners and three Ruling Elder commissioners, representing three presbyteries, all of whom must have been commissioners to the most recent stated meeting of the Synod.
- 3.3. **Notice.** Notice of Synod meetings shall be sent to all commissioners, alternates, corresponding members, and presbytery staff no fewer than fourteen (14) days prior to each meeting. Materials for meetings will be available electronically no less than one week (7 days) prior to each meeting.
- 3.4. **Quorum.** The quorum for a meeting of the Synod shall be six (6) Ruling Elders and six (6) Ministers of the Word and Sacrament, representing six (6) Presbyteries of the Synod of South Atlantic.
- 3.5. **Use of Electronic Means for Meetings.** Meetings of the Synod and its entities will ordinarily be conducted by electronic means that permits all those present to hear one another and vote. Instructions for participation in the meeting shall be included with the notice of the meeting. Any necessary procedures or special rules for the electronic meeting may be defined by the Stated Clerk and included in the notice of the meeting. No action of the Synod shall be invalidated on the grounds that the loss of or poor quality of a commissioner’s individual connection prevented participation in the meeting.



- 3.6. **Minutes.** Commissioners, members, and persons who are entitled to have a voice at any meeting of the Synod or its entities will have fourteen (14) days to respond to the minutes prepared by the Stated Clerk from the date the minutes are sent. The minutes will be sent out as an email attachment. After fourteen days have expired, the minutes will stand approved with any corrections brought to the attention of the Stated Clerk.
- 3.7. **Expenses.** Expenses for commissioners shall be defrayed by the annual budget of Synod and shall be in accordance with a Synod-approved Travel Policy.

4. **SYNOD ASSEMBLY**

- 4.1. **Working Together.** When the Synod of South Atlantic meets, it shall consist of the commissioners elected from its constituent presbyteries and any at-large commissioners elected in accordance with this Manual. Commissioners serve as leaders of the synod. They seek and discern the will of Christ, interpret the mission and actions of the synod, and serve the needs of the denomination in the region and member presbyteries. Commissioners, in taking action as the full Synod, speak with one voice. It is expected that while not all actions will be unanimous, the decisions of the body will be respected and supported by all. One voice ensures clarity of purpose and direction.
- 4.2. **Embody Leaders.** Every commissioner, in their first year of service to the synod, is expected to take part in the “Embody Leaders” program. Every commissioner also serves on one of the three committees described below based upon the commissioner’s input of personal discernment, the discernment of the Embody Committee, and the needs of the Synod.
- 4.3. **Conflicts of Interest.** Commissioners, while offering their gifts, skills, and abilities to the work of the Synod, will avoid conflicts of interest in exercising their responsibilities, including but not limited to fiduciary responsibilities.

5. **COMMISSIONERS AND CORRESPONDING MEMBERS**

- 5.1. **Commissioners from Presbyteries.** Each presbytery shall elect two commissioners: one Minister of the Word and Sacrament and one Ruling Elder. Upon election, the stated clerk of each presbytery shall report to the Stated Clerk of the Synod the names and contact information of Synod commissioners from presbyteries by November 1 of the year prior to the year in which their term of service will begin or within seven days of election, whichever is later.

Commissioners to Synod from presbyteries shall serve terms of two (2) years, with each presbytery electing a commissioner each year, rotating between a Minister of the Word and Sacrament and a Ruling Elder. Commissioners from presbyteries may be re-elected to full or partial terms, not exceeding three consecutive terms.

Commissioner’s terms will begin on January 1st after election by their respective Presbyteries unless elected by a presbytery to fill a vacancy, when service begins upon election and is for the remainder of the unexpired term.

In the event that a commissioner from a presbytery is unable to fulfill his or her term as a Synod Commissioner, the Stated Clerk of the Synod shall notify the stated clerk of

the commissioner's presbytery of the vacancy so that the presbytery may elect another commissioner to fill the unexpired term.

- 5.2. **At-Large Commissioners.** The following persons shall be at-large Synod Commissioners with voice and vote during their terms of elected service to the Synod:
- persons elected as co-chairs of Synod committees who are not commissioners from presbyteries;
  - two (2) leadership staff members of presbyteries (i.e. executive/general presbyters or stated clerks) elected to the Coordinating Committee; and,
  - the Moderator and Vice-Moderator of the Synod (see below), if not continuing in service as a commissioner from a presbytery.
- 5.3. **Corresponding Members.** The following persons shall be seated as corresponding members of the Synod with voice but not vote:
- the Synod Executive/Stated Clerk;
  - any Assistant Stated Clerk elected by the Synod;
  - the Treasurer of the Synod;
  - up to two (2) leadership staff members designated by each of the presbyteries (ordinarily the executive/general presbyter and the stated clerk);
  - one member designated by each Synod Network;
  - advisory members of Synod committees;
  - the Moderator of the Synod's Presbyterian Women; and
  - other corresponding members designated by the Coordinating Committee.

## 6. **OFFICERS**

- 6.1. **Moderator and Vice-Moderator.** The Moderator of the Synod shall lead the meetings of the Synod and serve as a symbol of the unity of the Church across the Synod in representing the Synod to the broader church and world, in coordination with the Synod Executive. The Vice-Moderator shall serve in the absence of the Moderator.

Each year, the Synod shall elect one of its commissioners from presbyteries to a two-year term of service, with the first year as Vice-Moderator and the second year as Moderator. Such election shall rotate between a Minister of the Word and Sacrament and a Ruling Elder.

The installation of the Moderator and Vice-Moderator shall occur at the conclusion of the final Stated Meeting scheduled for each calendar year. Their terms of service shall begin on January 1 following the Stated Meeting.

Synod shall budget an amount to pay the expenses of the Moderator and Vice-Moderator incurred in the discharge of official duties.

- 6.2. **Stated Clerk.** The Synod shall elect a Stated Clerk to serve for a designated term upon the appropriate committee's recommendation and may be elected to successive terms. The duty of the Stated Clerk shall be to discharge those responsibilities described in the *Book of Order* and in the position description approved by the Synod.
- 6.3. **Assistant Stated Clerks.** The Synod may elect one or more assistant clerks for a designated term to assist the Stated Clerk. Any such clerk shall be nominated by the Stated Clerk for purposes approved by the Coordinating Committee.

## 7. **STAFF**

The Synod's staff shall consist of the Synod Executive and such other staff as Synod may authorize. The Synod's staff are responsible for resourcing the work of the Synod, particularly through its committees, and providing specialized services as may be required by the Synod.

The Coordinating Committee is responsible for providing for the assessment and supervision of the staff of the Synod on behalf of the Synod, including maintaining position descriptions, a Personnel Manual, and any other appropriate policies to govern Synod staff.

- 7.1. **Synod Executive.** The Synod Executive shall be the chief administrative officer of the Synod and is responsible for administration and coordination of the Synod and the supervision of staff. The Executive shall be elected and installed to a definite term by the Synod upon nomination by the appropriate committee and may be elected to successive terms. The Executive shall be accountable to the Synod through and evaluated by the Coordinating Committee.
- 7.2. **Treasurer.** The Synod shall elect a Treasurer to a designated term and may be elected to successive terms, all upon the nomination of the appropriate committee. The Treasurer shall be accountable to the Synod through the Synod Executive and the Inspire Committee.
- 7.3. **Other Staff.** Other staff authorized by the Synod may be employed by the Coordinating Committee upon recommendation of the Synod Executive. All staff shall be under the supervision of the Synod Executive or their designee. The work of the staff shall be reviewed and evaluated at least annually by the Synod Executive.

## **8. COMMITTEES**

- 8.1. **General Provisions.** The Synod's committees are established to support the mission and administration of the Synod. Each committee is assigned the responsibilities outlined in its description below, including the appropriate areas where it is specifically empowered to act on behalf of the Synod.
  - 8.1.1. **Membership.** Each committee consists of Synod commissioners from presbyteries and other persons elected to service in accordance with this Manual. Minimum numbers of commissioners are defined for each committee so that they may have the resources necessary to complete their work while allowing commissioners to serve where their gifts best fit and they feel most called. The Synod Executive shall be an ex officio member without vote of each committee and may designate other Synod staff members to support the work of each committee.
  - 8.1.2. **Leadership.** Each committee shall have co-chairs elected by the Synod for a one-year term, renewable for up to three terms. Co-chairs will begin their term on January 1 of each year, unless filling a vacancy. At least one co-chair shall be a Synod commissioner from a presbytery.
  - 8.1.3. **Meetings.** Each committee establishes its own schedule of standing meetings and may call special meetings with three (3) days notice. The schedule of all meetings is posted on the Synod website. Committee meetings are open to any person with voice in a meeting of the Synod, as described in this Manual. A committee may move into executive session, with only voting members present,

for a particular purpose of addressing personnel, legal, security, and/or property matters, upon majority vote of those voting members present, with any decisions reached recorded in the minutes and made public as soon as possible following the end of the closed meeting.

8.1.4. *Quorum*. The quorum for any committee of the Synod is a majority of the voting membership of the committee.

8.1.5. *Subcommittees*. Each committee may establish subcommittees to support its work. Such subcommittees may include persons who are not elected members of the committee.

8.1.6. *Advisory Members*. Each committee may select advisory members to participate in the committee's discernment and work for up to one year renewable and report them to the Synod. Advisory members are members of the PCUSA within the bounds of the Synod and have voice only on committees and at Synod meetings.

8.1.7. *Minutes and Records*. Minutes and other records of committees are maintained by the Stated Clerk or their designee.

## **8.2. Embody Committee**

As they embody the grace and love of Jesus Christ, the Embodiers on the Embody Committee help people find their place in the Synod, focusing on the practical and relational work of leadership, representation, and service in the Synod. It shall consist of at least six (6) synod commissioners from presbyteries and up to three (3) advisory members.

The Embody Committee shall:

- a. Work with staff to orient commissioners to the Synod.
- b. On behalf of the Synod, appoint commissioners to standing Synod committees and commissions based on their interest in particular service and attention to unity in diversity.
- c. Prepare nominations for persons to be elected to other service in the Synod.
- d. Serve as the Committee on Representation for the Synod, in accordance with G-3.0103, reviewing the composition of all Synod entities and making recommendations for the Synod to more deeply embody its unity in diversity.
- e. On behalf of the Synod, administer the Embody Leaders program to provide leadership training for Synod Commissioners and others.
- f. Encourage presbyteries to work together to develop leaders to serve in specialized roles (i.e. CREs, presbytery leaders).
- g. Provide space for ecumenical relationships with appropriate partners.
- h. On behalf of the Synod, maintain policies required by the Book of Order.

## **8.3. Cultivate Committee**

The Cultivators on the Cultivate Committee prepare, develop, and support space for authentic communities to prosper and grow within and across presbyteries. It shall consist of at least ten (10) synod commissioners from presbyteries and up to five (5) advisory members.

The Cultivate Committee shall:

- a. Cultivate the formation and growth of Synod Networks, which are open, collaborative groups, centered on a shared interest, purpose, mission, or ministry, that build relationships and connections across the Synod, in accordance with the definitions outlined in this Manual.
- b. On behalf of the Synod, administer a process to give appropriate standing and provide seed money to Synod Networks.
- c. Identify resources in presbyteries and around the Synod to assist in cultivating Synod Networks.
- d. Provide space for having authentic, open, honest, candid, and courageous conversations.
- e. Receive and evaluate Synod Ministry Partner proposals and submit them to the Synod for approval.
- f. Ensure Synod Ministry Partners agree to and affirm the Synod Ministry Partner Covenant.
- g. Connect Synod Ministry Partners and Synod Networks to other ministries of the Synod.

#### **8.4. Inspire Committee**

The Inspirers on the Inspire Committee seek to discern the unfolding will of God. They use the resources God provides to develop and support impactful ministry within the Synod. It shall consist of at least six (6) synod commissioners from presbyteries and up to three (3) advisory members.

The Inspire Committee shall:

- a. Encourage, support, and develop good fiscal grantsmanship and scholarship practices.
- b. Align the budget and stewardship efforts with the Synod's journey statement and values.
- c. Promote awareness of opportunities and resources to support the work of inspiring and leading others in faith, hope, love, service, and witness.
- d. On behalf of the Synod, administer a process for awarding grants and scholarships.

#### **8.5. Coordinating Committee**

The Coordinators on the Coordinating Committee provide a place for the entities of the Synod to share and align their work so that all may be empowered for their purposes and further the journey of the Synod.

The Coordinating Committee is composed of the following persons:

- the Moderator and Vice-Moderator of the Synod;
- the two (2) co-chairs of the Embody, Cultivate, and Inspire Committees; and
- two (2) leadership staff members of presbyteries (i.e. executive/general presbyters or stated clerks).

The Coordinating Committee shall:

- a. Share information about the work of committees of the Synod to encourage coordination across entities.
- b. Make recommendations to the Synod to support missional alignment across its entities.
- c. Annually assess the Synod's work towards its common journey, making recommendations to the Synod as necessary to encourage continued development of common language and deepened purpose.
- d. Plan meetings of the Synod, including calling special meetings as appropriate.
- e. On behalf of the Synod, provide for the assessment and supervision of Synod staff and other related responsibilities specified in this Manual.

#### **8.6. SYNOD PERMANENT JUDICIAL COMMISSION**

The purpose of the Synod Permanent Judicial Commission is to consider and decide Synod judicial matters in accordance with the *Constitution of the Presbyterian Church (U.S.A.)*.

The Synod Permanent Judicial Commission shall:

- a. Have a membership nominated by presbyteries and elected by Synod.
- b. Have up to sixteen (16) members, one from each presbytery, balanced between Ministers of the Word and Sacrament and ruling elders in accordance with the Book of Order, each elected to a six-year term.
- c. Elect from its members such officers as it may determine.

#### **9. SYNOD NETWORKS**

Synod Networks are open, collaborative groups, centered around a shared interest, purpose, mission, or ministry, building relationships and connections across the Synod. Networks are organized by people and/or ministries that come from multiple presbyteries. They may form for various lengths of time to accomplish their purposes.

Synod Networks are approved by the Cultivate Committee. A designated person from each approved Synod Network may have voice in the deliberations of the Synod. Participants in Synod Networks are invited to offer themselves for service in the Synod.

#### **10. SYNOD MINISTRY PARTNERS**

Synod Ministry Partners are independent organizations that have entered into a relationship with the Synod of South Atlantic by adopting a standardized covenant. (PCUSA entities directly above and below the Synod are already in relationship with the Synod and are not considered ministry partners.)

Synod Ministry Partners are approved by the Synod upon recommendation of the Cultivate Committee.

#### **11. BUDGET AND FINANCE**

- 11.1. *Processing of Contributions.* Per Capita and Mission Contributions from Presbyteries are ordinarily retained in a board designated fund to be applied to the budget for the following year. Unless otherwise specified, all gifts received (undesignated, designated as general mission or other), other than Presbytery per

capita and/or mission support, will be applied to income during the year in which they were received.

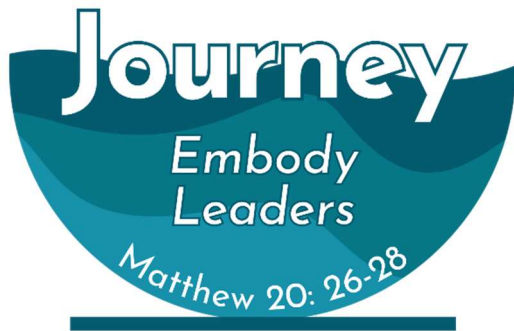
- 11.2. *Budget.* The Inspire Committee will ordinarily present a budget based on projected income to the full assembly at the fall meeting. At the winter/spring meeting any necessary adjustments, based on the total received the previous year, will be proposed for approval by the assembly.
- 11.3. *Financial Review.* The synod will conduct an annual, professional, external financial review, in accordance with the provisions of G-3.0113.
- 11.4. *Grant Requirements.* Synod grants shall be disbursed only to organizations that conduct annual financial reviews or formal audits. The synod may require copies of these financial reviews or audits.
- 11.5. *Scholarship Requirements.* All scholarships are ordinarily paid directly to the event or institution.
- 11.6. *Financial Reports.* The synod will provide complete and accurate reporting to include budget and financial statements for the synod, as well as those ministries for which the synod provides legal/financial oversight, reflecting all restricted and unrestricted funds, at each Stated Meeting and to the Inspire Committee at least quarterly. Other persons and entities may request such information through the Synod Executive and/or Inspire Committee.

## **12. INVESTIGATION AND ADMINISTRATIVE REVIEW**

Upon proper notification and/or request, the Stated Clerk, in consultation with the Moderator, shall appoint a committee for the purposes of special administrative review (G-3.0108b) or investigation under reference (D-7.0401). The creation of such committee shall be reported to the next regular meeting of the Synod or a special meeting called for that purpose, with all directed response (G-3.0108c) to be approved by the Synod.

## **13. EXCEPTIONS AND AMENDMENTS**

- 13.1. *Suspension of the Manual.* Any provision of this Manual, except those related to amendments of the Manual, may be temporarily suspended by a two-thirds majority vote of the Synod.
- 13.2. *Amendments to the Manual.* Recommendations for proposed amendments to this Manual or the Bylaws of the Synod shall be submitted to the Stated Clerk and transmitted to the Coordinating Committee for their review and recommendation. Following review by the Coordinating Committee, the proposed amendment shall be included in the materials for the Synod meeting where the changes will be considered. A three-fourths majority vote of the Synod is required for adoption.



### Investing in Commissioners:

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

### Developing Leaders:

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

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

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

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

### Additional Benefits:

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

### What would it take?

- Commitment of the synod to contract with capable, strong, knowledgeable trainers.
- Input of Presbytery Leaders regarding needed training and leadership possibilities.
- A new understanding of what it means to be a Synod Commissioner.
- A new understanding of nominating Synod Commissioners.
- A commitment of presbyteries to send participants each year.

#### Matthew 20:26-28

*[26] It shall not be so among you. But whoever would be great among you must be your servant, [27] and whoever would be first among you must be your slave, [28] even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many." (ESV)*

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



Account Number	Account Name	2025 Budget DRAFT	2026 Budget Illustration	2027 Budget Illustration	
	Rollover from Prior Year	100,000.00			
4000	Transfer from Reserves for CY use				
	Empowering Leaders	40,000.00	24,000.00	24,000.00	Presbyteries Participate
	Budget Funding	314,596.70	99,484.49		
<b>Total 4000 - TRANSFER FROM RESERVES</b>		<b>340,514.70</b>	<b>123,484.49</b>		
4020	<b>UNRESTRICTED Giving from Prior Year</b>				
			273,149.27	-	
4060	Other Income				
4100	Worship Offering				
<b>Total 4020 - UNRESTRICTED</b>		<b>-</b>	<b>396,633.76</b>	<b>24,000.00</b>	
4510	Bank Interest				
4620	Miscellaneous Income				
<b>Total Income</b>		<b>440,514.70</b>	<b>396,633.76</b>	<b>24,000.00</b>	
<b>Presbytery Giving Held for Use Next Year</b>					
4030.401	Per Capita	186,091.35			
4035.401	Prior Year Per Capita	17,000.00			
4040.402	Mission Giving	70,057.92			
4045.402	Prior Year Mission Giving				
		<u><u>273,149.27</u></u>			

Account Number	Account Name	2025 Budget DRAFT	2026 Budget Illustration	2027 Budget Illustration	
	EMPOWERING MINISTRIES				
	Embody Leaders Formation	40,000.00	24,000.00	24,000.00	Reserves, contributions
	<b>Total **** - EMPOWERING MINISTRIES</b>	<b>40,000.00</b>	<b>24,000.00</b>	<b>24,000.00</b>	
	CULTIVATING MINISTRIES				
	Korean American NETWORK	15,000.00	10,000.00	5,000.00	
	African American Ministry NETWORK	15,000.00	10,000.00	5,000.00	
	Hispanic American Ministry NETWORK	15,000.00	10,000.00	5,000.00	
	Network seeds	5,000.00	5,000.00	5,000.00	
	<b>Total **** - CULTIVATING MINISTRIES</b>	<b>50,000.00</b>	<b>35,000.00</b>	<b>20,000.00</b>	
6200	INSPIRING				
6220	Grants	20,000.00	30,000.00	40,000.00	
6230	Special Projects				
	<b>Total 6200 - INSPIRING MINISTRIES</b>	<b>20,000.00</b>	<b>30,000.00</b>	<b>40,000.00</b>	
6300	OTHER MINISTRIES				
6310	Pby Leader Formation	6,000.00	6,000.00	6,000.00	
6320	Synod Pby Leaders Forum	10,000.00	10,000.00	10,000.00	
6340	Special Gatherings	25,000.00	5,000.00	15,000.00	Journey Event
	<b>Total 6300 - OTHER MINISTRIES</b>	<b>41,000.00</b>	<b>21,000.00</b>	<b>31,000.00</b>	
5451	Judicial				
5451.100	Trial Expense	-	-	-	
5451.101	PJC Trial Expense	-	-	-	
5451.102	PJC Training	3,000.00	-	3,000.00	
	<b>Total 5451 - Judicial</b>	<b>3,000.00</b>	<b>-</b>	<b>3,000.00</b>	
5525	Phones	2,500.00	3,500.00	3,500.00	
5535	Office Supplies/Postage	6,000.00	6,000.00	6,000.00	
5580	Staff Travel	2,500.00	1,200.00	1,200.00	
5590	Software	2,200.00	2,200.00	2,200.00	
5720	Accounting	13,000.00	13,000.00	13,000.00	
5730	Total Tech	-	300.00	300.00	
5740	Communications	6,000.00	10,000.00	10,000.00	
5610	Insurance	7,000.00	7,500.00	7,500.00	
5611	Audit	7,500.00	8,000.00	8,000.00	
6410	Miscellaneous Expense	500.00	500.00	500.00	
	<b>Total Administration</b>	<b>47,200.00</b>	<b>52,200.00</b>	<b>52,200.00</b>	

Account Number	Account Name	2025 Budget DRAFT	2026 Budget Illustration	2027 Budget Illustration	
	COORDINATING MINISTRIES				
5411	Stated Meeting	15,000.00	500.00	15,000.00	In-person alt. years
5412	Committee Expenses	2,000.00	10,000.00	10,000.00	
5414	Moderator's Training	2,000.00	2,000.00	2,000.00	
5710	Administrative Assistant	25,000.00	25,000.00	25,000.00	Contract
	Treasurer	12,000.00	12,000.00	12,000.00	
	Treasurer Payroll Tax	918.00	918.00	918.00	
	Parliamentarian/Recording Clerk	5,000.00	2,000.00	5,000.00	Contract incl. Travel
5110	SE/SC				
5120	SE/SC Salary	110,745.00	114,621.00	114,621.00	
5121	SE/SC Housing	-	-	-	
5122	SE/SC BOP	25,562.90	25,954.96	25,954.96	
5123	SE/SC Payroll Tax	9,400.00	9,500.00	9,500.00	
5124	SE/SC Retirement Benefit	7,142.00	7,393.00	7,393.00	
5125	FSA Fees	46.80	46.80	46.80	
5200	SE/SC EXPENSE REIMBURSEMENT				
5201	SE/SC Continuing ED	2,500.00	2,500.00	2,500.00	
5202	SE/SC Travel	20,000.00	20,000.00	20,000.00	
5203	SE/SC Professional Expense	2,000.00	2,000.00	2,000.00	
	<b>Total - COORDINATING MINISTRIES</b>	<b>239,314.70</b>	<b>234,433.76</b>	<b>251,933.76</b>	
	<b>Total Expense</b>	<b>440,514.70</b>	<b>396,633.76</b>	<b>422,133.76</b>	
	<b>Net Income (Loss)</b>	<b>0.00</b>	<b>-</b>	<b>(398,133.76)</b>	

Account Number	Account Name	2025 Budget DRAFT	2026 Budget		2027 Budget Illustration
			Illustration	Illustration	
4000	Transfer from Reserves for CY use				
	Empowering Leaders	40,000.00	24,000.00	24,000.00	
	Budget Funding	122,865.43			
<b>Total 4000 - TRANSFER FROM RESERVES</b>		<b>162,865.43</b>	<b>24,000.00</b>	<b>24,000.00</b>	
4020	UNRESTRICTED Giving				
4030.401	Per Capita	186,091.35			
4035.401	Prior Year Per Capita	17,000.00			
4040.402	Mission Giving	70,057.92			
4045.402	Prior Year Mission Giving				
4060	Other Income				
4100	Worship Offering				
<b>Total 4020 - UNRESTRICTED</b>		<b>273,149.27</b>	<b>-</b>	<b>-</b>	
4510	Bank Interest	4,500.00			
4620	Miscellaneous Income				
<b>Total Income</b>		<b>440,514.70</b>	<b>24,000.00</b>	<b>24,000.00</b>	

Account Number	Account Name	2026 Budget			
		2025 Budget DRAFT	Illustration	2027 Budget Illustration	
	EMPOWERING MINISTRIES				
	Embody Leaders Formation	40,000.00	24,000.00	24,000.00	Reserves, contributions
<b>Total **** - EMPOWERING MINISTRIES</b>		<b>40,000.00</b>	<b>24,000.00</b>	<b>24,000.00</b>	
	CULTIVATING MINISTRIES				
6110	Korean American Ministry	15,000.00	10,000.00	5,000.00	
6120	African American Ministry	15,000.00	10,000.00	5,000.00	
6130	HispanicAmerican Ministry	15,000.00	10,000.00	5,000.00	
	Network seeds	5,000.00	5,000.00	5,000.00	
<b>Total **** - CULTIVATING MINISTRIES</b>		<b>50,000.00</b>	<b>35,000.00</b>	<b>20,000.00</b>	
6200	INSPIRING				
6220	Grants	20,000.00	30,000.00	40,000.00	
6230	Special Projects				
<b>Total 6200 - INSPIRING MINISTRIES</b>		<b>20,000.00</b>	<b>30,000.00</b>	<b>40,000.00</b>	
6300	OTHER MINISTRIES				
6310	Pby Leader Formation	6,000.00	6,000.00	6,000.00	
6320	Synod Pby Leaders Forum	10,000.00	10,000.00	10,000.00	
6340	Special Gatherings	25,000.00	5,000.00	15,000.00	Journey Event
<b>Total 6300 - OTHER MINISTRIES</b>		<b>41,000.00</b>	<b>21,000.00</b>	<b>31,000.00</b>	
5451	Judicial				
5451.100	Trial Expense	-	-		
5451.101	PJC Trial Expense	-	-		
5451.102	PJC Training	3,000.00	-	3,000.00	
<b>Total 5451 - Judicial</b>		<b>3,000.00</b>	<b>-</b>	<b>3,000.00</b>	
5525	Phones	2,500.00	3,500.00	3,500.00	
5535	Office Supplies/Postage	6,000.00	6,000.00	6,000.00	
5580	Staff Travel	2,500.00	1,200.00	1,200.00	
5590	Software	2,200.00	2,200.00	2,200.00	
5720	Accounting	13,000.00	13,000.00	13,000.00	
5730	Total Tech	-	300.00	300.00	
5740	Communications	6,000.00	10,000.00	10,000.00	
5610	Insurance	7,000.00	7,500.00	7,500.00	
5611	Audit	7,500.00	8,000.00	8,000.00	
6410	Miscellaneous Expense	500.00	500.00	500.00	
<b>Total Administration</b>		<b>47,200.00</b>	<b>52,200.00</b>	<b>52,200.00</b>	

Attachment HH: EAC Report Part 2

Account Number	Account Name	2026 Budget			
		2025 Budget DRAFT	Illustration	2027 Budget Illustration	
	COORDINATING MINISTRIES				
5411	Stated Meeting	15,000.00	500.00	15,000.00	
5412	Committee Expenses	2,000.00	10,000.00	10,000.00	
5414	Moderator's Training	2,000.00	2,000.00	2,000.00	
5710	Administrative Assistant	25,000.00	25,000.00	25,000.00	Contract
	Treasurer	12,000.00	12,000.00	12,000.00	
	Treasurer Payroll Tax	918.00	918.00	918.00	
	Parliamentarian/Recording Clerk	5,000.00	2,000.00	5,000.00	Contract incl. Travel
5110	SE/SC				
5120	SE/SC Salary	110,745.00	114,621.00	114,621.00	
5121	SE/SC Housing	-	-	-	
5122	SE/SC BOP	25,562.90	25,954.96	25,954.96	
5123	SE/SC Payroll Tax	9,400.00	9,500.00	9,500.00	
5124	SE/SC Retirement Benefit	7,142.00	7,393.00	7,393.00	
5125	FSA Fees	46.80	46.80	46.80	
5200	SE/SC EXPENSE REIMBURSEMENT				
5201	SE/SC Continuing ED	2,500.00	2,500.00	2,500.00	
5202	SE/SC Travel	20,000.00	20,000.00	20,000.00	
5203	SE/SC Professional Expense	2,000.00	2,000.00	2,000.00	
	<b>Total - COORDINATING MINISTRIES</b>	<b>239,314.70</b>	<b>234,433.76</b>	<b>251,933.76</b>	
	<b>Total Expense</b>	<b>440,514.70</b>	<b>396,633.76</b>	<b>422,133.76</b>	
	<b>Net Income (Loss)</b>	<b>0.00</b>	<b>(372,633.76)</b>	<b>(398,133.76)</b>	

Attachment HH: EAC Report Part 2

Account Number	Account Name	2024 Annual Budget	2025 'Backup' Budget	
<b>Income</b>				
4000	Transfer from Reserves for CY use	62,819.00	63,455.00	4% Spend Rate
4020	UNRESTRICTED	0.00	0.00	
4030.401	Per Capita	191,868.00	186,091.35	
4035.401	Prior Year Per Capita	20,000.00	17,000.00	
4040.402	Mission Giving	78,000.00	70,057.92	
4045.402	Prior Year Mission Giving	0.00	0.00	
4060	Other Income	0.00	0.00	
4100	Worship Offering	0.00	0.00	
<b>Total 4020 - UNRESTRICTED</b>		<b>289,868.00</b>	<b>336,604.27</b>	
4510	Bank Interest	4,500.00	4,500.00	
4620	Miscellaneous Income	0.00	0.00	
<b>Total Income</b>		<b>357,187.00</b>	<b>341,104.27</b>	

Account Number	Account Name	2024 Annual Budget	2025 'Backup' Budget	
<b>Expense</b>				
6100	RACIAL ETHNIC MINISTRIES	0.00	0.00	
6110	Korean American Ministry	15,000.00	15,000.00	
6120	African American Ministry	15,000.00	15,000.00	
6130	HispanicAmerican Ministry	15,000.00	15,000.00	
<b>Total 6100 - RACIAL ETHNIC MINISTRIES</b>		<b>45,000.00</b>	<b>45,000.00</b>	
6200	NETWORKING MINISTRIES	0.00	0.00	
6210	Smaller Cong (ASC)	5,000.00	0.00	
6220	Grants	15,000.00	20,000.00	
6230	Special Projects	20,324.51	0.00	
<b>Total 6200 - NETWORKING MINISTRIES</b>		<b>40,324.51</b>	<b>20,000.00</b>	
6300	OTHER MINISTRIES	0.00	0.00	
6310	Pby Leader Formation	6,000.00	6,000.00	
6320	Synod Pby Leaders Forum	8,000.00	10,000.00	
6340	Special Gatherings	5,000.00	25,000.00	Journey Event
<b>Total 6300 - OTHER MINISTRIES</b>		<b>19,000.00</b>	<b>41,000.00</b>	
5411	Stated Meeting	2,500.00	15,000.00	Stated Meeting
5412	Committee Expenses	10,000.00	10,000.00	
5414	Moderator's Training	1,500.00	1,500.00	
			26,500.00	
5451	Judicial	0.00	0.00	
5451.100	Trial Expense	0.00	0.00	
5451.101	PJC Trial Expense	0.00	0.00	
5451.102	PJC Training	5,000.00	5,000.00	
<b>Total 5451 - Judicial</b>		<b>5,000.00</b>	<b>5,000.00</b>	



Attachment HH: EAC Report Part 2

Account Number	Account Name	2024 Annual Budget	2025 'Backup' Budget	
5525	Phones	2,500.00	2,500.00	
5535	Office Supplies/Postage	6,000.00	6,000.00	
		0.00	0.00	
5580	Staff Travel	250.00	250.00	
5590	Software	2,200.00	2,200.00	
5710	Admin	20,000.00	20,000.00	
	Treasurer		12,000.00	
5720	Accounting	13,000.00	13,000.00	
5730	Total Tech	300.00	300.00	
5740	Communications	6,000.00	6,000.00	
5610	Insurance	7,000.00	7,000.00	
5611	Audit	8,000.00	8,000.00	
	<b>Total Administration</b>	<b>146,112.80</b>	<b>77,250.00</b>	
5110	SE/SC	0.00	0.00	
5120	SE/SC Salary	107,000.00	110,745.00	
5121	SE/SC Housing	0.00	0.00	
5122	SE/SC BOP	22,950.00	25,562.90	Updated for 2025
5123	SE/SC Payroll Tax	9,216.00	9,400.00	
5124	SE/SC Retirement Benefit	6,900.00	7,142.00	
5125	FSA Fees	46.80	46.80	
	<b>Total 5110 - SE/SC</b>	<b>146,112.80</b>	<b>152,896.70</b>	
5200	SE/SC EXPENSE REIMBURSEMENT	0.00	0.00	
5201	SE/SC Continuing ED	2,500.00	2,500.00	
5202	SE/SC Travel	18,000.00	18,000.00	
5203	SE/SC Professional Expense	2,000.00	2,000.00	
	<b>Total 5200 - SE/SC EXPENSE REIMBURSEMENT</b>	<b>22,500.00</b>	<b>22,500.00</b>	
6410	Miscellaneous Expense	0.00	0.00	
	<b>Total Expense</b>	<b>357,187.31</b>	<b>390,146.70</b>	
	<b>Net Income (Loss)</b>	<b>-0.31</b>	<b>-49,042.43</b>	

## Nominations for 2025 Leadership

The leadership under a new synod design was carefully and prayerfully considered by the current Committee on Representation, in consultation with the Visioning Task Force. Each nominee was asked if they would be willing to serve **if the way be clear** by the approval of the new design and manual of operations at the next Synod Assembly.

By election as co-chair of a committee, each also serves on the Coordinating Committee.

\*By election of the synod to serve on the Coordinating Committee, any person not serving as a commissioner from a presbytery is considered an **At-Large Commissioner** with voice and vote at Synod Meetings. (*Manual of Operations 5.2*)

Role	First Name	Last Name	PRESBYTERY	ORD	R/E	G	D	AGE
Co-chair Embodying	*Andy	James	Greater Atlanta	TE	W	M		
Co-chair Embodying	Hansler	Bealyer	St. Augustine	RE	B	F		
Co-chair Cultivating	Billie	Sutter	CHEROKEE	RE	W	F		
Co-chair Cultivating	*Pat	Jones	Charleston-Atlantic	TE	B	F		
Co-chair Inspiring	Christina	Greenawalt	CENTRAL FLORIDA	TE	W	F		
Co-chair Inspiring	Timothy	Cureton	Providence	RE	B	M		
Presbytery Leader	*Holly	Dillon	Tampa Bay	TE	W	F		
Presbytery Leader	*David	Yandle	Charleston-Atlantic	RE	W	M		
Moderator 2025	JACKIE	REMBERT	NEW HARMONY	RE	B	F		
Vice Moderator/Moderator (2025/2026)	Jamil	el-Shair	Savannah	TE	B	M		

# Committee on Representation

Report to Synod Assembly  
November 16, 2024

The committee met multiple times via zoom and via phone calls as a group and individual communications between members. The committee focused on coming up with nominees for the Permanent Judicial Commission (PJC) and submitting those names to the Synod membership for consideration and selection to the PJC.

The committee would normally address identifying members for consideration to the various committees of the Synod and present those individuals at the fall meeting. The work of the committee was put on hold pending receipt of the recommendations of the Visioning Task Force to the body for its action.

The committee stands ready to proceed with its required duties pending guidance from the Synod Assembly.

The following are nominated to serve on the Synod Permanent Judicial Commission:

FIRST NAME	LAST NAME	PRESBYTERY	Class	O	E	G
Bill	Teng	PEACE RIVER	2026	TE	A	M
Don	Johnson	ST AUGUSTINE	2030	TE	B	M
Cassandra	Daniels	TRINITY	2030	RE		F
Joanne	Sizoo	PROVIDENCE	2026	TE	W	F
Margaret	Venable	CHEROKEE	2026	RE		F
Roy	Martin	FLORIDA	2028	TE	W	M
Frank	Colclough	New Harmony	2030	TE	B	M
<b>VACANT</b>		Tampa Bay	2030			
<b>VACANT</b>		Central Florida	2030			

## Introductions:

### Teaching Elder, Bill Teng - Peace River Presbytery

Born and raised in Hong Kong, the Rev. William (Bill) Teng is a fourth-generation Presbyterian minister. After concluding 40 years of active ministry, Bill retired from called ministry in 2019 in order to serve in transitional ministry. He has since served as interim pastor at Ardmore Presbyterian Church, in the Philadelphia area, Trinity Presbyterian Church in Venice, FL, and currently at Covenant Presbyterian Church in Fort Myers, FL.

Bill was elected to the A Corp Board in 2018 and served as its co-chair (2020-22) and was re-elected in 2022 to serve another 4-year term. He was also appointed to serve on the Commission to Unify the Office of the General Assembly and the Presbyterian Mission Agency and in 2022, representing the A Corp Board. Bill is also a volunteer chaplain with the Civil Air Patrol, the auxiliary of the United States Air Force, with the rank of Major. He and his wife, Karen, reside in Lake Suzy, Florida.

### **Teaching Elder, Don J. Johnson - St. Augustine Presbytery**

Pastor Johnson earned a Master of Divinity from Johnson C. Smith Theological Seminary at the ITC, and a Masters in Human Resources and Development from Webster University. He is married to Rene Johnson, they have two children, a daughter DaNadia and a son Chandler.

Rev. Johnson pastored the Lochearn Presbyterian Church in Baltimore, Maryland, the St. Luke Presbyterian Church in Orangeburg, South Carolina, Butler Memorial Presbyterian Church in Savannah Georgia, and is currently the pastor of Woodlawn Presbyterian in Jacksonville Florida. Rev. Johnson's mission is to lead people into a relationship with Jesus Christ through the teaching and preaching of God's word.

### **Ruling Elder, Cassandra Daniels - Trinity Presbytery**

Greetings, I am Cassandra Daniels, single mother of one adult son. I am a retired Social Worker with the State of South Carolina. My professional career included working with the Department of Disabilities and Special Needs and the Department of Social Services. Working with children and families in both Foster Care and Adoptions afforded me the opportunity to extend grace as grace was extended to me. I am currently serving as the Clerk of Session within my congregation. I also serve in the Presbyterian Women, Commission on Ministry, and represent my local church in the area "cluster" group. I have always seen my service through the church as my calling and apply the passage of scripture from 1 Peter 4:10, *"...Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace in it's various forms."*

### **Teaching Elder, Joanne Sizoo - Providence Presbytery**

Originally from Los Angeles, God's wonderful sense of humor has had me in the Carolinas since 2003. I've been a parish pastor in all the "O" states, California and both the Carolinas. I've served on Committee on Ministry in 4 presbyteries, Committee on Preparation for Ministry, and PJC in 2 presbyteries, and Synod level Committee on Representation. I served at the national level on the Advocacy Committee for Women's Concerns for 6 years. I've got a spouse, 5 kids spread from California to Ireland, 5 grandsons and 2 dogs.

### **Ruling Elder, Margaret Venable - Cherokee Presbytery**

Dr. Margaret Venable retired from the University System of Georgia in May of 2023. During her 32 years in the USG, she served in many roles including president of Dalton State College. She now works part-time as a higher education executive search consultant. Dr. Venable is active in the Dalton community as a Rotarian, Board member for the Community Foundation of Northwest Georgia and the GreenHouse. She is a lifelong Presbyterian and is currently a member of First Presbyterian Church of Dalton. Her adult son and daughter-in-law live in Charlottesville, Virginia.

### **Teaching Elder, Roy Martin - Presbytery of Florida**

Born and raised in Fredericksburg, VA, BA in Religion from what is now the University of Mary Washington, D. Min from what is now Union Presbyterian Seminary.

Ordained in 1983 in Hanover Presbytery. Associate Pastor, St. Marks Presbyterian Church, Bayonet Point, FL; Pastor, Lower Brandywine Presbyterian Church, Wilmington, DE; Head of Staff, First Presbyterian Church, Lake City, FL; Transitional General Presbyter, Shenandoah Presbytery; General Presbyter, Presbytery of Florida. Now retired.

### **Teaching Elder, Dr. Franklin D. Colclough, Sr. - New Harmony Presbytery**

First called to serve as pastor of Carmel Presbyterian Church, Chester, SC, and Mt. Tabor Presbyterian Church, Blackstock, SC. He was next called to serve as senior

## Addendum 1 - COR

pastor of the Goodwill Presbyterian Church, Mayesville, S.C., where he served for nearly seventeen years. While serving at Goodwill he was elected as Stated Clerk of Atlantic Presbytery. The Goodwill Church encouraged and supported him during his three years of doctoral studies at McCormick Theological Seminary and during his ministry as a Military Chaplain in the US Army Reserve where he served for 26 years and retired with the rank of Colonel.

In September 1988 he was called to serve as Associate Executive Presbyter of New Harmony Presbytery. During his twenty-three years of ministry with the presbytery, he also served as Head of Staff and Stated Clerk. Dr. Colclough has served at all levels of the Presbyterian Church U.S.A., including the Board of Pensions; Board of Trustees, Columbia Theological Seminary; Board of Trustees, Johnson C. Smith Theological Seminary; General Assembly Committee on Special Offerings; General Assembly Stewardship Consultant, and Moderator, Synod of South Atlantic.

Submitted by,

Hansler Bealyer  
Chair, Committee On Representation

## 2024 Commissioners &amp; Committees

COM.	First Name	Last NAME	PRESBYTERY	CLASS	TERM	ORD	R/E	G	D	AGE
BFC	CHRISTINA	GREENAWALT	CENTRAL FLORIDA	2025	3	TE	W	F		
CM, EAC	LUIS A. "TONY"	BOADA DAVILA	CENTRAL FLORIDA			RE	H	M		
MSC	DAWN	NEFF	CENTRAL FLORIDA	2025	1	RE	W	F		65>
ARC	BOBBY	BYRD	CHARLESTON-ATLANTIC	2025	3	RE	W	M		56-64
CM, EAC	CECE	ARMSTRONG	CHARLESTON-ATLANTIC			TE	B	F		
COR	BRIAN	HENDERSON	CHARLESTON-ATLANTIC	2025	3	TE	B	M		
ARC	David	Grove	Cherokee	2025	1	TE	W	M		
MSC	Billie	Sutter	CHEROKEE	2025	1	RE		F		
ARC	Kyra	Osmus	FLINT RIVER	2024	1	RE				
MSC	Sommer	Bower	FLINT RIVER	2025	1	TE				
BFC	DON	MOWAT	FLORIDA	2024	2	RE	W	M		65>
COR	LISA	MARTIN	FLORIDA	2024	1	TE	W	F		
ARC	BETH	HOSKINS	FOOTHILLS	2024	2	TE	W	F		
BFC	SONYA	DAWSON	FOOTHILLS	2024	1	RE	?	F		
ARC	JEANNE	SIMPSON	GREATER ATLANTA	2024	2	TE	W	F		
MSC	KEN	WHITEHURST	GREATER ATLANTA	2024	2	RE	B	M		
MSC	JACKIE	REMBERT	NEW HARMONY	2024	2	RE	B	F		
	Ella	Busby	NEW HARMONY	2025	U	TE	B	F		
ARC	TRAVIS	ADAMS	NORTHEAST GEORGIA	2024	2	TE	W	M		>65
CM, EAC	JOO HOON	KIM	NORTHEAST GEORGIA			TE	As	M		
MSC	JAN	LEWIS	NORTHEAST GEORGIA	2024	2	RE	B	F		
BFC	Lois	McGill	PEACE RIVER	2025	1	RE	W	F		
BFC	Wismer	Karen	PEACE RIVER	2025	1	TE		F		
BFC	TIMOTHY	CURETON	PROVIDENCE	2024	2	RE	B	M		
MSC	STEVE	AUSTIN	PROVIDENCE	2024	2	TE	W	M		
	Carson	Montgomery	PROVIDENCE	?????		TE	W	F		
ARC	JAMIL	EL-SHAIR	SAVANNAH	2024	1	TE	B	M		>65
MSC	MARGARET	BROOKS	SAVANNAH	2024	2	RE	W	F		
COR	HANSLER	BEALYER	ST. AUGUSTINE	2025	3	RE	B	M		
	<b>VACANT</b>		ST. AUGUSTINE	2024		TE				
COR	JANICE BARGE	CLARKE	TAMPA BAY	2025	3	RE	B	F		
MSC	Sarah	Bishop	TAMPA BAY	2025	1	TE		F		
ARC	CROSKEYS	ROYALL	TRINITY	2024	2	TE	W	M		
CM, EAC	Debbie	Durden	PW Moderator			RE	W	F		
MSC	RAY	BELL	TRINITY	2024	2	RE	B	M		
ARC	GREG	RAPIER	TROPICAL FLORIDA	2024	3	TE	W	M		
COR	KARLA	DIAS	TROPICAL FLORIDA	2024	1	RE	H	F		

EAC= Executive Administrative Commission  
 ARC= Administration & Relationships Committee  
 BFC= Budget & Finance Committee  
 MSC= Ministry Support Committee  
 COR= Committee on Representation  
 CM= Corresponding Member

**2024 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
Bill	Teng	PEACE RIVER	2026	TE	As	MALE
VIRGIL "LEO"	MARSHALL	FLINT RIVER	2028	TE	BLACK	MALE
Stuart	Mauney	FOOTHILLS	2028	RE	WHITE	MALE
Calvin	Dixon	SAVANNAH	2028	TE		
Margaret	Venable	CHEROKEE	2026	RE		FEMALE
Roy	Martin	FLORIDA	2028	TE	WHITE	MALE
Joanne	Sizoo	PROVIDENCE	2026	TE	WHITE	FEMALE
VACANT		ST. AUGUSTINE				
VACANT		TRINITY				

**Previous Synod Permanent Judicial Commission Members**

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

**Class of 2022**

Rev. Dr. David Bender  
Providence

Rev. Diane Lovin  
Savannah

Dr. Phyllis W. Sanders  
Trinity

Rev. Sharon Schuler  
Florida

Robert Smalley  
Cherokee

**Class of 2020**

Karen Cookson  
Charleston-Atlantic

Rev. Virgil Marshall  
Flint River

Rev. Barbara Stoop  
Foothills

Ed Kelly  
St. Augustine

**Class of 2018**

Cynthia Johnson-Stacks  
Tropical Florida

Harrison "Bill" Oehler  
Peace River

Rev. Norm Hatter  
Tampa Bay



Appendix C  
1468 W. 9<sup>th</sup> Street, Suite 350  
Cleveland, OH 44113  
(800) 437-8830  
Fax (216) 736-3239

## Coverage Change Summary

Memorandum #/IB #: PKP008136612/S000315000

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

Effective Date of Policy: 1/1/2024

Expiration Date of Policy: 1/1/2025

Description of Coverage Change:

Effective Date of Change	Change Summary
1/1/2024	Remove Location 1937 University Blvd. W,, Jacksonville, FL
1/1/2024	Add Loc 10630 Wild Azalea Ct - Going to virtual office
1/1/2024	Delete contents & property from 1937 University Blvd. W,, Jacksonville, FL
1/1/2024	Add property schedule 10630 Wild Azalea Ct with Contents \$5,000

Premium Change: \$-220.00

***Premiums generated by this change are evenly distributed among remaining installments. If there are no remaining installments, and invoice or check will follow separately, if applicable.***

*If you have any questions regarding this endorsement summary, please contact your local Agent, Cindy Howell at (877) 597-8247.*

Date Processed: 12/6/2023

Nick Schidowka





**PACKAGE POLICY COVERAGE SUMMARY**

**NAME AND MAILING ADDRESS OF INSURED**

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

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

**MEMORANDUM NO./IB NO.** PKP008136612 / S000315000

**POLICY PERIOD** From: 1/1/2024 To: 1/1/2025

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

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

**COVERAGE PART DESCRIPTION**

<b>PROPERTY</b>	.....	Included
	<i>Property Limit – Total Value</i>	\$5,000
	<i>Deductible</i>	\$1,000
<b>INLAND MARINE</b>	.....	Not Included
	<i>Scheduled Fine Arts:</i>	
	<i>Scheduled Commercial Articles &amp; Miscellaneous Equipment:</i>	
<b>CRIME</b>	.....	Included
<b>GENERAL LIABILITY</b>	.....	Included
<b>UMBRELLA</b>	.....	Included
<b>ABUSIVE ACTS &amp; PASTORAL LIABILITY</b>	.....	Included
<b>DIRECTORS &amp; OFFICERS LIABILITY</b>	.....	Included
<b>OWNED AND LEASED AUTOMOBILE</b>	.....	Not Included
<b>HIRED &amp; NON-OWNED AUTOMOBILE LIABILITY</b>	.....	Included
	<b>TOTAL PACKAGE POLICY PREMIUM:</b>	\$3,622
	<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: 12/6/2023



**PROPERTY PROGRAM  
MEMORANDUM OF INSURANCE**

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**NAME AND MAILING ADDRESS OF INSURED**

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

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

**MEMORANDUM NO./IB NO.** PKP008136612 / S000315000

**OTHER NAMED INSURED(S)**

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

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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: 1/1/2024 To: 1/1/2025**

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

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

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

Date Issued: 12/6/2023

PKP008136612 / S000315000

**COMMERCIAL PROPERTY  
(EQUIPMENT BREAKDOWN INCLUDED)**

**Limit - Total Values:** \$5,000  
**Deductible:** \$1,000

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**PROPERTY SCHEDULE**

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<b>Loc #/Bldg #</b>	<b>Address</b>	<b>Description of Premises</b>	<b>Applicable Coverages</b>	<b>Construction Type</b>	<b>Building Value</b>	<b>Contents Value</b>
004-001	10630 Wild Azalea Ct Jacksonville, FL 32221	Valeries Office	GS FL EQ		\$00	\$5,000

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

Date Issued: 12/6/2023

PKP008136612 / S000315000

**SPECIAL COVERAGES – DEDUCTIBLES AND RESTRICTIONS**

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

**Flood**

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

See Schedule

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

Deductible is the same as for all other perils except Earth Movement, Hurricane & Named Storm. Deductible is as shown on page 1 of this Memorandum of Insurance.

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

**Earth Movement (EQ)**

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

See Schedule

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

**Hail**

Hail means precipitation consisting of concentric layers of clear ice and compacted snow. However, direct physical loss, damage or destruction arising from fire, explosion and Sprinkler Leakage not otherwise excluded caused by such Hail shall not be considered Hail within the terms and conditions of this definition.

See Schedule

**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.

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

Date Issued: 12/6/2023

PKP008136612 / S000315000

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

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

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

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

Date Issued: 12/6/2023

PKP008136612 / S000315000



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

**COMMERCIAL CRIME  
 MEMORANDUM OF INSURANCE**

**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.** PKP008136612 / 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: 1/1/2024 To: 1/1/2025**

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: 12/6/2023

PKP008136612 / 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.** PKP008136612 / 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: 1/1/2024 To: 1/1/2025**

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

**DESIGNATED EXCLUDED OPERATIONS**

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

Date Issued: 12/6/2023

PKP008136612 / S000315000

**CRISIS RESPONSE & CRISIS MANAGEMENT**

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".

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

**DIRECTORS & OFFICERS LIABILITY**

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

**COMMERCIAL AUTOMOBILE (NON-OWNED)**

<b>Hired and Non-Owned Automobile Liability*</b>	\$2,000,000 any one accident
<b>Hired Automobile Physical Damage*</b>	\$100,000 per vehicle
	\$1,000 ded. per occurrence
<b>Owned, Licensed Trailers Absent a Power Unit-Liability*</b>	\$2,000,000 any one accident
<b>Physical Damage</b>	\$50,000 each trailer
	\$1,000 ded. per occurrence
<b>Garagekeepers*</b>	\$35,000 each occurrence
<b>Comprehensive &amp; Collision</b>	\$1,000 ded. per occurrence

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

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

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

Date Issued: 12/6/2023

PKP008136612 / S000315000





**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.** PKP008136612 / 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: 1/1/2024 To: 1/1/2025**

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.**

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

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

Date Issued: 12/6/2023

PKP008136612 / S000315000

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

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

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

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

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

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

Date Issued: 12/6/2023

PKP008136612 / S000315000



September 6, 2024

*Rev. Christina Greenawalt, Stated Clerk*

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

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Central Florida Presbytery were peer reviewed on July 23, 2024, and found to have the following exception(s):

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

Comment(s):

- *The Stated Clerk's report for June 1, 2023 includes recommendations for the formation of two administrative commissions, but the minutes do not reflect action taken by CFP. Minutes for the September 12, 2023 meeting reflect the adoption of those recommendations on June 1.*
- *The Presbytery has acknowledged the Committee on Representation's responsibility to lead the efforts toward diversity in the Anti-Racism policy. However, documentation regarding diversity in its nominating reports would add to this commitment.*
- *There is no evidence of a harassment policy (G-3.0106). Absence in 2024 will result in an exception.*
- *There is no indication that a review of session records was conducted. Though, there is a plan in place for a review in 2024.*
- *The Stated Clerk is making good progress toward addressing previous exceptions.*

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

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

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

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Charleston Atlantic Presbytery were peer reviewed on July 23, 2024, and found to have no exceptions

Comment(s):

- *Thank you for complete, well-constructed minutes.*

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

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

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

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Cherokee Presbytery were peer reviewed on July 23, 2024, and found to have the following exception(s):

- Ruling Elder names are not listed along with congregation for Feb. 4 meeting. (G-3.0104)
- Policies required by G-3.0106 are to be included in the minutes book as appendix, if not within the minutes.
- Plan for parity (G-3.0301) not in place for 2023. Recognize it is addressed for 2024.

Comment(s):

- *No reference for minimum compensation standards for Certified Christian Educators and Certified Associate Christian Educators. (G-3.0303c)*
- *Organizing documents, Insurance, and other required pieces are to be bound with the minutes and electronic document.*
- *Good minutes. Suggest the role be placed at the beginning of the minutes and with consistency.*

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

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

*Rev. Becky Willis, Stated Clerk*  
Flint River Presbytery  
2800 Old Dawson Rd, Suite 2  
Albany, GA 31707

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Flint River Presbytery were peer reviewed on July 23, 2024, and found to have the following exception(s):

- Did not find a representation report (G-3.0103)
- No legal description provided for property related to closure of Trinity or dismissal of First, Donaldson. (G-4.0206)
- While the minutes indicate a financial review, a copy is to be provided in the minutes.

#### Comment(s):

- *No reference for minimum compensation standards for Associate Pastors, Certified Christian Educators and Certified Associate Christian Educators. (G-3.0303c)*
- *Did not find mention of the Lord's Supper*
- *No mention of exceptions in session records review*

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

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

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

Re: 2023 Presbytery Minutes & Records Review

### Attestation of Minutes & Records

The 2023 Minutes of Presbytery of Florida were peer reviewed on July 23, 2024, and found to have the following exception(s):

- No evidence of established minimum compensation standards (G-3.0303c)
- No evidence of a full financial review. (G-3.0113)
- Roster of Permanent Judicial Commission and the terms are unclear. (D-5.0206b)
- Minutes attestation from previous year missing

#### Comment(s):

- *Most page numbers appear to be off by 2-3 pages throughout the submitted package of minutes. Sometimes pdf pages, sometimes the marked page numbers, the but required items appear to be present.*
- *There is no evidence of a harassment policy (G-3.0106). Absence in 2024 will result in an exception.*
- *Detailed demographics from "Congregations Census" but not reflected in details on nominees.*

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 Presbytery of Florida!

Sincerely,

Valerie Young  
Synod Executive & Stated Clerk



September 6, 2024

*Rev. Deborah Foster, Stated Clerk*  
Foothills Presbytery  
PO Box 1118  
Simpsonville, SC 29681

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Foothills Presbytery were peer reviewed on July 23, 2024, and found to have the following exception(s):

- No evidence of a full financial review (G-3.0113)

Comment(s):

- *There is no evidence of an antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*
- *Audit process is being updated and acknowledges exceptions from previous years.*
- *We appreciate the addition of graphs which are helpful to show representation.*
- *The minutes were easy to read and were thoughtfully and thoroughly completed. Thank you.*

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

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*





September 6, 2024

*Rev. Andy James, Stated Clerk*  
Presbytery of Greater Atlanta  
1024 Ponce de Leon Avenue NE  
Atlanta, GA 30306

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Presbytery of Greater Atlanta were peer reviewed on July 23, 2024, and found to have the following exception(s):

- The Minutes book does not include a copy of the Presbytery Manual of Administrative Operation, only the table of contents.

Comment(s):

- *Listing retired members as “retired” in the list of attendees is not immediately clear regarding whether they were present.*
- *There is no evidence of a harassment or antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*

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 Presbytery of Greater Atlanta!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

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

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Presbytery of New Harmony were peer reviewed on July 23, 2024, and found to have the following exception(s):

- The statement of quorum does not include the presbytery's own requirement (G-3.0304)
- These minutes should record the description of properties previously sold that we not included in past minutes.

Comment(s):

- *Good chart of membership statistics.*
- *Take care that any other page numbers in the document do not confuse the consecutive numbering.*
- *Standing rules on email votes should be revised to require report of votes and the presbytery's process.*
- *Exceptions from previous year were not duplicated.*
- *The physical map with geographic locations was a nice aid.*

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 Presbytery of New Harmony!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

*Rev. Ed Rees, Stated Clerk*  
Presbytery of Northeast Georgia  
PO Box 365  
Bogart, GA 30622

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Presbytery of Northeast Georgia were peer reviewed on July 23, 2024, and found to have the following exception(s):

- Declarations of quorum do not include a reference to the presbytery's rule (G-3.0304)
- No review of session records (G-3.0113) in 2023, though there is a plan in place for 2024.

Comment(s):

- *There is no evidence of an antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*
- *Demographic data could be added to the nominating process to enhance the record of diversity.*
- *Minutes are prepared and presented very well.*

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 Presbytery of Northeast Georgia!

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

*Rev. Randy Moody, Stated Clerk*

Peace River Presbytery

PO Box 495249

Port Charlotte, FL 33949

Re: 2023 Presbytery Minutes & Records Review

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

In accordance with G-3.0108a Administrative Review, the 2023 Minutes of Peace River Presbytery were peer reviewed on July 23, 2024, and found to have the following exception(s):

- Declarations of quorum do not include a reference to the presbytery's rule (G-3.0304).  
***See Synod review of 2022 minutes***
- The council's Manual of Administrative Operations (G-3.0106), while referenced to a website, is to be included in the minutes book for future and historical reference.
- Evidence of having written criteria for validating ministries within its bounds (G-3.0306) while referenced to a website, is to be included in the minutes book for future and historical reference.
- Record of compliance in submitting Annual Statistical Report to the General Assembly is to be included in the minutes book for future and historical reference.
- No evidence of a full financial review or audit being conducted from 2021 to 2023 (G-3.0113).  
***See Synod review of 2022 minutes***
- No evidence or copy of property and liability insurance coverage provided (G-3,0112).  
***See Synod review of 2022 minutes***
- No report indicating a function of a committee on representation (G-3.0103).
- Records indicate approval of a process for review of the records of sessions (G-3.0108a). However, there is no indication that the appropriate review was completed, nor any exceptions taken.
- No report of exceptions to the presbytery minutes from the preceding assemblies.

#### Comment(s):

- Purpose of redline is not always clear. Minutes reflect the final action and do not need to show what differs from the original presentation.
- *There is no evidence of an antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*

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" written in a larger, more prominent script than the last name "Young".

Valerie Young  
*Synod Executive & Stated Clerk*



October 1, 2024

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

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Providence Presbytery were peer reviewed on July 23, 2024, and found to have the following exception(s):

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

Comment(s):

- *The January 29<sup>th</sup> meeting is recorded as "Called". This is believed to be a typographical error.*
- *The page numbers are off. Took some searching but everything was found.*
- *Excellent formatting of minimum compensation standards.*
- *Table of Contents is missing though, appendices are appreciated.*
- *Signatures of any kind were not included. Electronic signatures are acceptable for the future.*

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*



September 6, 2024

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

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Savannah Presbytery were peer reviewed on July 23, 2024, and found to have the following exception(s):

- There is no evidence of established minimum compensation standards for pastoral calls and Certified Christian Educators and Certified Associate Christian Educators (G-3.0303c).
- No evidence of having written criteria for validated ministries within its bounds (G-3.0306)

Comments:

- *There is no antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*

I am exceedingly grateful for your ministry and support in the minutes 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*



September 6, 2024

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

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Presbytery of St. Augustine were peer reviewed on July 23, 2024, and found to have the following exception(s):

- *There is no child protection policy (G-3.0106).*

Comments:

- *There is no antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*

I am exceedingly grateful for your ministry and support in the minutes review process.

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*





September 6, 2024

*Rev. William Wildhack, Stated Clerk*

Presbytery of Tampa Bay

455 Scotland Street, Suite 1

Dunedin, FL 34698

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Presbytery of Tampa Bay were peer reviewed on July 23, 2024, and found to have the following exception(s):

- Review of session records, including any exceptions, not completed. (G-3.0108a).

Comments:

- *There is no harassment or antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*

I am exceedingly grateful for your ministry and support of the synod.

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

Sincerely,

Valerie Young

*Synod Executive & Stated Clerk*



September 6, 2024

*Rev. Danny Murphy, Stated Clerk*

Trinity Presbytery

554 Davega Dr.

Lexington, SC 29073

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Trinity Presbytery were peer reviewed on July 23, 2024, and found to have no exceptions.

Comments:

- *There is no antiracism policy (G-3.0106). Absence in 2024 will result in an exception.*
- *Really appreciate all of the formatting.*

I am exceedingly grateful for your ministry and support of the synod.

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

Sincerely,

Valerie Young

*Synod Executive & Stated Clerk*



September 6, 2024

*Rev. Daris Bultena, Stated Clerk*  
Presbytery of Tropical Florida  
405 S.E. 15<sup>th</sup> Ave  
Fort Lauderdale, F 33301

Re: 2023 Presbytery Minutes & Records Review

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

The 2023 Minutes of Presbytery of Tropical Florida were peer reviewed on July 23, 2024, and found to have no exception(s).

I am exceedingly grateful for your ministry and support of the synod.

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

Sincerely,

Valerie Young  
*Synod Executive & Stated Clerk*

# 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 1<sup>st</sup> 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]

<i>Service under 1 year</i>		<i>Service over 1 year</i>	
<b>Months</b>	<b>Working days</b>	<b>Years</b>	<b>Working days</b>
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
<b>Total Equity</b>	<b>70%</b>	<b>50%</b>	<b>80%</b>
U.S.	42%	30%	48%
Non-US	28%	20%	32%
<b>Total Fixed Income</b>	<b>30%</b>	<b>20%</b>	<b>50%</b>
U.S. Aggregate	20%	16%	24%
Non-US Aggregate	10%	8%	12%
<b>Cash</b>	<b>0%</b>	<b>0%</b>	<b>10%</b>

6. While both actively and passively managed investment vehicles may be included in the portfolio, the BFC will maintain a bias towards passive management in the construction of the Portfolio.

**B. Diversification Policy**

Diversification across and within asset classes is the primary means by which the BFC expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the BFC will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:

1. With the exception of fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more



than 5% of total Portfolio assets.

2. With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment pool or investment company (mutual fund) shall comprise more than 20% of total Portfolio assets.
3. With respect to fixed income investments, the minimum average credit quality of these investments shall be investment grade (Standard & Poor's BBB or Moody's Baa or higher).

#### C. Rebalancing Policies

It is expected that the Portfolio's actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns earned on its investments in different asset and sub-asset classes. The Portfolio will be re-balanced to its target normal asset allocation under the following circumstances:

1. Utilize incoming cash flow (contributions) or outgoing money movements (disbursements) of the portfolio to realign the current weightings closer to the target weightings for the portfolio.
2. The portfolio will be reviewed quarterly to determine the deviation from target weightings. During each quarterly review, the following parameters will be applied:
  - a. If any asset class (equity or fixed income) within the portfolio is +/-5 percentage points from its target weighting, the portfolio will be rebalanced.
3. The investment manager shall act within a reasonable period of time to evaluate deviation from these ranges.
4. The investment manager with discretionary authority to manage the assets may rebalance the portfolio at any other time if it deems it appropriate to do so.

#### D. Other Investment Policies

The Synod and its investment managers are prohibited from:

1. Purchasing securities on margin, or executing short sales
2. Pledging or hypothecating securities, except for loans of securities that are fully collateralized.
3. Purchasing or selling derivative securities for speculation or leverage.
4. Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected given the objectives of their portfolios

## V. Monitoring Portfolio Investments and Performance

The BFC will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives. At its regular meetings, the BFC, will formally assess the Portfolio and the performance of its underlying investments for the most recently available quarter as follows:

- A. The Portfolio's composite investment performance (net of fees) will be judged against the following standards:
  1. The Portfolio's absolute long-term real return objective of modest growth after spending.
  2. A composite benchmark consisting of the following unmanaged market indices weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines
    - a. U.S. Equity: CRSP US Total Market Index or a similar broad domestic equity index
    - b. Non-U.S. Equity: FTSE Global All Cap ex US Index or a similar broad international equity index
    - c. U.S. Investment Grade Fixed Income: Bloomberg Barclays US Aggregate Float Adjusted Index or similar broad domestic fixed income index
    - d. Non-U.S. Investment Grade Fixed Income: Bloomberg Barclays Global Aggregate ex-US Float Adjusted RIC Capped Index or similar broad international fixed income index
    - e. Cash: Citigroup 3-Month T-Bill Index
- B. The performance of professional investment managers hired on behalf of the Portfolio will be judged against the following standards:
  1. A market-based index appropriately selected or tailored to the manager's agreed-upon investment objective and the normal investment characteristics of the manager's portfolio
  2. The performance of other investment managers having similar investment objectives
- C. In keeping with the Portfolio's overall long-term financial objective, the BFC will evaluate Portfolio and manager performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling three-year basis.

D. Investment reports shall be provided by the investment manager(s) on a (calendar) quarterly basis or as more frequently requested by the BFC. Each investment manager is expected to be available to meet with the BFC once per year to review portfolio structure, strategy, and investment performance.

*Approved by EAC December 2, 2019  
Financial Controls Updated/Approved by Assembly Nov. 14, 2023*

**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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL COST</b>		_____

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>
<b>NOT TO EXCEED</b>		<b>\$50.00 PER DAY</b>

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](http://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*

**BY-LAWS**  
**OF**  
**THE SYNOD OF SOUTH ATLANTIC,**  
**PRESBYTERIAN CHURCH (U.S.A.), INC.**  
**(A Florida Not for Profit Corporation)**

**ARTICLE ONE**

**OFFICES**

The principal office of the Corporation shall be the principal administrative office of The Synod of South Atlantic of the Presbyterian Church (U.S.A.), ("the Synod"), an ecclesiastical governing body of the Presbyterian Church (U.S.A.), as the same shall be from time to time designated. The Corporation may have such other offices, either within or without the State of Florida, as the Board of Trustees may determine with the concurrence of the Synod.

**ARTICLE TWO**

**MEMBERSHIP**

As provided in the Corporation's Articles of Incorporation, the membership of the Corporation shall consist of those qualified to sit as commissioners in called and stated meetings of the Synod, according to the provisions of the Book of Order of the Presbyterian Church (U.S.A.) and the Manual of the Synod.

**ARTICLE THREE**

**ELECTION OF TRUSTEES**

- A. Members of the Executive Administrative Commission of the Synod of South Atlantic shall serve as Trustees of the Synod of South Atlantic and comprise the Board of Trustees until such time as their successors are elected as hereinafter provided.

- B. Successor Trustees shall be elected and appointed by the Synod in the manner provided in its Manual.
- C. The Board of Trustees shall consist of such a number as the Synod may designate.
- D. The Trustees shall be elected to serve for a one (1) year term and shall serve until his/her successor has been elected. Trustees may be re-elected to full or partial terms, but are limited to no more than six (6) consecutive years.
- E. A vacancy on the Board of Trustees shall be filled by a majority vote of The Synod and each Trustee so elected shall hold office for the unexpired term of his/her predecessor.

#### **ARTICLE FOUR**

##### **POWERS OF BOARD OF TRUSTEES**

Subject to the limitations contained in the Articles of Incorporation and of the provisions of law or rules of the Synod requiring corporate action to be exercised, authorized, or approved by the members of the Corporation, and except as otherwise expressly provided in these By-Laws, all of the lawful powers of the Corporation shall be vested in and exercised by or under the authority of the Board of Trustees, and the business and affairs of the Corporation shall be conducted and controlled by such Board. The foregoing general grant of power to the Board of Trustees shall not be deemed to be curtailed or restricted by other provisions of these By-Laws that declare the power of or impose the duty upon the Board of Trustees in any specific matter.

#### **ARTICLE FIVE**

##### **ORGANIZATION OF BOARD OF TRUSTEES**

As provided in the Corporation's Articles of Incorporation the Board of Trustees shall elect a president, a vice-president, and a secretary-treasurer from its members.

- A. The president of the Board of Trustees shall preside at all meetings of the Board of

Trustees, shall see that all orders and resolutions of the Board of Trustees are carried into effect, and shall have such other powers, duties and authority as may be prescribed by the Board of Trustees from time to time.

- B. The vice president of the Board of Trustees shall exercise the powers and perform the functions that are from time to time assigned to him by the president and shall have the powers and exercise the duties of the president in the absence of the president.
- C. The secretary-treasurer of the Board of Trustees shall be the custodian of and shall maintain the corporate books and records and shall be the recorder of the Corporation's formal actions and transactions.

## **ARTICLE SIX**

### **MEETINGS OF THE TRUSTEES**

- A. The Board of Trustees shall hold a regular annual meeting each year. Unless otherwise agreed by a majority of the Board of Trustees, this meeting shall be held immediately following the adjournment of, and at the same place as a stated meeting of the Synod. At such meeting the Board of Trustees, including any Trustee newly elected, shall organize itself for the coming year, shall elect its officers, and shall transact all such further business as may be necessary and appropriate.
- B. The place of any regular annual or special meeting of the Board of Trustees may be held at any reasonable and convenient location within the States of Florida, Georgia or South Carolina. Notwithstanding any other provision of these By-Laws, the Board of Trustees may permit any or all Trustees to participate in a regular or

special meeting by, or conduct the meeting through the use of, any means of communication by which all Trustees participating may simultaneously hear each other during the meeting. A Trustee participating in a meeting by this means shall be deemed to be present in person at the meeting.

- C. All meetings of the Board of Trustees may be called and the place and manner of meeting designated by the president, or his/her delegate, or by no less than two members of the board.
- D. Special meetings of the Board of Trustees may be held from time to time, in addition to the regular semi-annual meeting prescribed in these By-Laws, on notice and call as herein provided. Notice of any special meeting of the Board of Trustees shall be given in writing at least ten (10) days before the date of the meeting. Special meetings of the Board of Trustees may be called informally by the president, or his/her delegate, by telephone or like method and, if all Trustees meet at the time and place and manner specified and do not object in writing prior thereto, the same shall constitute a waiver of all notice requirements in regard thereto, and such meeting may be held with like effect as if formal written notice of the same had been given, and any corporate business may lawfully be transacted at such meeting. Any action required to be taken at a meeting of the Board of Trustees may be undertaken and consummated by the Trustees without a meeting if all the Trustees sign a consent, in writing, setting forth specifically the action so taken and agreeing that the same shall become effective without a formal meeting of the Board of Trustees.
- E. A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees and the act of a majority of the Trustees at a duly called meeting shall be the act of the Board of Trustees.

**ARTICLE SEVEN**

**INDEMNIFICATION OF TRUSTEES**

Each Trustee now or hereafter serving as such shall be indemnified by the corporation (which for purposes of this article shall include the Synod) against any and all claims and liabilities (including expenses and fees actually and reasonably incurred by the Trustee even though successful on the merits or defense of any proceeding making such claim) to which the Trustee has or shall become subject by reason of serving or having served as such Trustee, to the extent that such indemnification is allowed by Florida law, more particularly Florida Statutes, §617.0831, §607.0831 and §607.0850, or any similar Florida law now existing or existing in the future.

**ARTICLE EIGHT**

**AMENDMENTS**

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted, by the Synod in accordance with its Manual as it may be from time to time be amended.

PASSED AND ADOPTED by THE SYNOD OF SOUTH ATLANTIC, PRESBYTERIAN CHURCH (U.S.A.), INC., at its meeting on the 5th day of November 2021.

WITNESS my hand this 5th day of November 2021.

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Joyce Lieberman, Stated Clerk



OFFICE OF THE GENERAL ASSEMBLY

Stated Clerk  
Synod of the South Atlantic

The 2022 Minutes of the Synod of the South Atlantic were approved by the 226<sup>th</sup> General Assembly (2024) no exceptions listed below.

**Synod of the South Atlantic**

2022

EXCEPTIONS: None

*Cecelia A. Armstrong Anthony L. Lanson*

Co-Moderators  
226<sup>th</sup> General Assembly (2024)

*Jihyun Oh*

Rev. Jihyun Oh  
Stated Clerk of the General Assembly  
Presbyterian Church (U.S.A.)





OFFICE OF THE GENERAL ASSEMBLY

Stated Clerk  
Synod of the South Atlantic

The 2023 Minutes of the Synod of the South Atlantic were approved by the 226<sup>th</sup> General Assembly (2024) with no exceptions and comments listed below.

**Synod of the South Atlantic**

2023

EXCEPTIONS: None

COMMENTS: Clear and solid details, easy to follow. Thank you for the hard and faithful work for putting these papers together.

*Cecelia A. Armstrong Anthony L. Lanson*

Co-Moderators  
226<sup>th</sup> General Assembly (2024)

*Jihyun Oh*

Rev. Jihyun Oh  
Stated Clerk of the General Assembly  
Presbyterian Church (U.S.A.)