

APPROVED: September 25, 2013

**MINUTES OF THE
PRESBYTERIAN MISSION AGENCY BOARD
OF THE
PRESBYTERIAN CHURCH (U.S.A)
Ninety-seventh Stated Meeting
Louisville, Kentucky
April 10-12, 2013**

**As Recorded by the Staff of the
Office of the Executive Director of the
Presbyterian Mission Agency
100 Witherspoon Street
Louisville, KY 40202**

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**Minutes of the
PRESBYTERIAN MISSION AGENCY BOARD
PRESBYTERIAN CHURCH (U.S.A.)
April 10-12, 2013**

The ninety-seventh stated business meeting of the Presbyterian Mission Agency Board (“Board”) was held on April 10-12, 2013, at Marriott Louisville East in Louisville, Kentucky. Pre-meeting events, held April 10-12, 2013, are noted for information.

TUESDAY, APRIL 9

The Audit Committee met starting at 2 p.m. in the Bourbon Executive Boardroom at the Marriott East.

The Board Personnel Subcommittee met in the Cardinal Room of the Marriott Louisville East from 4:00 p.m. to 9:00 p.m.

WEDNESDAY, APRIL 10

The Board Executive Committee met from 8:30 a.m. to 2:30 p.m. in the Commonwealth Grand Ballroom A of the Marriott Louisville East.

CONVENE

The Presbyterian Mission Agency Board convened at 3:00 p.m. in the Commonwealth Grand Ballroom C/D of the Marriott Louisville East in Louisville, Kentucky. Matthew Schramm, chair of the Board, called the meeting to order with prayer. Schramm welcomed Board members and introduced new members:

- David Ezekiel
- Bruce G. Stevens
- Wendy Tajima
- Vicki Garber

Schramm invited the Board to observe a moment of silence in memory of former Board member and moderator of the 220th General Assembly (2010), Cynthia Bolbach.

David Shinn led the Board in opening worship. Schramm led the Board in the recitation of the Board covenant.

ACTION 1-413

APPROVE AGENDA

The Board **VOTED** to approve the agenda (Appendix 1).

ROLL CALL

Susan Abraham, Executive Associate, Office of the Executive Director, Presbyterian Mission Agency, called the roll by naming the absentees and reporting requests to be excused.

BOARD MEMBERS

The following members of the Presbyterian Mission Agency Board were present for all or part of the meeting:

Ruling Elder Steve Aeschbacher, Ruling Elder Marsha Zell Anson, Clarence Antioquia, Andrew Barron, Mary C. Baskin, the Reverend Arthur Canada, Ruling Elder William Capel, Ruling Elder Jan Dowlearn, the Reverend James R. Ephraim, Jr., the Reverend David Ezekiel, Ruling Elder Thomas O. Fleming, Jr., the Reverend Marilyn Gamm, the Reverend Roger J. Gench, the Reverend Chad Herring, Ruling Elder Mary Jorgenson, the Reverend Rachel Mihee Kim-Kort, Ruling Elder Jung Nam Lee, the Reverend Cruz Negron-Torres, Ruling Elder Susan Osoinach, Ruling Elder Cathryn C. Piekarski, the Reverend Neal D. Presa, Ruling Elder Heath Rada, the Reverend Nancy Ramsay, the Reverend Marianne Rhebergen, Ruling Elder Noelle Royer, the Reverend Matthew Schramm, the Reverend David Shinn, Ruling Elder Joyce A. Smith, Ruling Elder Glen Snider, the Reverend Bruce G. Stevens, Ruling Elder Josephene Stewart, the Reverend Wendy Tajima, the Reverend Charles Arlin Talley, and the Reverend Kevin Yoho.

ECUMENICAL ADVISORY MEMBERS

The following Ecumenical Advisory Members were present for all or part of the meeting:

The Reverend James E. Foucher, Jr., the Reverend Vicki Garber

CORRESPONDING MEMBERS

The following Corresponding Members were present for all or part of the meeting:

Ruling Elder Aida Farris, the Reverend Jay Hudson, Ruling Elder Robb Maggs, Ruling Elder Marc Lewis, the Reverend Gradye Parsons, the Reverend Tom Taylor, Ruling Elder Linda B. Valentine, the Reverend Nicholas Yoda, and the Reverend Rafaat Zaki.

DEPUTY EXECUTIVE DIRECTORS & SENIOR DIRECTOR

The following Deputy Executive Directors and Senior Director were present for all or part of the meeting:

The Reverend Roger Dermody, Ruling Elder Terri Bate, and Dottie Smith.

STAFF

The following members of the Presbyterian Mission Agency (Office of the Executive Director) were present for all or part of the time:

Susan Abraham, Barry Creech, Martha Clark, Dana Dages, Ruling Elder April Davenport, Debbie Gardiner Ruling Elder Courtney Hoekstra, and Ruling Elder Michael Kirk.

OTHER

Invited Participants, Guests, Observers, and Staff Present for all of, or part of the meeting were:

Ruling Elder Marie Bowen, the Reverend Robert Brashear, Sylvia Carter, Ruling Elder Ellen Pearce Cason, the Reverend Hunter Farrell, Ruling Elder Rob Fohr, Teresa Grant, Abby Heimach, the Reverend Eric Hoey, Denise Hampton, the Reverend Chip Hardwick, the Reverend Lee Hinson-Hasty,

the Reverend Thomas Hay, Courtney Hoekstra, the Reverend Jill Hudson, the Reverend Rhashell Hunter, the Reverend Christian Iosso, Paula R. Kincaid, the Reverend Mark Koenig, the Reverend Laurie Kraus, the Reverend Carmen Fowler LaBerge, the Reverend Sara Lisherness, the Reverend Philip Lotspeich, Kathie Lyvers, the Reverend J. Herbert Nelson, II, the Reverend Emily Enders Odom, Nathan Key, Leslie Scanlon, Kimberly Schmid, Alex Sherman, Ruling Elder Valerie Small, Becca Snipp, the Reverend Bill Somplatsky-Jarman, Tim Quinn, the Reverend Trina Zelle, the Reverend Donald R. Wilson,

ACTION 2-413
APPROVED EXCUSES

Excuses were offered on behalf of the following persons and, upon motion from the floor, the Board **VOTED** to excuse the following members from the meeting:

The Reverend Clark Cowden, the Reverend Melissa DeRosia, the Reverend Jack Hodges, Ruling Elder Janet Martin, Ruling Elder Kears Pollock, and corresponding members, Ruling Elder Belinda Rice, and the Reverend Marcia Mount Shoop.

QUORUM

A quorum was declared present for the transaction of business.

ACTION 3-413
SEPTEMBER 2012 BOARD
MINUTES
REPORT OF THE CHAIR

The Board **VOTED** to approve the Presbyterian Mission Agency Board minutes of the meeting of September 12-14, 2012.

Schramm reported on events he participated in since the September 2012 Board meeting including a trip to Korea to join in the celebration of the 100th anniversary of the founding of the General Assembly of the Presbyterian Church of Korea and an exploratory trip to Israel/Palestine with members of the Presbyterian Mission Agency and the Presbyterian Foundation in response to the General Assembly directive to explore ways to invest positively in sustainable economic development projects in Palestine.

REPORT OF THE
EXECUTIVE DIRECTOR

Linda Valentine reviewed the 2013-2016 Mission Work Plan and reported on the progress made in each area (Appendix 2).

FINANCIAL REPORT

The Presbyterian Mission Agency Board received the year-end financial report for 2012 from Denise Hampton (Appendix 3).

ACTION 4-413
COMMITTEE
LEADERSHIP ELECTION
PROCESS

The Board **VOTED** to suspend Appendix 1, Section VI. C.4. of the *Presbyterian Mission Agency Manual of Operations*, “Board voting members completing at least two consecutive years on a committee are eligible for election as committee chair” for the April 2013 meeting with the following recommendation (Appendix 4):

“Voting members of the Classes of 2014 through 2016, who have

served at least one year on the Board, will be eligible for election as chair or vice chair of the committee of which they are currently a member.”

**BOARD NOMINATING
COMMITTEE REPORT**

Jan Dowlearn presented the report of the Board’s Nominating Committee. A copy of the Nominating Committee Report is found in Appendix 5.

**ACTION 5-413
ELECT RAMSAY TO COTE**

The Presbyterian Mission Agency Board **VOTED** to elect Nancy Ramsay for a four-year term to the Committee on Theological Education (COTE), Class of 2017.

**ACTION 6-413
JORGENSEN TO ACSWP**

The Presbyterian Mission Agency Board **VOTED** to forward to the General Assembly Nominating Committee, for election by the 221st General Assembly (2014), the following named individual to the Advisory Committee on Social Witness Policy, class of 2017:

- Mary Jorgenson

**ACTION 7-413
ELECT NEW MEMBERS
TO COMMITTEES**

The Presbyterian Mission Agency Board **VOTED** to elect new members of the Board to committees as set out below:

- Bruce Stevens to replace Joyce Emery on the Leadership Committee
- David Ezekiel to replace Rob Brink on the Justice Committee
- Wendy Tajima to replace Connie Tubb on the Finance Committee
- Vicky Garber as the Ecumenical Advisory Member on the Worshiping Communities Committee

RECESS/RECONVENE

The Board recessed for a break at 4:13 p.m. and reconvened at 4:26 p.m.

YOUNG ADULTS

Rob Fohr, Young Adult Catalyst, gave a presentation titled “Working Towards the Young Adult Directional Goal.” The presentation introduced the five objectives that are being employed by the Presbyterian Mission Agency’s ministries with young adults to achieve the “Young Adult Directional Goal,” and provided tips on how board members could effectively engage with young adults in their own sphere of influence (Appendix 6).

RECESS

The Board recessed at 5:50 p.m. with prayer offered by Molly Baskin.

Board members shared dinner in committees.

**THURSDAY, APRIL 11
COMMITTEE MEETINGS**

The Board met in assigned committees from 8:30 a.m. to 12:00 p.m. followed by lunch in the Colonel Room.

RECONVENE

The Board was reconvened by Matthew Schramm at 1:30 p.m. in the Commonwealth Grand Ballroom C/D. Christine Hong, Associate for Interfaith Relations, led the Board in opening devotion.

GREETINGS FROM THE STATED CLERK

Gradye Parsons, Stated Clerk of the General Assembly, brought greetings to the Board.

ACTION 8-413

AT-LARGE MEMBERS OF THE BOARD EXECUTIVE COMMITTEE

Jan Dowlearn presented the Report Two of the Board Nominating Committee and the Board **VOTED** to re-elect the following three persons as at-large members of the Presbyterian Mission Agency Board Executive Committee for a one-year term, effective with the Executive Committee Retreat in July 2013 (Appendix 7):

1. Steve Aeschbacher
2. Cathy Piekarski
3. Heath Rada

BOARD OF PENSIONS (BOP)

Schramm recognized Rob Maggs, President and Chief Executive Officer of the Board of Pensions. Maggs introduced Pat Haines, Senior Vice-president of Benefits, who gave a presentation on “The State of Healthcare in a Changing Church,” which included reasons for the BOP’s decision to undertake a review of funding of the current health care plan and changes that are being considered by the BOP to the current plan.

A copy of the presentation can be found in Appendix 8.

Following the presentation, Schramm instructed the Board to gather in small groups to discuss the impact of the proposed changes on the Presbyterian Mission Agency Board in the following areas:

- As the largest employer within the Presbyterian Church (U.S.A.)
- As focused on mission through congregations and worshipping communities
- As members of congregations and presbyteries

Subsequent to discussion in small groups, the BOP responded to questions from members of the Board.

PRESBYTERIAN COMMUNICATORS AWARDS

Schramm announced that Presbyterian communicators had been awarded seven “DeRose-Hinkhouse Memorial Awards” by the Religion Communicators Council (RCC) and that PC(USA)-related journalists received 18 “Best of the Christian Press” awards from the Associated Church Press (ACP).

See Appendix 9 for list of awards.

RECESS/RECONVENE

The Board recessed for a break at 3:28 p.m. and reconvened at 3:45 p.m.

**REPORT OF THE
GOVERNANCE TASK
FORCE**

Art Canada assumed the chair. Steve Aeschbacher and Marianne Rhebergen introduced the report of the Governance Task Force and Schramm presented the recommendations of the Task Force.

**ACTION 9-413
BOARD MEMBER JOB
DESCRIPTION**

The Board **VOTED** to:

1. Adopt the following elected member job description for the Presbyterian Mission Agency Board and include it in the Manual of Operations, Appendix 1: Presbyterian Mission Agency Board Organization, Section II as a new letter “F” and re-number the following paragraphs:
 - F. Elected Member Job Description:
 - a. Expectation:
 - 1) Every elected Presbyterian Mission Agency Board member will be a member of one of the four standing mission committees (except the Board Chair and Vice-chair).
 - 2) Additionally, Board members will serve the Presbyterian Mission Agency Board and the church in a variety of ways, whether it be through internal committees and task forces, national committees and task forces, or appointed liaison relationships.
 - b. Attendance:
 - 1) Attendance at regular meetings of the Presbyterian Mission Agency Board must be given a high priority, as the Board only has five regular meetings in each two year cycle.
 - 2) One absence from a regular meeting of the Presbyterian Mission Agency Board, or its related committees, without prior notification to the Office of the Executive Director shall be a basis for a review of the member’s standing with the Board.
 - 3) Upon two consecutive absences, or three absences in a three year period, for any reason, the Board chair may recommend to the Stated Clerk that the position be declared vacant.
 - c. Member Responsibilities: In addition to adherence to the Board covenant, to be faithful and accountable in the following ways:
 - 1) Active involvement in a Presbyterian Church (U.S.A.) congregation and commitment to a personal discipline of spiritual growth
 - 2) Knowledge of and commitment to the mission, goals, and

policies of the Presbyterian Church (U.S.A), the Presbyterian Mission Agency and its Board.

- 3) Openness to new vision and direction emerging within the life of the church
- 4) Informed and honest participation, including appropriate inquiry, in all meetings of the Presbyterian Mission Agency Board and its related committees to fulfill the member's duties of loyalty and care.
- 5) Attendance and participation in all events on the agenda of board meetings.
- 6) Faithful discipleship regarding stewardship, confidentiality, and leadership roles, acting in the best interests of the Presbyterian Mission Agency.
- 7) Positive and active interpretation of the work of the Presbyterian Mission Agency to congregations and councils of the church through presentations and other communications.
- 8) Provide and promote financial support through gifts to some or all of the following: congregation or presbytery, and the Presbyterian Mission Agency (including any of its ministries).
- 9) Provide constructive feedback in response to surveys and evaluations relating to the Presbyterian Mission Agency Board.

2. Delete section G (formerly section F) on absences.

ACTION 10-413
BOARD NOMINATING &
GOVERNANCE
SUBCOMMITTEE
CHARTER

The Board **VOTED** to:

- a. Eliminate the Board's Nominating Committee and replace it with a Board Nominating and Governance Sub-committee.
- b. Adopt the following charter for the Board Nominating and Governance Sub-committee combining new language with the underlined nominating functions formerly listed as responsibilities of the Board Nominating Committee.

Board Nominating and Governance Subcommittee

a) Function

The Board Nominating and Governance committee is a sub-committee of, and therefore reports to, the Presbyterian Mission Agency Board Executive Committee. The sub-committee is responsible for ongoing review and recommendations to enhance the quality of the Presbyterian Mission Agency Board.

b) Membership

The committee will have staggered terms of two years and 5-7 members. Members may serve a second term. Up to two members at any time may finish out the last

year of their term on the committee after their service on the Board ends.

c) Nominating Responsibilities:

(Note: When no current member of the Presbyterian Mission Agency Board has the gifts or abilities required to serve on particular boards or entities that require Board representation, the Board Nominating Committee may select nominees from past Board members. Ordinarily the term is for four years, non-renewable.)

- (1) Nominate two voting Board members, for election by the Presbyterian Mission Agency Board, to one-year at-large terms on the Executive Committee. Those so elected shall begin their service at the end of the General Assembly, or in non-Assembly years, with the Executive Committee Retreat. Ordinarily, these at-large members shall serve no more than three years as at-large members. An annual election provides for continuity, balance, and fair representation.
- (2) Nominate three voting Board members, for election by the General Assembly, to four-year non-renewable terms on the Advisory Committee on Social Witness Policy. Those so elected shall assume their responsibilities at the end of the General Assembly.
- (3) Nominate one Board voting member for election by the Presbyterian Mission Agency Board to a four-year non-renewable term on the Advocacy Committee for Racial Ethnic Concerns.
- (4) Nominate one Board voting member for election by the Presbyterian Mission Agency Board to a four-year, non-renewable term on the Advocacy Committee for Women's Concerns.
- (5) Nominate one Board voting member from the Stewardship Mission Committee for election by the Presbyterian Mission Agency Board, to a four-year non-renewable term on the Presbyterian Church (U.S.A.) Foundation.
- (6) Nominate one Board voting member from the Stewardship Mission Committee, and one Board voting member from the Evangelism Mission Committee, for election by the Presbyterian Mission Agency Board, to a four-year non-renewable term on the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc.'s Board of Directors, subject to confirmation by

- the General Assembly.
- (7) Nominate one Board voting member from the Stewardship Mission Committee, for election by the Presbyterian Mission Agency Board, to a four-year non-renewable term on the Presbyterian Church (U.S.A.) Board of Pensions.
 - (8) Nominate one Board voting member, for election by the Presbyterian Mission Agency Board, to any selection committee for the Presbyterian Church (U.S.A.) Board of Pensions President. (Organization for Mission, Appendix D, Section 7).
 - (9) Nominate one Board voting member, for election by the Presbyterian Mission Agency Board, to a four-year non-renewable term on the Presbyterian Council for Chaplains and Military Personnel.
 - (10) Nominate two Board voting members, with election by the Presbyterian Mission Agency Board, to four-year non-renewable terms on the Committee on Theological Education.
 - (11) Nominate one Board voting member for appointment by the Presbyterian Mission Agency Board to a four-year non-renewable term on the General Assembly Committee on Ecumenical and Interfaith Relations.
 - (12) Nominate two members, at least one of whom shall be a current Board voting member, to three-year term with eligibility to one additional term, to the Mountain Retreat Association, Inc.'s Board of Directors for approval by the General Assembly.
 - (13) Nominate one Board voting member to the Stony Point Conference Center Board of Directors, and one Board voting member to Ghost Ranch Conference Center Board of Directors to a four-year non-renewable term, for election by the Presbyterian Mission Agency Board.
 - (14) Nominate for Presbyterian Mission Agency Board election, one Board voting member to the Presbyterian Women in the Presbyterian Church (U.S.A.), Inc. Board of Directors for a three-year non-renewable term
 - (15) Prepare and distribute biographical information for any nominee who is not a current member of the Board.
 - (16) Nominate for other positions as requested by the Presbyterian Mission Agency Board.
 - (17) Work in consultation with the Committee on Representation to provide for inclusiveness to

ensure fair and effective representation in the decision making of the church. (Book of Order, G-3.0103.)

- (18) Coordinate the nomination and election process for chair and vice-chair.
- (19) Nominate Board voting members, for election by the Presbyterian Mission Agency Board, to two-year terms on the Mission Committees, with eligibility for two additional terms. Those so elected shall assume their responsibilities at the beginning of the fall meeting.

a. Process:

The Presbyterian Mission Agency Board Nominating Committee shall consult with members, prior to nomination, in the following ways:

- (1) All new members of the Presbyterian Mission Agency Board shall be requested to list in writing all appropriate committees in order of preference for service. The Presbyterian Mission Agency Board Nominating Committee shall consider the preference ranking and committee needs in preparing nominations, with the understanding that a person must serve one year on the Presbyterian Mission Agency Board before being elected to serve on the Presbyterian Mission Agency Board Executive Committee or the Presbyterian Mission Agency Board Nominating Committee. Nominations shall be made without further consultation.
- (2) All members, after completing two-year terms as committee members, shall list in writing all appropriate committee choices in order of preference for service. In preparing nominations, the Presbyterian Mission Agency Board Nominating Committee shall consider the preference ranking and the committee needs when the continuing member is assigned to a new committee.
- (3) Election by the Presbyterian Mission Agency Board shall take place at the first Board meeting following General

Assembly.

- d) Governance Responsibilities:
1. Defining board roles and responsibilities
 - a. Regularly review and recommend updates to the board's description of its roles and areas of responsibility and what is expected of individual board members.
 - b. Recommend periodic updates to the primary areas of focus for the board, and help shape the board's agenda for the next two years, based on the strategic plan.
 2. Supporting efforts to ensure diverse and effective board composition
 - a. Lead in assessing current and anticipated needs related to board composition, determining the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider to accomplish future work of the board.
 - b. Develop a profile of the board as it should evolve over time.
 - c. Identify potential board member candidates to the GA Nominating Committee based upon board needs.
 - d. Nominate individuals to be elected by the board to serve in liaison roles to related entities.
 3. Encouraging board development
 - a. Provide candidates with information needed to understand the role of board members prior to election or appointment to the board.
 - b. Design and oversee a process of board orientation, sharing information needed during the early stages of board service.
 - c. Design and implement an ongoing program of board information, education, and team building.
 4. Assessing board effectiveness
 - a. Initiate periodic assessment of the board's performance, and propose, as appropriate, changes in board structure and operations.
 - b. Provide ongoing counsel to the board chair and other board leaders on steps they might take to enhance board effectiveness.
 - c. Regularly review the board's practices regarding member participation, conflict of

interest, confidentiality, and so on, and suggest needed improvements.

d. Periodically review and update the board policy and practices.

5. Developing board leadership

a. Take the lead in succession planning, taking steps to recruit and prepare for future board leadership.

b. Nominate board members for election to board committees and as board officers.

c. Delete references to the Board Nominating Committee in the Manual of Operations and add this charter to Appendix 1 “Presbyterian Mission Agency Board Organization,” Section IV, 2.e. “Subcommittees of the Executive Committee” as a new (3).

d. Dismiss, with gratitude, the current members of the Presbyterian Mission Agency Board Nominating Committee.

ACTION 11-413
COMMITTEE CHARTERS

The Board **VOTED** to adopt the committee charters listed below and include them in the Manual of Operations, replacing Appendix 1 “Presbyterian Mission Agency Board Organization” Section IV. B. “Presbyterian Mission Agency Board Mission Committees.”

B. Presbyterian Mission Agency Board Mission Committees

1. Context:

The Presbyterian Mission Agency Board oversees the work of the Presbyterian Mission Agency as it inspires, equips and connects the PC(USA) in its many expressions to serve Christ in the world through new and existing communities of faith, hope, love and witness.

2. Committees:

The Board’s mission is advanced through four primary committees:

- Leadership
- Worshiping Communities
- Justice
- Finance

a. Leadership Committee

The Leadership Committee focuses on the work of the Presbyterian Mission Agency that inspires, equips and connects

individuals for leadership in Christ's church and in the world. In this work, the Leadership Committee seeks to discern God's direction as it guides ministries which identify, develop and resource diverse transformational leaders. Areas of ministry typically within the purview of the Leadership Committee include:

- Chaplains
- Elder and leader development
- Financial Aid for Studies
- Leadership trends and response
- Mission Personnel
- Racial Ethnic and Women's Leadership
- Theological Education
- Theology

Relationships

The work of the Leadership Committee connects in relationship with a variety of other groups, including Board-related committees, missional relationships, committees/boards where the Board has a representative, and ecumenical advisory members.

- Board-related committees
 - None
- Missional relationships:
 - Presbyterian Council for Chaplains and Military Personnel – PCCMP
 - Association of Presbyterian Church Educators - APCE
- Committees/Entities where the Board has a representative:
 - Presbyterian Women in the Presbyterian Church (U.S.A.), Inc., Board of Directors
 - Presbyterian Church (U.S.A.) Investment and Loan Program, Inc. Board of Directors
- Ecumenical Advisory Members:
 - None

b. Worshiping Communities Committee

The Worshiping Communities Committee focuses on the work of the Presbyterian Mission Agency that inspires, equips and connects congregations and other worshiping communities as centers of discipleship. In this work, the Worshiping Communities Committee seeks to nurture spaces for the myriad expressions of Christ's church that allows for creative, dynamic and moving connections. Areas of ministry typically within the

purview of the Worshiping Communities Committee include:

- Christian education and curriculum
- Church growth
- Collegiate ministries
- Conference Centers
- Equipping the church for mission
- Evangelism and disciple-making ministries
- Racial Ethnic and cross cultural congregational support
- Worship
- Youth and Young Adults

Relationships

The work of the Worshiping Communities Committee connects in relationship with a variety of other groups, including Board-related committees, missional relationships, committees/boards where the Board has a representative, and ecumenical advisory members. The Presbyterian Investment and Loan Program may occasionally relate to this committee on programmatic matters.

- Board-related committees
 - Mission Development Resources Committee (MDRC) reports to the Worshiping Communities Committee.
- Missional relationships:
 - Association of Presbyterian Church Educators – APCE
- Committees/Boards/Advisory Boards where the Board has a representative:
 - Mission Development Resources Committee – MDRC
 - Montreat Conference Center Board of Directors
 - Presbyterian Church (U.S.A.) Investment and Loan Program, Inc. Board of Directors
- Ecumenical Advisory Members:
 - One of the Board’s Ecumenical Advisory Members is assigned to the Worshiping Communities Committee, with voice and vote in committee.

c. Justice Committee

The Justice Committee focuses on the work of the Presbyterian Mission Agency that inspires, equips, and connects Presbyterians and others in witness to God’s justice in the world. In this work, the Justice Committee seeks to equip the church for compassionate-prophetic ministries through advocacy and networking for mission. Areas of ministry typically within the purview of the Justice Committee include:

- Advocacy efforts
- Ministries of compassion, peace and justice
- World Mission Networks

Relationships

The work of the Justice Committee connects in relationship with a variety of other groups, including Board-related committees, missional relationships, committees where the Board has a representative, and ecumenical advisory members.

- Board-related committees
 - Jinishian Memorial Program Governance Commission relates to the Justice Committee.
 - Mission Responsibility through Investment Committee reports to the Justice Committee.
 - Presbyterian Disaster Assistance Advisory Committee reports to the Justice Committee.
 - Presbyterian Hunger Program Advisory Committee reports to the Justice Committee.
 - Presbyterian Self-Development of People Committee relates to the Justice Committee.

- Missional relationships:
 - Presbyterian Health Education and Welfare Association -- PHEWA

- Committees where the Board has a representative:
 - Jarvie Commonweal Service Committee
 - Jinishian Memorial Program Governance Commission
 - Mission Responsibility through Investment Committee
 - Presbyterian Health Education and Welfare Association Board of Directors
 - Creative Ministries Offering Committee of Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.

- Ecumenical Advisory Members:
 - One of the Board's Ecumenical Advisory Members is assigned to the Justice Committee, with voice and vote in committee.

d. Finance Committee

The Finance Committee focuses on the work of the Presbyterian Mission Agency that undergirds its ministries with responsible stewardship and transparent reporting. In this work, the Finance Committee is called to support the mission and ministry of the other committees through the application of broad-based services necessary to enable, equip, account and serve. Areas of ministry typically within the purview of the Finance Committee include:

- Financial reporting and policies
- Information Technology
- Monitoring and financial projections

- Other financial and legal matters not specifically related to individual programs
- Oversee the financial reporting relationship with the Presbyterian Church (U.S.A.) Foundation, where the medium and long-term funds of the Presbyterian Mission Agency are invested.
- Oversight of budget development
- Property

Relationships

The work of the Finance Committee connects in relationship with a variety of other groups, including Board-related committees, missional relationships, committees where the Board has a representative, and ecumenical advisory members. This committee has primary relationship with the Presbyterian Foundation, the Board of Pensions and the Presbyterian Investment and Loan Program, Inc. Board of Directors.

- Board-related committees
 - None
- Missional relationships:
 - None
- Committees/Boards where the Board has representatives:
 - Presbyterian Church (U.S.A.) Investment and Loan Program, Inc. Board of Directors
 - Presbyterian Mission Agency Conference Center Advisory Boards (Programmatic concerns may be referred to other committees as needed.)
 - Ghost Ranch Conference Center
 - Stony Point Conference Center
- Ecumenical Advisory Members:
 - None
- At-large committee members
 - Two

3. Authority

Presbyterian Mission Agency Board Committees are responsible for oversight of programs within the duties of the Committee listed above. It is the responsibility of the executive management of the Presbyterian Mission Agency to administer these programs, manage the program budgets and provide any required or requested expertise to the Board and/or the Committee. The Committee is entitled to rely on the expertise of the Presbyterian Mission Agency staff and its outside consultants, as well as the work of other committees of the Board, as to matters within their authority and expertise. From time to time committees may meet together on issues of mutual concern.

All committee actions, apart from the Executive Committee and

routine administrative functions, require the approval of the Presbyterian Mission Agency Board.

4. Membership and Meetings

Committee size is determined by the Board during the nomination process each year. If needed, committees may vary in size. Committees generally meet in conjunction with the meetings of the Board. During these meetings, committees will receive:

- reports and recommendations from staff
- reports from liaisons to other committees.

ACTION 12-413 **GUIDELINES FOR** **LIAISONS TO OTHER** **COMMITTEES**

The Board **VOTED** to adopt the “Guidelines for Liaisons to other Entities” listed below and include it in the Manual of Operations, Appendix 1 “Presbyterian Mission Agency Board Organization” as a new Section XII.

XII. Guidelines for Liaisons to Other Entities

The General Assembly elects individuals to serve as members of the Presbyterian Mission Agency Board. As part of their call to service on the Presbyterian Mission Agency Board, some members or former members will be invited to represent the board on other entities (committees or boards). These additional assignments are secondary to the purpose for which the General Assembly has called members into service on the Presbyterian Mission Agency Board. In each of these roles, members are to represent the concerns and established interests of the Presbyterian Mission Agency Board.

The following guidelines are designed to help members cultivate the connection between their work on the Presbyterian Mission Agency Board and their service on other boards and committees. In this document, “liaison” refers to anyone who serves on another committee by virtue of first having been elected to the Presbyterian Mission Agency Board. Liaisons may be voting members or corresponding members, depending upon the particular assignment.

Prior to committee meetings:

- Liaisons will review the agenda for the upcoming committee meetings, and seek input from the designated staff liaison regarding:
 - Background materials that may be helpful for the committee discussion
 - Presbyterian Mission Agency Board interests that might relate to the discussion.

After committee meetings:

- Liaisons will keep the Presbyterian Mission Agency apprised of the work of the other committees they serve. Following each committee meeting, liaisons will send a brief note to the Board

chairperson and the designated staff liaison, outlining significant items from the meeting.

Prior to Presbyterian Mission Agency Board meetings:

- Liaisons will prepare a written report for distribution to board members as means of keeping the board informed about the committee's work. The report will be posted online as an information item for the board meeting. (Information items are due in the Executive Director's office four weeks prior to a board meeting.)

During Presbyterian Mission Agency Board meetings:

- Board committee chairs may, at their discretion, highlight an information item for further discussion in committee. If this is anticipated, the board committee chair will notify the liaison in advance that her or his presence may be needed during the committee session.

ACTION 13-413
ELIMINATE THE
PROCEDURES
SUBCOMMITTEE

The Board **VOTED** to eliminate the Procedures Subcommittee from the Manual of Operations, and assign staff of the Executive Director's Office the responsibility for its former duties. Recommendations for changes to the Board's procedures will be brought to the Board's Executive Committee for review, approval, and recommendation to the full Board, as appropriate.

ACTION 14-413
NUMBER OF LIAISONS TO
OTHER COMMITTEES

The Board **VOTED** to:

- A. Initiate an effort, over time, to reduce the instances in which the Board sends more than one liaison to another committee. This effort would be done in consultation with the other committees.
- B. Refer the other issues relating to reducing the number of liaison assignments for Board members to the new Board Nominating and Governance Subcommittee.

ACTION 15-413
BOARD-RELATED
COMMITTEES

The Board **VOTED** to:

- a. Amend the description of the Mission Development Resources Committee (MDRC) in the Manual of Operations, Appendix 1, Section IX in the following manner (additions are shown underlined):

B. Mission Development Resources Committee (MDRC)

The Mission Development Resources Committee makes decisions on Church Loans, Walton Awards for New Church Development and Mission Program Grants (New Church Development, Congregational Transformation and Specialized Ministries). Nominated by the General Assembly Nominating Committee and elected by the General Assembly, this

committee reports to the Presbyterian Mission Agency Board's Worshiping Communities Committee.

Budget

MDRC provides input on the work of the Mission Program Grants, Church Loans and the Sam and Helen R. Walton Award. The budget for these items is displayed in the Evangelism and Church Growth ministry area.

Staff Relationships and Lodgment

The Office of Mission Program Grants staff that is responsible for planning, coordinating, and supporting the work of MDRC shall be answerable to the Director of Evangelism and Church Growth Ministry Area or designee.

Search Procedures for Staff

The Associate and Administrative Assistant staff members within the Office of Mission Program Grants shall be appointed by the director of Evangelism and Church Growth in accordance with The Presbyterian Mission Agency Employee Handbook.

Relation to the General Assembly and the Presbyterian Mission Agency Board

MDRC reports to the Worshiping Communities Committee, typically in the form of action items, information reports and changes to the MDRC Manual of Administrative Operations.

Liaisons

A member each from the Presbyterian Mission Agency Board Worshiping Communities Committee and The Presbyterian Foundation Board shall be named as liaisons to the MDRC.

Assigned Functions

The primary focus of the MDRC is to respond faithfully to the church growth commitment of the Presbyterian Mission Agency. This work is conducted in partnership with synods and presbyteries engaged in church growth mission through the allocation of grants and loans.

The MDRC implements its work through the following functions:

- Allocating grants for new church development, new worshiping communities, and presbytery support for continual congregational transformation;
- Originating and overseeing the payment and repayment of Presbyterian Mission Agency loans to new and existing congregations for site acquisition, building construction, renovation, and other related projects;

- Recommending policies, procedures and guidelines that govern the grant and church loan programs;
- Interpreting the purpose and availability of the grant and church loan programs to the whole church, instilling hope for future ministry to keep the church alive and growing;
- Responding in partnership with mid councils to new and emerging ministries;
- Reviewing and recommending to the Presbyterian Mission Agency new congregation projects nominated to receive Sam & Helen R. Walton Awards.

b. Amend the description of the Presbyterian Committee on the Self Development of People in the Manual of Operations, Appendix 1, Section IX in the following manner (additions are shown underlined):

E. Presbyterian Committee on the Self-Development of People (SDOP)

The National Presbyterian Committee on the Self-Development of People provides the opportunity for the members of the Presbyterian Church (U.S.A.) and non-members to help establish partnerships with economically poor, oppressed, and disadvantaged people in the United States and around the world, which helps them to develop toward their own potential, self-determination, and human dignity. (People who are not Presbyterian may be nominated, elected, and serve). The National Committee shares this ministry with mid council committees, as the focal point of the Church's efforts to promote the self-development concept and cause.

Direction & Accountability

The Presbyterian Committee on the Self Development of People (PCSDOP) receives direction for its work through the Mission Work Plan, and the Presbyterian Committee on the Self Development of People Manual of Operations, which are approved by the Presbyterian Mission Agency Board. The Presbyterian Committee on the Self Development of People reports to the Presbyterian Mission Agency Board through the Board's Justice Mission Committee.

Staff Accountability and Lodgment

Staff responsible for planning and coordinating work of the committee shall be appointed by the Director of the Compassion Peace & Justice Ministry in consultation with the Presbyterian Committee on the Self Development of People. When seeking a new Coordinator for SDOP, an interview team will be identified in consultation with the Steering Committee of the SDOP. At least two members of the SDOP Committee shall serve as a part of the interview team. The staff shall be lodged within the

Compassion Peace & Justice Ministry and be directly accountable to the Director of the Compassion Peace & Justice Ministry.

Assigned Functions (to be performed with accountability to the Justice Committee and/or the Compassion Peace and Justice Ministry area, and subject to available funds).

- 1) SDOP shall be responsible for creating and maintaining its own Manual of Operations.
 - 2) SDOP shall provide program, strategy and oversight for the church's mission of self-development with poor, oppressed and disadvantaged people.
 - 3) SDOP will implement the criteria and guidelines for funding local projects.
 - 4) SDOP will be responsible for receiving, reviewing and approving/rejecting local project proposals.
 - 5) SDOP will be responsible for training and certifying local SDOP committees.
 - 6) SDOP will work in collaboration with PDA and PHP to carry out joint projects consistent with the mandate of each committee.
 - 7) Work cooperatively with ecumenical partners in carrying out SDOP's mandate.
 - 8) Educate the church on the condition and status of poor and oppressed communities and train the church in theological issues related to poverty.
 - 9) Promote and Interpret the OGHS offering within the church at both the congregational and mid-council levels.
- c. Refer the matter of producing similar expanded description statements for the other four Board-related Committees (Presbyterian Disaster Assistance Advisory Committee, Presbyterian Hunger Program Advisory Committee, Mission Responsibility through Investment Committee, and the Jinishian Memorial Program Governance Commission) to the newly formed Board Nominating and Governance Subcommittee.

ACTION 16-413
DISMISS THE
GOVERNANCE TASK
FORCE

The Board **VOTED** to dismiss the Governance Task Force with thanks.

The report of the Governance Task Force can be found in Appendix 10.

DALLAS II

Hunter Farrell reported on the Dallas II consultation and the strategies that were developed to address the three critical global initiatives: addressing the root causes of poverty (especially as it impacts women and children); partnering in evangelism to share the good news of God's love in Jesus Christ; and working for reconciliation amidst cultures of violence, including our own.

A group named the Dallas Continuation Committee, headed by Heather Grantham, has been organized to follow-up on the strategies proposed by Dallas II.

A report of the consultation can be found in Appendix 11.

**FINANCIAL TRENDS &
RESPONSES**

Terri Bate, Sam Locke and Heath Rada led a presentation on the trends in giving to the Presbyterian Mission Agency. Bate shared that while many traditional forms of giving have shown a continued downward trend, the work in Funds Development has been successful at neutralizing and countering those trends. In tandem to this, the work of the major gifts and direct response team has created new and innovative revenue streams. Special Offerings is using the same approach and has seen early indications of success in 2012 numbers.

A copy of the presentation can be found in Appendix 12.

RECESS

The Board recessed at 5:46 p.m. following prayer offered by Arthur Canada.

DINNER

The Board gathered for a group dinner at 6:00 p.m. in Colonel Room A/B.

FRIDAY, APRIL 12

RECONVENE

The Presbyterian Mission Agency Board was reconvened by Matthew Schramm in the Commonwealth Grand Ballroom C/D on Friday, April 12, 2013 at 8:30 a.m. with worship led by Lynn Hasselbarth.

**GREETINGS FROM THE
MODERATOR**

Neal Presa, Moderator of the 220th General Assembly (2012) brought greetings to the Board.

**GREETINGS FROM THE
PRESBYTERIAN
DISASTER ASSISTANCE
(PDA)**

Laurie Kraus, new coordinator of Presbyterian Disaster Assistance (PDA), shared about her passion for the work of PDA even prior to her appointment as coordinator of the program, and updated the Board on PDA's work in responding to the recent disasters both in the U.S. and overseas.

A copy of the presentation can be found in Appendix 13.

FINANCE COMMITTEE

Bill Capel, acting chair of the Finance Committee presented the report of the committee (Appendix 14).

**ACTION 17- 413
ALLOCATION FROM
CAPITAL RESERVE
BUDGET**

The Board **VOTED** to approve an allocation of \$94,000 (for requests from Building Services, Information Technology, Purchasing, Mail/Print Services) from the Capital Reserve Budget.

ACTION 18- 413
2013 AND 2014 REVISED
MISSION BUDGETS

The Board **VOTED** to approve the 2013 and 2014 Revised Mission Budgets of \$85,233,204 and \$80,207,762, respectively.

ACTION 19 - 413
PMPF FUNDS FOR NEW
INITIATIVES

The Board **VOTED** to approve that \$1 million be committed from the Presbyterian Mission Program Fund (PMPF) as a pool of funds for new initiatives.

ACTION 20 - 413
CONVENE AS BOARD OF
PCUSA, A CORPORATION

The Board **VOTED** to convene as the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation, and Its Constituent Corporation.

Schramm assumed the chair. Details can be found in the minutes.

JUSTICE COMMITTEE
REPORT

Noelle Royer presented the report of the committee (Appendix 15).

ACTION 21- 413
INTERFAITH DOMESTIC
VIOLENCE COALITION

The Board **VOTED** to approve adding the Interfaith Domestic Violence Coalition and its affiliate, the National Task Force to End Sexual and Domestic Violence Against Women, to the Approved Affiliates List.

ACTION 22- 413
SAMUEL DEWITT
PROCTOR CONFERENCE,
INC.

The Board **VOTED** to approve adding the Samuel DeWitt Proctor Conference, Inc. "The Social Justice Network" to the Approved Affiliates List.

ACTION 23- 413
INTERFAITH
IMMIGRATION
COALITION

The Board **VOTED** to approve adding the Interfaith Immigration Coalition to the Approved Affiliates List.

ACTION 24- 413
TAX JUSTICE NETWORK

The Board **VOTED** to approve adding the Tax Justice Network to the Approved Affiliates List.

ACTION 25- 413
MISSION
RESPONSIBILITY
THROUGH INVESTMENT
(MRTI) PROXY VOTING
RECOMMENDATIONS

In reference to Mission Responsibility Through Investment voting records, the Board **VOTED** to:

- a. Affirm the proxy voting recommendations of the Committee on Mission Responsibility Through Investment contained in the 2013 Shareholder Resolution Directory.
- b. Request the Presbyterian Church (U.S.A.) Foundation/ New Covenant Trust Company and the Board of Pensions to vote proxies on the shareholder resolutions submitted to companies in which they own stock in accordance with the recommendations listed in the 2013 Shareholder Resolution Directory.

- c. Urge the middle governing bodies, related institutions, congregations and individual members of the Presbyterian Church (U.S.A.) to give serious consideration to the proxy voting recommendations when they vote on shareholder resolutions.

YODOGAWA CHRISTIAN HOSPITAL

Schramm welcomed guests from the Yodogawa Christian Hospital in Japan and invited the Moderator, Neal Presa, to introduce Dr. Masaaki Mukubo, President/Superintendent, Mr. Kimiaki Fukushima, Chairman of Administration Headquarters Ms. Yumiko Soga, Administrative Assistant to Dr. Mukubo, and Mr. Fukushima.

LEADERSHIP COMMITTEE REPORT

Joyce Smith presented the report of the committee (Appendix 16).

**ACTION 26- 413
ELIMINATE FINANCIAL BARRIERS TO SERVICE**

The Board **VOTED** to approve the proposal from Financial Aid for Service to eliminate financial barriers to service by offering repayment assistance for student loans.

**ACTION 27- 413
KNOXVILLE COLLEGE - CHRISTMAS JOY OFFERING GRANT**

The Board **VOTED** to approve that a Christmas Joy Offering base grant be given to Knoxville College in 2013, as it seeks accreditation by December 2013, with the following stipulations:

- a. Knoxville College continues its process of seeking accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS) in 2013, and thereby meeting the *Christmas Joy Offering Institutional Standards* as mandated by the General Assembly for the Historically Presbyterian Racial Ethnic Institutions.
- b. Knoxville College will continue to have a Presbyterian Mission Agency representative serve in an ex-officio capacity on the college's board of trustees.
- c. Knoxville College will report to each Presbyterian Mission Agency Board meeting on the school's status, plans, and progress, in its accreditation process, including providing an information report and a current financial report.

In addition, the continuation of the disbursement will be reviewed at the Presbyterian Mission Agency Board meeting in February 2014.

**ACTION 28- 413
COOK NATIVE AMERICAN MINISTRIES – CHRISTMAS JOY OFFERING GRANT**

The Board **VOTED** to approve a base grant from the Christmas Joy Offering (CJO) for Cook Native American Ministries for the 2013-2014 academic year, with the following stipulations:

- a. Cook Native American Ministries (CNAM) will continue to meet and follow the standards and criteria set by the Presbyterian Mission Agency for the Historically Presbyterian Racial Ethnic Institutions, including having a Presbyterian Mission Agency representative serve in an ex-officio capacity on the school's board of trustees.

- b. CNAM will provide a written information report to the September 2013, February 2014, and April 2014 Presbyterian Mission Agency Board meetings on the school's status, plans and progress, including a current financial report.
- c. CNAM will report to the September 2014 Presbyterian Mission Agency Board meeting, providing as detailed a report as possible, on its strategic plan for its transition, the sale of its property, and its progress in transitioning its school to a foundation.

In addition, the continuation of the Christmas Joy Offering disbursement will be reviewed in September 2014.

INTRODUCTION OF GUESTS FROM KNOXVILLE COLLEGE AND COOK NATIVE AMERICAN MINISTRIES

Smith took a moment to recognize and welcome Horace Judson, president of Knoxville College, and Suanne Ware-Diaz, Executive Director of Cook Native American Ministries.

WORSHIPING COMMUNITIES COMMITTEE REPORT

Mihee Kim-Kort presented the report of the Worshiping Communities Committee (Appendix 17).

**ACTION 29- 413
SAM & HELEN R. WALTON AWARDS**

The Board **VOTED** to approve the following outstanding New Church Development(s) as the 2013 Sam & Helen R. Walton Award recipient(s) which were selected and recommended by the Mission Development Resources Committee at its March 18, 2013, meeting to receive a one-time award of up to \$50,000:

- New Vision Church, Western North Carolina, Synod of the Mid-Atlantic
- Iglesia Presbiteriana Nuevas Fronteras, Elizabeth Presbytery, Synod of the Northeast
- Bare Bulb Coffee, Flint River Presbytery, Synod of South Atlantic

AUDIT COMMITTEE

Molly Baskin presented the report of the committee. The report of the Audit Committee is found in Appendix 18.

EXECUTIVE COMMITTEE

Arthur Canada assumed chair and Matthew Schramm presented the report of the committee (Appendix 19).

**ACTION 30 - 413
APPROVE CONSENT AGENDA**

The Board **VOTED** to adopt the Presbyterian Church (U.S.A.) Foundation Bylaws as amended.

**ACTION 31- 413
CHANGES TO STAFF**

The Board **VOTED** to approve the proposed changes to the high level structure of the Presbyterian Mission Agency staff organization as follows:

STRUCTURE

1. Eliminate the “Communications and Funds Development ministry area” and replace it with a Communications organization and a Funds Development organization
2. Direct that revisions to the Organization for Mission and the Presbyterian Mission Agency’s Manual of Operations, consistent with this change, be prepared for approval by the 221st General Assembly (2014).

ACTION 32- 413 **CHANGES TO THE** **MANUAL OF** **OPERATIONS – STAFF** **ORGANIZATION**

The Board **VOTED** to approve the restructure of the staff organization listed in Appendix 2 of the Presbyterian Mission Agency’s Manual of Operations, as follows:

1. Change number of Deputy Executive Directors from three to two, and add a reference to a Senior Director for Communications Ministry and a Senior Director for Funds Development Ministry.
2. Eliminate the section outlining the eight work areas of the Deputy Executive Director for Communications and Funds Development,
3. Add sections describing the areas of responsibility for the Senior Director for Communications Ministry and the Senior Director for Funds Development Ministry:
 - i. Communications Ministry
 1. Mission Communications
 2. Communication Services
 - ii. Funds Development Ministry
 1. Major Gifts
 2. Church Support
 3. Special Offerings and Appeals
 4. Relationship & Development Operations

The revised section would then read:

B. Deputy Executive Directors and Senior Directors

The General Assembly Ministries are led by ~~three~~ two Deputy Executive Directors, and two Senior Directors, reporting to the Executive Director.

1. Deputy Executive Director for Mission

- i. Evangelism and Church Growth*
- ii. Compassion, Peace and Justice*
- iii. Racial Ethnic and Women’s Ministries/Presbyterian Women*
- iv. Theology, Worship and Education*
- v. Vocation*
- vi. World Mission*
- vii. Research Services*

2. Deputy Executive Director for Communications & Funds Development

- ~~i. Creative Services~~
- ~~ii. Relationship and Development Operations~~
- ~~iii. Executive Office on Policy Communications~~
- ~~iv. Funds Development~~
- ~~v. Mission Communications~~
- ~~vi. Mission Resources~~
- ~~vii. Presbyterian News Service~~
- ~~viii. Stewardship~~

23. Deputy Executive Director for Shared Services

- ~~i. Finance and Accounting~~
- ~~ii. Information Technology~~
- ~~iii. Presbyterian Center Services~~
- ~~iv. Presbyterian Distribution Services~~

3. Senior Director for Communications Ministry

- ~~i. Communications Services~~
- ~~ii. Mission Communications~~

4. Senior Director for Funds Development Ministry

- ~~i. Major Gifts~~
- ~~ii. Church Support~~
- ~~iii. Special Offerings & Appeals~~
- ~~iv. Relationship & Development Operations~~

ACTION 33- 413
CHANGE STAFF
ORGANIZATION IN THE
MANUAL OF
OPERATIONS – OFFICE
OF THE EXECUTIVE
DIRECTOR

The Board **VOTED** to approve a restructure of the staff organization listed in Appendix 2, of the Presbyterian Mission Agency’s Manual of Operations as follows:

Regarding Section A. Office of the Executive Director:

1. In #1, Replace “Executive Administrator’s Office” with “Advocacy Committee Support”
2. In #1, Delete “and Human Resources” so that the list includes only “Advocacy Committee for Racial Ethnic Concerns and Advocacy Committee for Women’s Concerns.”
3. Add a new #4: “Human Resources”
4. Add a new #5: Policy, Administration and Board Support.”

The resulting paragraph would then read:

A. Office of the Executive Director

The primary purpose of the office is to provide overall leadership and support for the mission of the Presbyterian Church (U.S.A.) working with and through the Presbyterian Mission Agency Board and the General Assembly Ministries. The office is divided into mission administration areas, one of which is shared with the Office of the General Assembly:

1. Advocacy Committee Support ~~Executive Administrator’s Office~~ which includes, Advocacy Committee for Racial Ethnic Concerns;

~~and~~ Advocacy Committee for Women’s Concerns, ~~and Human Resources.~~

- 2. Internal Audit
- 3. Legal & Risk Management
- 4. Human Resources
- 5. Policy, Administration and Board Support

Shared with the Office of the General Assembly

- ~~4.~~ 6. Mid Council Relations

ACTION 34- 413
CHANGES TO THE
MANUAL OF
OPERATIONS – STAFFING
RELATIONSHIPS FOR
THE ADVOCACY
COMMITTEE FOR
RACIAL ETHNIC
CONCERNS AND THE
ADVOCACY COMMITTEE
FOR WOMEN’S
CONCERNS

As a consequence of the action taken in 33-413, the Board **VOTED** to approve revisions to Appendix 1, Section VII, paragraphs B1, B2, C1 and C2 (regarding staffing relationships for the Advocacy Committee for Racial Ethnic Concerns and the Advocacy Committee for Women’s Concerns), as follows:

Replace “Executive Administrator” with “Racial Ethnic Leadership Development Manager” in each paragraph.

The resulting paragraphs would read:

(Regarding the Advocacy Committee for Racial Ethnic Concerns)

B.1. Accountability and Lodgment

Staff responsible for the planning and coordination work of the committee shall be appointed by the Presbyterian Mission Agency Executive Director in consultation with the Advocacy Committee. The staff shall be lodged within the office of the Presbyterian Mission Agency Executive Director, unless the Advocacy Committee consents to staff being lodged outside that office. Such staff shall be accountable for the work of the committee to the office of the Presbyterian Mission Agency Board Executive Director through the ~~Executive Administrator~~ Racial Ethnic Leadership Development Manager.

B.2. Budget

Funding for the work of the Advocacy Committee for Racial Ethnic Concerns comes from the per capita budget except for the staffing costs which are accounted for in the budget of the office where the staff is lodged. The Advocacy Committee shall propose a yearly budget to the office of the ~~Executive Administrator~~ Racial Ethnic Leadership Development Manager.

(Regarding the Advocacy Committee for Women’s Concerns)

C.1. Accountability and Lodgment

Staff responsible for the planning and coordination work of the committee shall be appointed by the Presbyterian Mission Agency Executive Director in consultation with the Advocacy Committee. The

staff shall be lodged within the office of the Presbyterian Mission Agency Executive Director, unless the Advocacy Committee consents to staff being lodged outside that office. Such staff shall be accountable for the work of the committee to the office of the Presbyterian Mission Agency Board Executive Director through the ~~Executive Administrator~~ Racial Ethnic Leadership Development Manager.

C.2. Budget

Funding for the work of the Advocacy Committee for Women's Concerns comes from the per capita budget except for the staffing costs which are accounted for in the budget of the office where the staff is lodged. The Advocacy Committee shall propose a yearly budget to the office of the ~~Executive Administrator~~ Racial Ethnic Leadership Development Manager.

ACTION 35- 413
CHANGES TO THE
MANUAL OF
OPERATIONS – OFFICE
OF VOCATION

The Board **VOTED** to approve a restructure of the staff organization listed in Appendix 2 of the Presbyterian Mission Agency's Manual of Operations, as follows:

Regarding Section B.1. Deputy Executive Director for Mission:

Delete "e. Vocation".

The resulting paragraph would then read:

1. Deputy Executive Director for Mission
 - a. Evangelism and Church Growth
 - b. Compassion, Peace and Justice
 - c. Racial Ethnic and Women's Ministries/Presbyterian Women
 - d. Theology, Worship and Education
 - ~~e. Vocation~~
 - f. World Mission
 - ~~g~~ f. Research Services

ACTION 36 - 413
DEPENDENT CARE
EXPENSE
REIMBURSEMENT
POLICY

The Board **VOTED** to approve the Dependent Care Expense Reimbursement Policy with amendments (text to be deleted is shown with a strike-through):

1. Strike A & C from the recommendation:

~~A. not revise the \$1,000 per family per year maximum limit on dependent care expenses; and~~

B. revise the title of the policy to "Guidelines for Reimbursement for Presbyterian Mission Agency Elected Members and Staff" so that it aligns with current practice; and

~~C. add a sentence to the end of the current policy stating:
"Extraordinary exceptions to the annual maximum for dependent care reimbursement may be approved in advance by the Presbyterian Mission Agency Board Executive Committee (for elected members)~~

~~or by either the Executive Director or a Deputy Executive Director (for staff members).”~~

2. Eliminate the sentence “There is a maximum expense of \$1,000.00 per family per year” in the policy.

ACTION 37- 413
REVISION TO
PERSONNEL
SUBCOMMITTEE
CHARTER

The Board **VOTED** to approve the following resolution (strikethroughs denote deletions and underlining denotes additions):

RESOLVED, that the Personnel Subcommittee Charter be revised as follows to add member terms, reporting to the Executive Committee and a modification to its authority:

PRESBYTERIAN MISSION AGENCY BOARD
PERSONNEL SUBCOMMITTEE CHARTER
DESCRIPTION OF THE SUBCOMMITTEE

The Presbyterian Mission Agency Board (“Board”) approved the creation of the Personnel Subcommittee of the Executive Committee on February 17, 2012. The Personnel Subcommittee, in its role as a mission subcommittee, reviews, provides advice and recommends for action to the Executive Committee of the Board regarding employment-related policies, procedures and initiatives, including but not limited to:

1. personnel policies and procedures of the Board;
2. compensation guidelines within which salaries are administered;
3. equal employment and affirmative action guidelines;
4. recruitment and leadership development; and
5. any other employment-related assignment from the Executive Committee or the Board.

AUTHORITY

The Subcommittee’s responsibility is one of review, advice and recommended action to the Executive Committee of the Board within the duties of the Subcommittee listed above. The Subcommittee reports to the Executive Committee of the Board, and in such capacity provides regular reports to the Executive Committee. It is the responsibility of the management of the Presbyterian Mission Agency to administer employment-related programs, manage the program budgets and provide any required or requested expertise to the Board and/or the Subcommittee. The Subcommittee is entitled to rely on the expertise of the Presbyterian Mission Agency staff and its outside consultants, as well as the work of other committees of the Board, as to matters within their authority and expertise. The Subcommittee will receive reports from the Human Resources Department and the Legal/Risk Management Services Office of the Presbyterian Mission Agency. The Subcommittee will invite its equivalent committee of the Committee on the Office of the General Assembly to meet

biennially to collaborate on matters of common interest.

MEMBERSHIP AND MEETINGS

The Personnel Subcommittee consists of five (5) members with voice and vote: two (2) Executive Committee members and three at-large members, and the Executive Director of the Presbyterian Mission Agency a corresponding member with voice and without vote. Each member will serve a term of two (2) years commencing at the next meeting after appointment by the Chair of the Board and expiring the earlier of two (2) years after appointment or the end of the member's term on the Board. The Subcommittee generally meets quarterly by phone or in conjunction with the meetings of the Board. During these meetings, the Subcommittee provides reports on its activities and may make recommendations for action to the Executive Committee of the Board. The Subcommittee serves as a consultative body to the Executive Director in the Executive Director's staff management role. The Subcommittee is resourced by staff members of the Human Resources Department and the Legal/Risk Management Services Office.

PURPOSE

To further the fulfillment of the vision, mission, values and directional goals of the Presbyterian Mission Agency, the Personnel Subcommittee is called to assist and support the Executive Committee's work and ministry toward ensuring and envisioning a work community for the Presbyterian Mission Agency that is: built on faith; culturally proficient; legally compliant; dynamic; and appropriately positioned to meet the needs of a changing organization.

Background information on recommendations related to Actions 31-413 – 37-413 can be found in Appendix 19 (H.104).

ACTION 38- 413 PRESBYTERIAN MISSION AGENCY/FOUNDATION WORK GROUP

The Board **VOTED** to approve an amendment to item 1 of the Framework section of the Executive Committee's December 3, 2008 action establishing the Presbyterian Mission Agency (f/k/a General Assembly Council)/Foundation Work Group ("Work Group") so that the Work Group will consist of the chair of each entity's board as well as one (1) additional board member from each entity as appointed by the entity's chair (Appendix 19).

ENGAGING WITH MID- COUNCILS

Board members gathered in small groups by synod to discuss ways to cultivate relationships with mid-councils to strengthen relationships for mutual support and promotion. Each group was invited to report back on ideas and suggestions discussed in their group.

BIG TENT

Linda Valentine reminded the Board about the third Big Tent scheduled to

take place on August 1-3, 2013 in Louisville. This year will also mark the 30th anniversary of the formation of the PC(USA) and 25th anniversary of the Presbyterian Center's move to Louisville.

RECESS/RECONVENE

The Board recessed for break at 10:14 a.m. and reconvened at 10:31 a.m.

CLOSING WORSHIP

The meeting of the Board was closed with worship led by Richard Williams followed by blessing and commissioning for the Young Adult Action/Implementation Team.

ADJOURNMENT

The meeting of the Presbyterian Mission Agency Board was adjourned at 12:02 p.m.

Respectfully Submitted,

Susan Abraham
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Appendices