



Presbytery of Tampa Bay

455 Scotland St. Suite 1, Dunedin FL, 34698

*The heavens are telling the glory of God;
and the firmament proclaims God's handiwork.*

Psalm 19:1

April 22, 2021

Greetings!

The Presbytery of Tampa Bay will start gathering via Zoom at 8:00 a.m. on Thursday, April 29, 2021 for a regular Stated Meeting which will begin promptly at 8:30 a.m.

The business for the meeting is described in the docket following this letter and reports in the rest of the packet. Among other things, minister members and ruling elder commissioners will be asked to vote on amendments to the bylaws to clarify delegations of authority to and within the Commission on Ministry, elect Rev. Libby Shannon to continue in her current position now that it has been added to the staff structure in our bylaws. They will also be hearing an initial report from a task force authorized last summer to help us respond to challenges from the 224th General Assembly (2020) in *Item 00-29: On the Church in This Moment in History - Responding to the Sin of Racism and a Call to Action*.

During our time of worship—hosted primarily from Cedarkirk Camp and Conference Center, we will celebrate God's gift of Creation, install Ruling Elder Paula Salter as Vice Moderator, remember our baptismal covenant, and honor ministers and elders who died in the past year. Our worship offering at this meeting is designated to support Cedarkirk's Capital Campaign (and you can give now by visiting <https://presbyteryoftampabay.com/give> and choosing "Presbytery Meeting Worship Offering").

In addition to the Zoom meeting for participants, others can watch a live stream of the meeting on YouTube at the following link: <https://youtu.be/hv90HP9xKBO>.

Everyone participating in the meeting should review the **updated** "Orientation/Refresher for First Time Commissioners and anyone new to Zoom for a Presbytery meeting" page on our website at www.presbyteryoftampabay.com/orientation. Much of that information (and the meeting evaluation form) is also included in this packet starting on page 62 after the other reports.

The peace of Christ be with you,

G. Bobby Musengwa
Moderator

W. A. Wildhack III
Stated Clerk



The Presbytery of Tampa Bay

DOCKET

Presbytery of Tampa Bay Stated Meeting

Thursday, April 29, 2021

via Zoom

Host for Worship: Cedarkirk Camp & Conference Center

8:00 a.m. Zoom open for login and gathering *(Please login early to check your connection)*

8:30 a.m. Call to Order and Prayer Moderator Bobby Musengwa
 Attendance Poll and Declaration of Quorum
 Review of Procedures for Seeking Recognition and Voting
 Introduction of First-Time Commissioners,
 Corresponding Members, and new Minister Members

Greetings from Cedarkirk Camp & Conference Center (p. 4) Matt Shick

Worship with Installation of Vice Moderator and Necrology (p. 7)

Break

Reconvene Moderator Bobby Musengwa
 Consent Agenda (summary on p. 12) Stated Clerk Bill Wildhack

Greetings and Updates (Part 1) Tamara Leonard Lara
Beth-El Farmworker Ministry (p. 13)

Commission on Ministry (p. 16) Susan Hill

Committee on Nominations & Representation (CNR) (p. 26) Meg Pabst

Treasurer (p. 27) V. Terry Dennis

Coordinating Team (p. 35) Rebecca Harrison

Greetings and Updates (Part 2) Vice Moderator Paula Salter
Board of Pensions (p. 49) Clark Simmons

On the Church in This Moment in History—Responding to the Sin of Racism and a Call to Action (p. 51) Mike Peacock

Commission on Church Vitality (CCV) (p. 57) Andy Walton

Staff Reports Libby Shannon
Associate Presbyter for Emerging Ministries

Coach & Coordinator	Patrice Hatley
Stated Clerk (p. 61)	Bill Wildhack
12:30 p.m. Adjourn with Prayer	Vice-Moderator Paula Salter

♦ ♦ ♦

The Presbytery of Tampa Bay is grateful to the staff of Cedarkirk Camp and Conference Center for their assistance in hosting today's worship service—and for all the hospitality (and cookies!) they would have given us today if we'd been able to meet there.

The Presbytery of Tampa Bay
455 Scotland Street, Suite 1, Dunedin, FL 34698
Telephone (813) 868-4800 / Fax (813) 200-1054
www.presbyteryoftampabay.com



Cedarkirk

CAMP & CONFERENCE CENTER

*A place apart to build up
the body of Christ in love.*

CEDARKIRK TURNS 50 IN 2021

We didn't expect to be celebrating our 50th Anniversary year in the midst of a pandemic, but we are hopeful that things will be safe enough in the fall to carry out some of our celebrations! Stay tuned for forthcoming information about all the exciting events – virtual and otherwise – we'll be doing to look back over our first 50 years of ministry. Thank you, Presbytery of Tampa Bay, for your support of this "place apart to build up the body of Christ in love."

---Anniversary information can be found at: www.cedarkirk.org/50th



GEARING UP FOR A CAUTIOUS, BUT LIFE-CHANGING SUMMER OF MINISTRY

After an unanticipated year off from summer camp, we are beyond excited to offer residential programs again in 2021. Things will look a bit different at Cedarkirk this summer: we'll be using physical distancing, masks, frequent cleanings, reduced enrollment, and changes to some of our programmatic structures to keep our campers and staff safe – but we know that kids need camp more than ever this summer.

Our campers have been missing out on critical social interaction and emotional development during this pandemic, both of which are aspects of child/youth development that camp nurtures very effectively. We are thrilled to provide opportunities for social, spiritual, and emotional growth in a safe environment. Our summer curriculum, *Creation Speaks*, will help campers understand that while God created in the beginning, God is creating still. By looking anew at the creation story and other "creation" scriptures, campers will explore their place in creation, learn to listen for God's voice in our world today, and wrestle with what it means to be caretakers of ALL of God's wonderful creation.

We want you to help us spread the word about summer programs at Cedarkirk. We recognize sending a child to summer camp in 2021 is not a decision every family will be comfortable making – and that's okay. Our website has lots of information about what summer camp looks like in the current climate, and you may certainly encourage folks to call and speak with a staff member about what kinds of specific precautions will be in place for the summer.

Please join us in praying for a safe and transforming summer of ministry!

---Summer Camp information can be found at: www.cedarkirk.org/summer-camp

DO YOU HAVE YOUNG ADULT LEADERS IN YOUR CHURCH?

Every year we hire college-aged leaders to mentor our summer campers. We've got a few positions left to fill and we need your help! If you know of a young adult connected to your congregation that would benefit from – and be a benefit to – Cedarkirk's summer ministry, please encourage them to apply as a summer staff member. Our summer staff have opportunities every day to: help kids understand their faith and learn how to put it into practice; to encourage youth in their social and emotional development; to instill self-esteem and confidence in campers; and to develop leadership and critical thinking skills in themselves. You are welcome to hand out the flyer included in this packet or post it on a church bulletin board.

---Staff information can be found at: www.cedarkirk.org/summer-camp/summer-staff

CAPITAL CAMPAIGN UPDATE

Cedarkirk is halfway to its \$4 million goal for construction of a new dining hall, kitchen, administrative wing, Retreat Cottage, and upgrades to Cedar Lodge. We are grateful for the support of individuals and churches who care deeply about this ministry and its development and growth. We still have a good way to go and the pandemic has hampered efforts to meet with folks over the past year. Cedarkirk's Board is hopeful that with vaccine distribution underway and people gaining confidence in overall safety, we'll be able to enter the next phase of this fundraising project with renewed energy and vigor. We look forward to connecting with churches and individuals to share the story of this ministry, and inviting friends new and old to join our effort to make Cedarkirk more accessible for everyone.

---Campaign information can be found at: www.cedarkirk.org/support/campaign

- - - UPCOMING EVENTS - - -

Summer Camp | June 6 - August 6

Week-long, residential camp programs for children and youth, and adults with disabilities

Challenge To Change | June 6 - August 6

Local, social justice-focused mission trip programs for youth and adult groups

50th Fix-Up Day | August 21

Volunteer work day to spruce up and decorate for the 50th Anniversary celebration

Family Camp & 50th Anniversary | September 3-5

Family retreat weekend and celebration of our milestone anniversary

Cedarkirk StoryShare | ongoing

Opportunity to share your own stories of Cedarkirk in a virtual setting

What are you called to do this summer?

Cedarkirk Camp & Conference Center is looking for caring and energetic young adults who can contribute to its summer camp ministry.

If you are at least one year out of high school and seeking a summer experience that is fun, meaningful, and has the opportunity to make a difference in someone's life – and your own! – apply for a position on our 2021 Summer Staff.

Applying is easy!

1. Go to the summer staff web page:
www.cedarkirk.org/summer-camp/summer-staff.
2. Check out positions and employment details, and follow the link to apply!

If you have any questions about the application process or Cedarkirk's summer programs, please contact us!

mark@cedarkirk.org | 813.685.4224





ORDER OF WORSHIP

Presbytery of Tampa Bay Stated Meeting

Thursday, April 29, 2021

Cedarkirk Camp & Conference Center, Lithia, Florida

via Zoom

Call to Worship

Mark Orendorf

One: The heavens declare the glory of God.

Many: The firmament proclaims God's handiwork.

One: The plants and trees show God's presence.

Many: All that creeps and crawls and flies shout God's beauty.

One: All that swims and slithers and walks affirm God's goodness.

Many: Let us join with a creation that speaks, around every turn, to praise God.

Centering Prayer

First Reading: Genesis 9:8-17

Matt Shick

Following the first reading there will be a time for us to reflect together. All are invited to reflect in the quiet of their space or to offer a brief reflection in the Zoom chat window with one another.

- *In what ways have you born witness to God's covenant with God's people recently?*
- *In addition to the rainbow, what are other signs for you of God's presence in creation?*

Second Reading: Exodus 20:8-11

Paul Means

Reflection

Litany for Creation

Megan McMillian

One: God you spin the whirling planets and fling the stars across the heavens; you set the moons and hung the sun. Hear us as we join with the choirs of all creation and sing with joy and with gratitude and with hope.

Many: May we hear your creation speaking to us.

One: God who shaped the mountains and dug out the seas; all of creation proclaims your glory and majesty and all of creation groans under the weight of brokenness and grief. Hear our prayers this day for those living without clean water; hear our confession of our indifference, our willful destruction, and our disregard.

Many: May we hear your creation speaking to us.

One: God who set the giant redwood and the mighty acacia, who crafted the knobbly knees of the cypress and the entangled roots of the mangrove; hear our prayers this day for the ways our greed and indulgence has destroyed your life-giving, life-sustaining forests and wiped out your precious coastlines.

Many: May we hear your creation speaking to us.

One: God who nurtured all things that crawl upon the earth and fly above the earth, who freed the fish of the oceans to live and thrive; hear our prayer this day for all the ways we

have ignored the needs of this precious resource and paid more attention to our own wants and desires.

Many: May we hear your creation speaking to us.

One: God who created us in your own image and called us to be responsible for every living thing, including one another; hear our prayer this day for the ways we have chosen dominion and power over stewardship and care.

Many: May we hear your creation speaking to us.

One: Re-mind, re-new, and re-fresh in us the call to care for all you have proclaimed good. Use our broken hearts and our weary hands to restore the whole of your creation to harmony, and to the promise of healing and wholeness.

Many: May we hear your creation speaking to us, this day and every day. Amen.

Third Reading: Psalm 96

Loli Reiter

Installation of Vice Moderator Paula Salter

Bobby Musengwa and Bill Wildhack

Fourth Reading: Philippians 4:4-13

Kenny Ellis

Following the fourth reading there will be a time for us to reflect together. All are invited to reflect in the quiet of their space or to offer a brief reflection in the Zoom chat window with one another.

- *What are some of the ways creation has invited you to rejoice in the Lord recently?*
- *How does creation calm your anxieties and bring your peace?*

Offering

In celebration of Cedarkirk's 50th year of ministry in our midst and in honor of their continued efforts to nurture and nourish all God's children, today's offering is dedicated to the Cedarkirk Camp and Conference Center's Capital Campaign.

Fifth Reading: Revelation 21:1-7

Neddy Astudillo

Reflection

Prayers of the People and the Lord's Prayer

Mike McCormack

Reaffirmation of Baptismal Covenant and Necrology

Patrice Hatley and Libby Shannon

Sending

Libby Shannon

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2020 Necrology of Ruling Elders and Ministers of Word and Sacrament

Elder Eugene Aspy	May 2, 2020	First, Winter Haven
Elder Sally Blacker	June 8, 2020	Woodlawn, St. Petersburg
Elder Gary Braddock	August 17, 2020	First, Brandon
Rev. Harold M. Brockus	November 18, 2020	Honorably Retired, St. Petersburg
Elder Joann Burrows	May 26, 2020	Trinity, Clearwater
Elder Gloria Caboy	January 31, 2020	Grace, Spring Hill
Elder Gilberto Cardona	January 3, 2020	First Hispanic, Tampa
Elder Roy Cawley	November 15, 2020	First, Inverness
Elder Cecil Cheek	February 18, 2020	First, St. Petersburg
Rev. James S. Clinefelter	June 27, 2020	Honorably Retired, St. Petersburg
Elder Roger "Ted" Comer	December 25, 2020	Northeast/Gathering, St. Petersburg
Elder Donald "Buddy" Corneal	August 15, 2020	First, Auburndale
Rev. Willard "Buddy" Doyle	March 7, 2020	Honorably Retired, Greenville, TN
Elder Sharon Fisher	June 2, 2020	Lake Seminole, Seminole
Elder Billie "Bill" Garrett	October 19, 2020	First, Winter Haven
Elder Roberto Guerrero	November 20, 2020	First Hispanic, Tampa
Elder Keith McRoy Hartsfield, Jr.	May 1, 2020	Northeast/Gathering, St. Petersburg
Elder Eleanor "Ellie" Henderson	February 15, 2020	Hope, Winter Haven
Elder Lewis H. Hill III	June 14, 2020	First, Tampa
Elder Jean Howie	September 8, 2020	First, St. Petersburg
Elder Dorothy "Dot" Jackson	October 13, 2020	Hyde Park, Tampa
Elder Nancy Johnson	September 8, 2020	Northwood, Clearwater
Elder Marian Justice	May 27, 2020	Trinity, Clearwater
Elder William Justice	June 24, 2020	Trinity, Clearwater
Elder Wayne Keister	July 7, 2020	Grace, Spring Hill
Elder Susan Kriska	September 14, 2020	PC of Seffner, Seffner
Elder Raymond Lanzilotta	August 26, 2020	Grace, Spring Hill
Elder Ilda Hall Littell	July 7, 2020	First, St. Petersburg
Elder George MacNeill, Jr.	July 27, 2020	Trinity, Clearwater

Elder James McNeil	December 17, 2020	First, Brandon
Elder Robert Pedigo	November 20, 2020	First, Safety Harbor
Elder Phyllis Phillips	March 28, 2020	Trinity, Clearwater
Rev. Del R. Poling	October 1, 2020	Honorably Retired, St. Petersburg
Elder Gary Reising	April 25, 2020	Hope, Winter Haven
Rev. Donald R. Repsher	December 8, 2020	Honorably Retired, Riverview
Elder Elizabeth "Betty" Sarine	February 14, 2020	Christ, Largo
Elder Allen Schultz	January 7, 2020	First, St. Petersburg
Elder Susan E. Smith	January 17, 2020	First, Tampa
Elder Jane Urban	March 4, 2020	Northwood, Clearwater
Rev. Robert J. Walker	July 12, 2020	Honorably Retired, Lakeland
Elder Joseph Zeigler	December 26, 2020	Northwood, Clearwater
Rev. John M. Harris	December 3, 2020	Honorably Retired, Jacksonville (Presbytery of St. Augustine)

Deaths reported in early 2021 (through April 15)

Elder Margaret "Peggy" Argudo	January 31, 2021	PC of Bloomingdale, Brandon
Rev. Huston "Jack" Banton II	March 15, 2021	Honorably Retired, Lakeland
Elder Gladys Bieber	January 9, 2021	First, Lake Alfred
Rev. James D. Bigley	January 9, 2021	Honorably Retired, Lakeland
Elder Henry Elam	January 10, 2021	St. Marks, Hudson
Elder Richard Krenek	February 10, 2021	Christ, Largo
Elder Richard Wenzel	April 10, 2021	First, Dade City
Rev. John H. Sinclair	January 2, 2021	Honorably Retired, Tampa (Presbytery of Twin Cities)

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If you know of any additional ministers of Word and Sacrament or ruling elders who died in 2020 or since the start of 2021, please send a note to statedclerk@pbty.com

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How to Contribute to Our Offering Today

Our offering today honors Cedarkirk's 50th Anniversary and its ongoing growth and development through the Capital Campaign.

- **Click here to give online** at the Presbytery of Tampa Bay's new Online Giving webpage at <https://presbyteryoftampabay.com/give> or, if you have the GivePlus Church app on your phone, search for "Presbytery of Tampa Bay" in the app. Be sure to choose "Presbytery Meeting Worship Offering" and follow the prompts to make your offering and create a login you can use at future presbytery meetings. You will receive a receipt immediately and a year-end giving statement from the Presbyterian Foundation. The Presbytery uses the Online Giving Program offered by the Presbyterian Foundation (more info on that service is available at <https://www.presbyterianfoundation.org/onlinegiving/>).

OR

- **Mail a check payable to Presbytery of Tampa Bay to the office at 455 Scotland St, Ste. 1, Dunedin, FL 34698. Be sure to write "Apr 29 Presbytery Worship Offering" on the memo line so we'll be sure to direct it properly.**

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Participating in Leading Worship Today

- Ruling Elder Mark Orendorf, Assistant Director, Cedarkirk Camp & Conference Center
- Ruling Elder Matt Shick, Executive Director, Cedarkirk Camp & Conference Center
- Rev. Paul Means, Associate Pastor, Northwood Presbyterian Church, Clearwater
- Rev. Megan McMillan, Associate Pastor, First Presbyterian Church, St. Petersburg
- Rev. Lolimarta Reiter, Pastor, Seffner Presbyterian Church, Seffner
- Rev. Bobby Musengwa, Moderator, Presbytery of Tampa Bay, and Pastor, Maximo Presbyterian Church, St. Petersburg.
- Rev. Bill Wildhack, Stated Clerk, Presbytery of Tampa Bay
- Ruling Elder Paula Salter, Vice Moderator, Presbytery of Tampa Bay, and member, St. Andrew Presbyterian Church, New Tampa
- Rev. Kenny Ellis, Organizing Pastor/Evangelist, The Table Community Church, Plant City
- Rev. Dr. Neddy Astudillo, Latinx and Latin America Organizing and Training Coordinator, Greenfaith, Tampa
- Rev. Mike McCormack, Pastor, First Presbyterian Church, Brandon
- Ruling Elder Patrice Hatley, Coach and Coordinator, Presbytery of Tampa Bay
- Rev. Libby Shannon, Assoc. Presbyter for Emerging Ministries, Presbytery of Tampa Bay

Our deepest thanks to Cedarkirk Camp and Conference Center for their hospitality and support in recording so much of this morning's worship.

Presbytery of Tampa Bay
455 Scotland Street, Suite 1
Dunedin, FL 34698
813-868-4800 / www.presbyteryoftampabay.com

Consent Agenda Summary
Presbytery of Tampa Bay
Stated Meeting
April 29, 2021
(review full reports for details)

Reports with Motions:

Stated Clerk (pg. 61)

Approve all requests for excused absences be granted for today's meeting.

Coordinating Team (pg. 35)

The Coordinating Team recommends that the Presbytery of Tampa Bay take the following actions:

1. **Approve the amended Bylaws of Presbyterian Camp and Conference Ministries of Southwest Florida, Inc., (Cedarkirk) as presented on pages 37-45 of this packet.**

2. **Approve the amendments to the Bylaws and Articles of Incorporation of Presbyterian Homes and Housing Foundation as presented on pages 46-48 of this packet.**

Reports Being Received without Motions or Oral Report:

1. **Commission on Preparation for Ministry (pg. 58)**

2. **Board of Trustees (pg. 59)**

Beth-El

Farmworker Ministry, Inc.

Feeding the mind, spirit, and body of the farm working community and our neighbors in need through opportunities for hunger relief, education, and spiritual growth.



An Update from Nuevo Camino at Beth-El

¹⁹ When it was evening on that day, the first day of the week, and the doors of the house where the disciples had met were locked for fear of the Jews, Jesus came and stood among them and said, “Peace be with you.” ²⁰ After he said this, he showed them his hands and his side. Then the disciples rejoiced when they saw the Lord. - John 20:19-20 (New Revised Standard Version)

Our community of faith has been celebrating the Easter season as a time of new hope, new life and peace. The first thing Jesus does when he appears to his disciples is to speak PEACE to them.

Though we are still celebrating worship in the open air and gathering mid-week for a virtual prayer service, this Easter season also find us celebrating service and developing new programming. On Easter Sunday children enjoyed worship and Easter baskets from the Presbyterian Church of Seffner. In the month of April, 26 youth and adult members of the worshipping community will be recognized with members of partner churches and the community at large as we observe a week of volunteer appreciation.

Nuevo Camino leaders have studied the book, “Discipleship: The Way of Jesus” by John P. Burgess and will be leading a time of Sunday study for the worshipping community thanks to a 1001 New Worshipping Communities Pivot Grant. We’re registering children of the church and the community for summer camp at Cedarkirk.

Thank you, thank you, thank you for all the ways you support new hope, new life and peace here at Nuevo Camino.

Peace and Blessings,
Rev. Tamara Leonard Lara

Beth-El Mission Updates



2021 Dental Clinics

On March 13 and April 10, we hosted our first dental clinics of the year, providing extractions and dental cleaning services to 42 patients. The demand is great, and we are actively recruiting dental professionals: dentists, dental hygienists, and dental assistants to provide more access to dental care in our community.



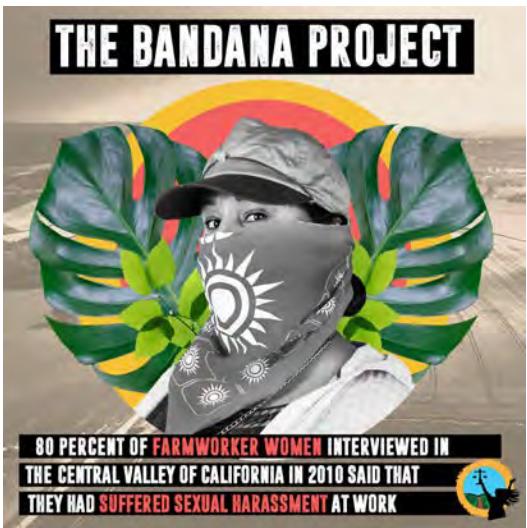
Farmworker COVID-19 Vaccinations

On March 27th 444 farmworkers and their families received the first dose of the Pfizer Covid-19 vaccine at Beth-El. This effort was due in part to a collaboration with the Hillsborough County Department of Health, RCMA, and Florida Institute for Community Studies (FICS). The event gave access to the vaccine to field workers from Wimauma, Ruskin, Arcadia, Wauchula, and Immokalee, among others. A lot of the work included providing information about vaccine safety, helping ease the apprehension to receiving the vaccine. All who received the first dose will be returning on April 17 to receive the second dose.



Easter Greetings!

We were able to spread the hope and joy of the resurrection with our community through the Easter basket distribution. We are thankful for all of you who have generously contributed in this effort.



Decorate a Bandana and Share a Message of Hope with Farm working Women and Girls

Beth-El has partnered with Justice for Migrant Women to raise awareness during Sexual Assault Awareness month in April. The Bandana Project is an art advocacy campaign to inform, educate, prevent, and end workplace sexual violence against women and girls. Email rosalva@beth-el.org to order your bandana. Please write your name, city, and date along the edge of the bandana. Please return your decorated bandana to us by April 27. Join us in person or on Facebook Live on April 28 at 2pm for an outdoor art installation of Bandanas and Prayer Vigil.



You can help us send a child to camp! Spending a week at summer camp can be a life changing experience for the child of a farmworker. This year we are ready to once again give children and teens access to having a Cedarkirk experience.



Volunteers: You are amazing! In April we are celebrating our team of 301 volunteers who in 2020 gave close to 9,000 volunteer hours. Yours is life transforming work and we want to ensure that you receive our love and appreciation.

Blessings of Joy,



Teresita Matos-Post
Executive Director

**Report of the Commission on Ministry
Presbytery of Tampa Bay
April 29, 2021
Susan Hill, Chair**

Motions for Presbytery

Please refer to introductory comments and proposed amendments to the Bylaws of the Presbytery of Tampa Bay on pages 5-8 of this report; the COM excerpt from the existing bylaws follows on pages 9-10.

Items of Information

In the report of actions below, terms for new ministries are listed as recorded on the appropriate “F-1” form for reporting terms of compensation for installed pastoral relationships (F-1(I)), temporary pastoral relationships (F-1(T)), and certain other validated or certified church service (F-1(O)). Terms for continuing service are reported in the annual summary report from the Stated Clerk at the end of the year.

NOTE: The new-for-2021 forms and other information are available on the Presbytery website at <https://presbyteryoftampabay.com/2021-call-and-compensation-information-and-forms-form-f-1/>

Actions taken on behalf of Presbytery

1. Approved Rev. Megan McMillan for membership in the presbytery, and the call and terms recorded on the *Form F-1: 2020 Compensation and Call Form* for her to serve as Associate Pastor of First Presbyterian Church of St. Petersburg effective December 1, 2020, pending concurrence by the congregation and addition of a covenant agreement documenting the relationship between the Associate Pastor, Congregation, and Presbytery to be submitted to the COM by November 18th. (10/29/2020)
 - a. Approved the covenant as part of the Terms of Call between Associate Pastor Megan McMillan and First Presbyterian Church of St. Petersburg. (11/18/2020).
 - b. The terms of compensation are: Salary, \$25,000; Housing, \$25,000; full participation in the benefits plan of the PC(USA); Continuing education, \$2,500; Auto/Professional reimbursable allowance, \$500; SECA Contribution, \$3,825; 2 weeks study leave, with up to 1 week carried over; 4 weeks vacation with up to 1 week carried over; and 12 weeks sabbatical leave after 7 years.
2. Approved the Ministry Information Form submitted by First, Inverness, as it searches for a new pastor. (11/18/2020)
3. Approved a two-year waiver of term limits for Ruling Elders for request for St John, Tampa. The COM advised the Congregation of St John PC to form a Nominating Committee for Ruling Elders in accordance with the Book of Order. (11/18/2020)
4. Approved appointing Rev. Lolimarta Reiter as Moderator for St. Andrew, New Tampa, beginning January 2021, during the search for a new interim/transitional minister. (Central, 11/18/2020)

5. Approved the dissolution of the pastoral relationship between Rev. Laurie Palmer and St. Andrew, New Tampa, and her dismissal to Mission Presbytery. (11/18/2020)
6. Approved 2021 F-1(O) forms and terms of call for Rev. Libby Shannon and Rev. William Wildhack in their continuing validated ministries on Presbytery Staff. (12/10/2020)
7. Approved the Ministry Information Form for the Interim Pastor positions at St Andrew, New Tampa. (12/10/2020)
8. Approved a commission to ordain Rebecca Higman to the ministry of Word and Sacrament in her validated ministry as Chaplain at Tampa General Hospital. (12/10/2020)

Note: the ordination was conducted on January 24, 2021.
9. Approved a commission to install the Rev Robert Hill as pastor at Hope PC, Clearwater as detailed in Form F-2: Ordination and/or Installation Commission. (12/10/2020)

Note: Rev. Hill was installed on January 17, 2021.
10. Approved authorizing celebration of the Lord's Supper as described in the Directory for Worship in the following New Worshiping Communities within the Presbytery of Tampa Bay at times to be scheduled by the leadership of each community; and that COM maintain a list of NWCs authorized to celebrate the Lord's Supper and update it as needed. (12/10/2020)
 - a. Nueva Esperanza in Winter Haven
 - b. Nuevo Camino in Wimauma
 - c. Missio Dei in St Petersburg
 - d. The Table Community Church in Plant City
 - e. Emerge NWC in New Port Richey
11. Appointed Rev. Tamara Leonard-Lara as moderator for St. Andrew, Sun City Center effective January 1, 2021, during the search for a new pastor. (12/10/2020)
12. Approved *Form F-1(T): Call and Compensation for Temporary Pastoral Relationships* for Rev. Lissa Bradford as Stated Supply at The Church on the Bayou, Tarpon Springs. (West, 12/10/2020)
13. Approved Rev. John Howard Hougen for membership pending his dismissal from the Presbytery of East Iowa. Central Region approved 2021 F-1(T) and F-5 (Interim Pastor Covenant) for his service as interim/transitional pastor at Temple Terrace Presbyterian starting March 15, 2021. The terms of compensation are: Salary, \$23,771; Housing, \$22,000; full participation in the benefits plan of the PC(USA); Continuing education, \$1,200; Auto/Professional, \$1,000; SECA Contribution, \$3,500; 2 weeks study leave; 4 weeks vacation. (1/14/2021)

Note: TE Robert Shaw, Pastor Emeritus of Temple Terrace, was excused from this discussion to avoid any appearance of a conflict of interest. (1/13/2021)
14. Approved adding Ruling Elder Andy Staley to the pulpit supply list, noting that this permission extends to preaching and leading worship only and not to the other authorities available to commissioned pastors in G-2.1001. (1/13/2021)

Note: Ruling Elder Staley has completed the Commissioned Ruling Elder training program in this presbytery and has served as a Commissioned Pastor.
15. Approved 2021 F-1(I) for Owen Carriker (Hope, Winter Haven) (East, 1/13/2021)
16. Approved 2020 F-1s for TE John DeBevoise (Palma Ceia), TE Nicole Partin Abd'nour (Palma Ceia), Fitz Conner (First, Tampa), and Donnie Cross (Parsons Memorial, Yankeetown), and 2021 F-1(T) for Susan Hill (PC of Bloomingdale, Brandon). (Central, 1/13/2021)
17. Approved of 2021 Forms F-1 for Rev. Dawn Conti (First, St. Petersburg), Rev. Elizabeth Coleman (Northwest, St. Petersburg), TE Pablo Diaz (St. Andrews, Dunedin), Rev. Keith

Posehn (Grace, Spring Hill), Rev. Lois Lehman (Lakeview, St. Petersburg), Rev. Donald Lawson (First, Brooksville), Rev. Kathleen Trautwein (Trinity, Clearwater), Rev. Andrew Walton (Trinity, Clearwater), and Rev. John Scott (Christ, Largo). (West, 1/13/2021)

18. Approved Rev. Edwin Gonzalez-Gertz for membership pending his dismissal from Cherokee Presbytery for full-time service as the pastor of SAPC-SCC starting April 4, 2021, with final terms to be approved by the Central Region. (2/10/2021)
19. Concurred with the request of the congregation of First, Dade City to abolish the installed pastoral position and move to a temporary pastoral relationship model, and approve the Session's request that Rev. Cheryl Duke serve as the stated supply pastor with the following terms effective March 5, 2021 for one year: Salary and Housing, \$35,000; other taxable fringe benefits, \$3,000; Board of Pensions "Minister's Choice" (pension plan, death and disability plan, temporary disability plan, employee assistance plan), \$3,800; Continuing Education accountable reimbursement, \$1,200; Auto/Professional accountable reimbursement, \$700; SECA Supplement, \$2,907; two weeks of study leave; and four weeks of vacation. (2/10/2021)
20. Approved the Ministry Information Form for Chapel in the Grove, Lakeland, with final edits to be approved by East Region. (2/10/2021)
21. Approved the Ministry Information Form for an associate pastor position at First, Lakeland. (2/10/2021)

Note: Rev. John Fullerton and Elder Ann Marshall were excused from this discussion to avoid any appearance of a conflict of interest as COM considered the MIF from the church they serve.
22. Approved the Ministry Information Form as prepared by St. John Presbyterian Church for a new pastor. (2/10/2021)
23. Approved updated or corrected of F-1s for Rev. Vicki ByRoade at First, Safety Harbor, Rev. Elizabeth Coleman at Northwest, Rev. Bob Scott and Rev. Dawn Haeger at Peace Memorial, Rev. Philip Hollins at Trinity, New Port Richey, Rev. Lois Lehman at Lakeview, and Rev. Micki Robinson at Gulfport. (West, 2/10/2021)
24. Approved Ministry Information Form for a new co-pastor position at Trinity, Clearwater. (2/10/2021)
25. Granted a waiver to Life Tree Presbyterian Church, Crystal River, of the limitations on terms of service for ruling elders for a period of one year. In taking this action, the COM noted that the congregation intends to elect new officers at a congregational meeting to be held in January 2022, and the waiver will end on the date of ordination and installation of new officers set by the session following the period of study and preparation described in G-2.0402. (3/10/2021)
26. Approved F-1(I) forms for John Fullerton and Zachary McGowen at First, Lakeland and F-1(O) for Paul Suich for his validated counseling ministry housed at First, Lakeland. (East, 3/10/2021)
27. Approved F-1(I) for James Friesen's continuing ministry at Hyde Park. (Central, 3/10/2021)
28. Approved final terms for Edwin Gonzalez-Gertz's new ministry at St. Andrew, Sun City Center starting April 4, 2021: Salary, \$30,000; Housing, \$45,000; full participation in the benefits plan of the PC(USA); Continuing education, \$1,200; SECA Contribution, \$5,738; 2 weeks study leave, with up to 2 weeks being carried over up to 6 weeks total; 4 weeks vacation. (Central, 3/10/2021)

29. Approved F-1(T) and F-5 (Interim Pastor Covenant) forms for Rev. Anne Marie Meyerhoffer to serve as interim/transitional pastor at St. Andrew, New Tampa, pending approval of the session and approval for membership by the full COM. The approved terms of compensation are: Salary, \$29,000; Housing, \$19,000; full participation in the benefits plan of the PC(USA); Continuing education, \$1,200; Auto/Professional, \$500; SECA Contribution, \$3,672; 2 weeks study leave; 5 weeks vacation, with up to 2 weeks being carried over. (Central, 3/10/2021)
30. Approved Rev. Anne Marie Meyerhoffer for membership in the Presbytery of Tampa Bay and service as Transitional Pastor at St Andrew Presbyterian Church, New Tampa, starting Monday, April 26, 2021, pending her dismissal from Southern New England Presbytery. (4/14/2021)
31. Approved the Ministry Information Form for an Associate Pastor position at First Presbyterian Church, Winter Haven. (4/14/2021)
32. Approved F-1() forms for Rev. Jen Daysa (Good Samaritan, Pinellas Park), Rev. Jim Capps (First, Inverness), Rev. Paul Means (Northwood, Clearwater), and Rev. Chris Curvin (Northwood). (West, 4/14/2021)
33. Approved separate F-1(T) forms for Rev. Anthony Gilbert's part-time service at First, Ft. Meade, and McLeod Memorial, Bartow. (East, 4/14/2021)

INTRODUCTORY NOTES TO PROPOSED AMENDMENTS
to the Bylaws of the Presbytery of Tampa Bay

The Commission on Ministry (COM) reported in February 2020—before COVID restrictions—that it would be experimenting with meeting monthly as a whole COM (with the regions meeting in breakout sessions as necessary) from February 2020 to February 2021 and evaluating this schedule and effectiveness no later than November 2020.

In November, COM voted to continue meeting and working in this manner even after COVID restrictions are lifted.

The proposed bylaws amendments below grew out of this experiment. For the most part, they consolidate in one place various delegated authorities that were found in the existing bylaws and scattered throughout the existing COM Manual.

In proposing these amendments, the COM hopes to clarify which delegated authorities are reserved to the full COM while permitting flexibility to COM in allowing the regional teams to handle certain matters on behalf of the full commission—and thus on behalf of the Presbytery—while more clearly retaining the ability to exercise those authorities as the full commission when needed.

- Language has been updated throughout the proposal to better reflect current wording in the Form of Government and/or Directory for Worship.
- Redline insertions not accompanied by ~~strikethrough deletions~~ come primarily from the COM Manual and/or longstanding practice.
- The delegated authorities shown in ~~strikethrough~~ at the end of the proposed amendments have been incorporated into authorities reserved to the full COM (with the exception of the provision for vacancy dues which is being deleted since it is no longer required).
- If approved, a full revision of the COM Manual will follow later this year.

The proposed changes follow on the next pages.

For your convenience, the COM section of the current bylaws follows the proposed revisions; the COM manual is available for download in the Resources list on the Presbytery homepage at <https://www.presbyteryoftampabay.com>.

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PROPOSED AMENDMENTS to the Bylaws of the Presbytery of Tampa Bay

The Commission on Ministry recommends that the Presbytery of Tampa Bay approve the following amendments to the Bylaws of the Presbytery:

- Amend section 3.1.b. by replacing the term “regional commission” with “region” [text to be inserted is shown in redline and text to be deleted in ~~strikethrough~~]:
 - b. Membership:** The Commission on Ministry shall be composed of twenty-four members elected by the Presbytery for three-year terms with eight elected each year. As nearly as possible, the Commission shall have parity among TEs and REs. The commission shall have a chair, whom the Presbytery elects, and a recording clerk, whom this commission selects. Each ~~regional commission~~ region of the Commission on Ministry shall have a chair, elected by the Commission on Ministry as a whole. Members shall be elected at the last Presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term, or two additional terms if their first term was a partial term of less than one and a half years. No person having served two full terms shall be eligible for reelection until at least one year has elapsed.
- Amend section 3.1.f as follows: [text to be inserted is shown in redline and text to be deleted in ~~strikethrough~~]:
 - f. Responsibilities:** The Commission on Ministry shall:
 - i. Develop and implement equal opportunity policies and procedures,
 - ii. Set minimum annual compensation for TEs, Commissioned Pastors and those in Certified Church Service,
 - iii. Maintain appropriate policies and procedures, reviewing them at least every 2 years,
 - iv. Train members of the Commission on Ministry,
 - v. Develop and disseminate practices and standards for pastoral transitions,
Among the responsibilities of each of Regional Commission on Ministry are the following:
 - vi. Identify resources for promoting the peace and harmony of the congregations, especially in regard to matters arising out of the relationship between TEs and congregations,
 - vii. Identify resources concerning equitable compensation, personnel policies, and fair employment practices for all church professionals,
 - viii. Hold congregations accountable for compensation and benefits that are proportionate to the Presbytery's Guidelines for Minimum Terms of Call,
 - ix. Approve requests from congregations to make changes in pastoral staffing models regarding the number or type of installed or temporary pastoral relationships,
 - x. Approve Ministry Information Forms for congregations,
 - xi. Approve and present calls for services of TEs, approve the examination of TEs transferring from other presbyteries, dissolve pastoral relationships, and dismiss TEs to other presbyteries or denominations,
 - xii. Conduct an examination of each TE or candidate entering the Presbytery, including those transferring from other Presbyteries or reformed denominations,

on their Christian faith, view of theology, the sacraments, government of the church, and Bible content, as needed, and receive them as members of the Presbytery,

xiii. Validate ministries for TEs, not serving particular congregations, and approve persons for Certified Church Service such as Certified Christian Educator,

xiv. Appoint persons to temporary pastoral relationships,

xv. Appoint REs to particular pastoral service as Commissioned Pastors, Conduct examinations of ruling elders being considered for a commission as a Commissioned Pastor in a congregation of the Presbytery, and appoint them for service,

xvi. Receive transfers of TEs from other Presbyteries and reformed denominations,

xvii. Appoint administrative commissions to ordain and /or to install TEs, them in permanent pastoral relations with input from the region,

xviii. Maintain a list of pulpit supply, and

xix. Authorize celebration of the Lord's Supper Communion for non-congregational entities meeting within the bounds of the Presbytery.

xx. The Commission on Ministry may permit the regional teams to take the following actions on behalf of the full Commission:

- a. Provide for pastoral care concerns of all church professionals and their families,
- b. Assist professionals in securing appropriate career and personal counseling,
- c. Provide for biennial congregational care visit for each Session and be open to communication at all times with ruling elders who are members of Session, with these visits ideally being made by at least one TE and at least one RE including members of the COM region and of the Commission on Church Vitality,
- d. Exercise wise discretion in determining when to take cognizance of information concerning difficulties within a congregation and apprise the full COM when such difficulties arise,
- f. Assist in resolving conflicts within local congregations promoting the peace and harmony of the congregations,
- g. Approve requests from congregations to create or abolish pastoral positions. Counsel with congregations regarding options for pastoral leadership: installed or commissioned, permanent or temporary; dissolving pastoral relationships, the interim period, electing a Pastor Nominating Committee, the process of calling/commissioning a pastor(s) for all types of positions, and provide a list of qualified persons to fill a vacant pulpit,
- h. Create or dissolve a pastoral relationship or position in a church, Dissolve a pastoral relationship when the congregation and pastor concur,
- i. Provide guidance and resources to congregations concerning equitable compensation, personnel policies, and fair employment practices for all church professionals,
- j. Review and approve a Ministry Information Forms prepared for particular congregations, and authorize updates following approval by the full COM,
- k. Approve calls and terms of call for TEs, Annually review the terms of call and any changes for TEs,

- I. Appoint persons to temporary pastoral relationships, Approve and oversee covenants for stated supply and interim pastors, reviewing these documents for length of term and compensation,
- m. Give permission for Authorize TEs not serving a congregation to officiate the sacraments,
- n. Approve sabbatical leave requests following consultation with the Presbytery Coach and Coordinator,
- o. Approve TEs to the status of "Honorable Retired,"
- p. Approve requests from sessions to allow REs to serve longer than 6 years.
- q. Appoint session moderators, especially when there is a vacancy,
- r. Authorize CPs Commissioned Pastors to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law.
- s. Validate ministries for TEs,
- t. Approve persons for Certified Church Service such as Certified Christian Educator,
- u. Appoint REs to particular pastoral service as Commissioned Pastors,
- v. Receive transfers of TEs from other Presbyteries and reformed denominations,
- w. Appoint administrative commissions to ordain and to install TEs,
- x. Maintain a list of pulpit supply,
- y. Dismiss a TE in good standing from the Presbytery,
- z. Recommend relief from vacancy dues to the Board of Pensions,
- aa. Approve Communion for non-congregational entities meeting within its bounds,
- bb. Examine Commissioned Pastors (CPs) for commissioning to a particular service, approve contracts between CPs and churches, and arrange for CP commissioning services according to G-2.1003,

Commission on Ministry excerpt from the current Bylaws of the Presbytery of Tampa Bay

3.1 Commission on Ministry

a. Defined: The Commission on Ministry shall be a standing administrative commission (G-3.0109b). This commission shall function as a pastor and counselor to TEs, REs commissioned to particular pastoral service, and Certified Christian Educators. This commission shall provide guidance and resources to sessions and congregations. The Commission on Ministry will be split into regions as determined by the COM as a whole.

b. Membership: The Commission on Ministry shall be composed of twenty-four members elected by the Presbytery for three year terms with eight elected each year. As nearly as possible, the Commission shall have parity among TEs and REs. The commission shall have a chair, whom the Presbytery elects, and a recording clerk, whom this commission selects. Each regional commission of the Commission on Ministry shall have a chair, elected by the Commission on Ministry as a whole. Members shall be elected at the last Presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term, or two additional terms if their first term was a partial term of less than one and a half years. No person having served two full terms shall be eligible for reelection until at least one year has elapsed.

c. Organization: Organization of the Commission shall be included in the Presbytery Manual of Operations.

d. Meetings: Meeting policies shall be included in the Presbytery Manual of Operations.

e. Quorum: A quorum shall be a majority of the members (G-3.0109b).

f. Responsibilities: The Commission on Ministry shall:

- i. Develop and implement equal opportunity policies and procedures,
- ii. Set minimum annual compensation for TEs, Commissioned Pastors and those in Certified Church Service,
- iii. Maintain appropriate policies and procedures, reviewing them at least every 2 years,
- iv. Train members of the Commission on Ministry,
- v. Develop and disseminate practices and standards for pastoral transitions,

Among the responsibilities of each of Regional Commission on Ministry are the following:

- i. Create or dissolve a pastoral relationship or position in a church,
- ii. Approve calls and terms of call for TEs,
- iii. Validate ministries for TEs,
- iv. Approve persons for Certified Church Service such as Certified Christian Educator,
- v. Appoint persons to temporary pastoral relationships,
- vi. Appoint REs to particular pastoral service as Commissioned Pastors,
- vii. Receive transfers of TEs from other Presbyteries and reformed denominations,
- viii. Appoint administrative commissions to ordain and to install TEs,
- ix. Maintain a list of pulpit supply,
- x. Give permission for TEs not serving a congregation to officiate the sacraments,
- xi. Assist in resolving conflicts within local congregations,
- xii. Appoint session moderators, especially when there is a vacancy,
- xiii. Review and approve a Ministry Information Form for particular congregations,
- xiv. Dismiss a TE in good standing from the Presbytery,
- xv. Approve sabbatical leave requests,
- xvi. Approve TEs to the status of "Honorable Retired,"
- xvii. Recommend relief from vacancy dues to the Board of Pensions,
- xviii. Approve Communion for non-congregational entities meeting within its bounds,

- xix. Approve requests from sessions to allow REs to serve longer than 6 years.
- xx. Examine Commissioned Pastors (CPs) for commissioning to a particular service, approve contracts between CPs and churches, and arrange for CP commissioning services according to G-2.1003,
- xxi. Authorize CPs to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law.
- xxii. Approve requests from congregations to create or abolish pastoral positions.

g. Powers: To accomplish these responsibilities, this commission is empowered to act for the Presbytery solely as specified in these Bylaws, consistent with the Book of Order. These powers are delegated and not original. In cases of disagreement appeals may be made to the next meeting of the Presbytery.

h. Records: The Commission on Ministry shall make a full record of its proceedings and shall submit those minutes within two weeks of approval to the Stated Clerk. Summaries of these records shall be included in the materials made available to the TE and RE commissioners prior to the next Presbytery meeting.

**Committee on Nominations and Representation
Presbytery of Tampa Bay
April 29, 2021
The Rev. Meghann Pabst, Chair**

Motions for Presbytery

None

Items for Information

1. The Committee on Nominations and Representation is actively seeking names of ordained ruling elders within the Presbytery of Tampa Bay who would capably and enthusiastically serve on presbytery committees and commissions.
2. Please consider sharing the names of these individuals using the form that can be found at this link: <https://forms.gle/j4LLkXcKG3fhL7Hr7>

**Treasurer's Report
Presbytery of Tampa Bay
April 29, 2020
Terry Dennis, Treasurer**

Items for Information

The following reports are attached:

- a. 2021 Year-to-Date Per Capita Report by congregation
- c. 2021 Year-to-Date Analysis of Revenue & Expenses

St. Andrew Presbyterian - Tampa	1,892.25	83	1,805.25	0%	(1,805.25)	124.50	0%	(124.50)	745.34	0%	(745.34)	-	2,675.09	0%	(2,675.09)			
St. Andrews Presbyterian - Dunedin	7,569.00	326	1,892.25	7,090.50	27%	(5,198.25)	489.00	0%	(489.00)	2,927.48	0%	(2,927.48)	1,892.25	10,506.98	18%	(8,614.73)		
St. John Presbyterian Church	848.25	36	201.21	783.00	26%	(581.79)	13.89	54.00	26%	(40.11)	83.07	323.28	26%	(240.21)	298.17	1,160.28	26%	(862.11)
St. Mark's Presbyterian Church	1,837.90	113	599.81	2,457.75	24%	(1,857.94)	41.37	169.50	24%	(128.13)	246.82	1,014.74	24%	(767.92)	888.00	3,641.99	24%	(2,753.99)
Temple Terrace Presbyterian Church	-	89		1,935.75	0%	(1,935.75)		133.50	0%	(133.50)		799.22	0%	(799.22)	-	2,868.47	0%	(2,868.47)
Trinity Presbyterian Church - Clearwater	4,089.00	168	914.35	3,654.00	25%	(2,739.65)	63.06	252.00	25%	(188.94)	376.25	1,508.64	25%	(1,132.39)	1,353.66	5,414.64	25%	(4,060.98)
Trinity Presbyterian Church of St Pete	1,326.75	56		1,218.00	0%	(1,218.00)		84.00	0%	(84.00)		502.88	0%	(502.88)	-	1,804.88	0%	(1,804.88)
Trinity Presbyterian Church of Seven Springs	5,342.62	378	1,688.66	8,221.50	21%	(6,532.84)	116.46	567.00	21%	(450.54)	694.88	3,394.44	20%	(2,699.56)	2,500.00	12,182.94	21%	(9,682.94)
Village Presbyterian Church - Tampa	1,333.36	210	415.00	4,567.50	9%	(4,152.50)		315.00	0%	(315.00)		1,885.80	0%	(1,885.80)	415.00	6,768.30	6%	(6,353.30)
Woodlawn Presbyterian Church	1,457.25	50	1,066.74	1,087.50	98%	(20.76)	73.57	75.00	98%	(1.43)	438.96	449.00	98%	(10.04)	1,579.27	1,611.50	98%	(32.23)
Individuals	243.50			43.54		43.54		3.00		3.00		17.92		17.92	64.46	-		64.46
Grand Total:	243,407.95	12614	75,711.60	274,354.50	28%	(198,642.90)	5,012.92	18,921.00	26%	(13,908.08)	19,801.80	113,273.72	17%	(93,471.92)	100,526.32	406,549.22	25%	(306,022.90)

Presbytery of Tampa Bay								
Analysis of Revenues & Expenses - Detail								
Mission								
January to March 2021								
Accounts	Total Actual (Last Year)	YTD Actual (Last Year)	% YTD Actual (Last Year)	Annual Budget (This Year)	YTD Actual (This Year)	% YTD Actual (This Year)	MTD Actual (This Year)	Annual Budget Remaining (This Year)
Revenues								
MISSION INCOME								
Shared Mission								
7000 - PTB- Basic Shared Mission	109,844.60	14,806.33	13%	107,262.00	9,797.35	9%	4,222.24	97,464.65
7005 - GA- Basic Shared Mission	-	-		20,000.00	200.00	1%	100.00	19,800.00
7010 - Synod- Basic Shared Mission	1,290.00	-	0%	-	-		-	-
Total Shared Mission	111,134.60	14,806.33	13%	127,262.00	9,997.35	8%	4,322.24	117,264.65
Designated Mission								
7105 - GA- Designated Mission	13,614.00	5,000.00	37%	10,000.00	997.00	10%	899.00	9,003.00
7110 - SSA- Designated Mission Giving	670.05	117.60	18%	1,000.00	257.30	26%	6.66	742.70
7120 - Beth-El -3 Cents	7,982.43	1,060.03	13%	11,000.00	3,333.15	30%	51.02	7,666.85
7121 - Beth-El Designated Giving	15,997.49	6,554.00	41%	13,000.00	1,113.09	9%	250.00	11,886.91
7125 - Cedarkirk-Designated Giving	18,186.63	6,300.00	35%	19,000.00	1,235.17	7%	250.00	17,764.83
7135 - Disaster Assist to GA	1,865.00	-	0%	20,000.00	-	0%	-	20,000.00
7140 - Thornwell-Designated Giving	-	-		500.00	-	0%	-	500.00
Total Designated Mission	58,315.60	19,031.63	33%	74,500.00	6,935.71	9%	1,456.68	67,564.29
Special Offering Income PCUSA								
7350 - Christmas Joy, GA	20,713.62	13,979.04	67%	22,000.00	5,739.00	26%	565.00	16,261.00
7360 - OGHS, GA	14,022.50	1,672.00	12%	30,000.00	688.49	2%	508.49	29,311.51
7365 - Peace & Global Witness, GA	2,679.46	470.30	18%	4,000.00	1,028.97	26%	26.68	2,971.03
7370 - Pentecost, GA	5,913.00	432.00	7%	6,000.00	3,168.73	53%	3,000.00	2,831.27
Total Special Offering Income PCUSA	43,328.58	16,553.34	38%	62,000.00	10,625.19	17%	4,100.17	51,374.81
Total MISSION INCOME	212,778.78	50,391.30	24%	263,762.00	27,558.25	10%	9,879.09	236,203.75
Expenses								
MISSION EXPENSE								
CCV-Comm Church Vitality & Reg								
8000 - ECDC/CCV Administrative Exp	-	-		200.00	-	0%	-	200.00
8006 - Conferences	-	-		500.00	-	0%	-	500.00

8041 - FLPDAN	10,000.00	2,500.00	25%	10,000.00	2,500.00	25%	-	7,500.00
Total CCV-Comm Church Vitality & Reg	10,000.00	2,500.00	25%	10,700.00	2,500.00	23%	-	8,200.00
Beth El Farmworkers Ministry								
8200 - Beth El- PTB Shared Mission	46,999.50	11,750.00	25%	47,000.00	11,750.00	25%	-	35,250.00
8205 - Beth El 3 Cents Allocation	7,982.43	1,060.03	13%	11,000.00	3,333.15	30%	51.02	7,666.85
8210 - Beth El Designated Giving	15,997.49	6,554.00	41%	13,000.00	1,113.09	9%	250.00	11,886.91
Total Beth El Farmworkers Ministry	70,979.42	19,364.03	27%	71,000.00	16,196.24	23%	301.02	54,803.76
Cedarkirk Camp								
8250 - Cedarkirk- PTB Shared Mission	46,999.50	11,750.00	25%	47,000.00	11,750.00	25%	-	35,250.00
8255 - Cedarkirk Designated Giving	18,186.63	6,300.00	35%	19,000.00	1,235.17	7%	250.00	17,764.83
Total Cedarkirk Camp	65,186.13	18,050.00	28%	66,000.00	12,985.17	20%	250.00	53,014.83
Synod of South Atlantic								
8500 - Synod Basic Shared Mission	1,290.00	-	0%	-	-		-	-
8505 - Synod / MissionInsite	2,562.00	2,562.00	100%	2,562.00	499.98	20%	166.66	2,062.02
8510 - Designated Mission	670.05	117.60	18%	1,000.00	257.30	26%	6.66	742.70
8515 - Thornwell Home	-	-		500.00	-	0%	-	500.00
Total Synod of South Atlantic	4,522.05	2,679.60	59%	4,062.00	757.28	19%	173.32	3,304.72
General Assembly PCUSA								
8555 - Basic Shard Mission	-	-		20,000.00	200.00	1%	100.00	19,800.00
8560 - Designated Mission	58,807.58	21,553.34	37%	92,000.00	11,622.19	13%	4,999.17	80,377.81
Total General Assembly PCUSA	58,807.58	21,553.34	37%	112,000.00	11,822.19	11%	5,099.17	100,177.81
Total MISSION EXPENSE	209,495.18	64,146.97	31%	263,762.00	44,260.88	17%	5,823.51	219,501.12
Net Total	3,283.60	(13,755.67)		-	(16,702.63)		4,055.58	16,702.63
Revenues								
NWC INCOME								
The Table Community Church								
9400 - 1001 Seed Grant	-	-		7,500.00	10,000.00	133%	10,000.00	(2,500.00)
9404 - PC NWC Pres.Funding fr 6350	28,182.12	-	0%	66,817.88	16,704.48	25%	5,568.16	50,113.40
Total The Table Community Church	28,182.12	-	0%	74,317.88	26,704.48	36%	15,568.16	47,613.40
Expenses								
NWC EXPENSE								
The Table Community Ch Expense								
The Table Com. Personnel Exp.								
The Table Com Ch Pastor Exp								
9410 - Table Com Ch Pastor Salary	9,424.00	-	0%	42,409.00	10,602.36	25%	3,534.12	31,806.64
9411 - Table Com Ch Pastor Housing	5,779.00	-	0%	26,000.00	6,500.06	25%	2,166.66	19,499.94

9412 - Table Com Ch Pastor SECA	1,163.00	-	0%	5,233.00	1,308.36	25%	436.12	3,924.64
9413 - Table Com Ch Pastor Pension/DD	1,847.04	-	0%	6,841.00	1,710.21	25%	1,710.21	5,130.79
9414 - Table Com Ch Pastor Medical	3,848.01	-	0%	18,470.00	4,617.60	25%	201.71	13,852.40
9415 - Table Com Ch Pastor Auto/Prof.	66.12	-	0%	1,500.00	576.65	38%	303.19	923.35
9416 - Table Com Ch Pastor Cont. Ed	-	-		1,200.00	10.45	1%	10.45	1,189.55
9417 - Table Com Ch Pastor Moving	2,040.84	-	0%	-	-		-	-
Total The Table Com. Personnel Exp.	24,168.01	-	0%	101,653.00	25,325.69	25%	8,362.46	76,327.31
The Table Com Ch Oper. Expense								
9500 - Table Com Ch Office Exp.	2,427.09	-	0%	-	-		-	-
9501 - Table Com Ch Marketing Exp.	1,587.02	-	0%	1,900.00	1,442.00	76%	997.56	458.00
Total The Table Com Ch Oper. Expense	4,014.11	-	0%	1,900.00	1,442.00	76%	997.56	458.00
Total The Table Community Ch Expense	28,182.12	-	0%	103,553.00	26,767.69	26%	9,360.02	76,785.31
Net Total	-	-		(29,235.12)	(63.21)	0%	6,208.14	(29,171.91)

Revenues								
PER CAPITA INCOME								
7500 - Per Capita - Presbytery	269,951.22	73,411.80	27%	236,000.00	75,711.60	32%	48,942.87	160,288.40
7505 - Per Capita - General Assembly	61,868.04	18,679.58	30%	70,000.00	19,801.80	28%	9,692.04	50,198.20
7510 - Per Capita -Synod of SA	12,075.76	4,837.34	40%	18,921.00	5,012.92	26%	3,321.88	13,908.08
7515 - Draw from Reserves	-	-		44,574.12	-	0%	-	44,574.12
7525 - Investment Spending Policy	28,257.81	6,074.94	21%	70,654.88	9,745.36	14%	6,948.20	60,909.52
7536 - PPP Loan Income	43,918.00	-	0%	-	-		-	-
Total PER CAPITA INCOME	416,070.83	103,003.66	25%	440,150.00	110,271.68	25%	68,904.99	329,878.32
Expenses								
PER CAPITA EXPENSE								
Presbytery Meetings								
9005 - Presbytery Meetings	1,724.76	402.66	23%	1,500.00	600.00	40%	-	900.00
Total Presbytery Meetings	1,724.76	402.66	23%	1,500.00	600.00	40%	-	900.00
Administration and Office Exp								
9100 - Legal Counsel	-	-		2,000.00	-	0%	-	2,000.00
9105 - Audit Fees +	12,282.00	-	0%	12,500.00	-	0%	-	12,500.00
9108 - Insurance	3,199.76	1,641.00	51%	3,000.00	2,465.25	82%	203.00	534.75
9120 - IT Contracts & Costs	10,334.00	3,016.00	29%	10,000.00	2,316.00	23%	772.00	7,684.00
9125 - Equipment Repair & Maintenance	4,332.00	1,083.00	25%	3,000.00	1,255.77	42%	418.59	1,744.23
9133 - Operating Expenses	736.98	484.77	66%	1,500.00	143.00	10%	70.00	1,357.00
9135 - Stationary & Supplies	3,182.64	925.15	29%	4,000.00	243.64	6%	(146.17)	3,756.36
9150 - Phone/Internet	3,163.00	750.00	24%	2,000.00	637.25	32%	261.67	1,362.75
9170 - Bookkeeper Contract	16,850.00	4,300.00	26%	18,000.00	4,200.00	23%	1,375.00	13,800.00
9180 - Rent	9,000.00	2,250.00	25%	9,000.00	2,250.00	25%	750.00	6,750.00
Total Administration and Office Exp	63,080.38	14,449.92	23%	65,000.00	13,510.91	21%	3,704.09	51,489.09
Committee on Ministry								
9200 - COM Administration Expense	1,768.74	325.24	18%	2,500.00	180.23	7%	-	2,319.77
Total Committee on Ministry	1,768.74	325.24	18%	2,500.00	180.23	7%	-	2,319.77
Presbytery Council								
9220 - Council / Team Administration	1,078.46	103.60	10%	2,000.00	-	0%	-	2,000.00
9225 - Permanent Judicial Commission	-	-		500.00	-	0%	-	500.00
9245 - Sexual Misconduct Response	-	-		500.00	-	0%	-	500.00
Total Presbytery Council	1,078.46	103.60	10%	3,000.00	-	0%	-	3,000.00
Preparation for Ministry Comm.								
9275 - CPM Administration	918.06	650.00	71%	3,000.00	18.14	1%	18.14	2,981.86
Total Preparation for Ministry Comm.	918.06	650.00	71%	3,000.00	18.14	1%	18.14	2,981.86

Personnel Budget								
Coordinator-Coach								
9901 - Coach/Coord Salary	99,800.00	24,150.00	24%	96,600.00	24,432.00	25%	8,050.00	72,168.00
9902 - Coach/Coord FICA	7,634.76	1,847.49	24%	7,390.00	1,869.05	25%	615.83	5,520.95
9904 - Coach/Coor Auto & Prof	4,994.12	4,045.83	81%	8,000.00	50.99	1%	-	7,949.01
9906 - Coach/Coord Cont Ed	2,030.97	811.80	40%	2,000.00	704.28	35%	675.39	1,295.72
Total Coordinator-Coach	114,459.85	30,855.12	27%	113,990.00	27,056.32	24%	9,341.22	86,933.68
Stated Clerk								
9925 - Stated Clerk Salary	24,300.00	6,075.00	25%	19,000.00	6,400.11	34%	2,133.37	12,599.89
9926 - Stated Clerk SECA	3,389.04	847.26	25%	2,983.00	745.86	25%	248.62	2,237.14
9930 - Stated Clerk, Clergy Housing	19,999.92	4,999.98	25%	20,000.00	5,000.06	25%	1,666.66	14,999.94
9935 - Stated Clerk Pension & Med	6,108.00	1,527.00	25%	4,560.00	1,140.00	25%	335.83	3,420.00
9940 - Stated Clerk-Continuing Education	-	385.83		1,200.00	-	0%	-	1,200.00
9945 - Stated Clerk Professional Expenses	81.00	31.00	38%	1,500.00	-	0%	-	1,500.00
9946 - Stated Clerk Deferred Inc.	6,600.00	1,650.00	25%	6,600.00	-	0%	-	6,600.00
Total Stated Clerk	60,477.96	15,516.07	26%	55,843.00	13,286.03	24%	4,384.48	42,556.97
Support Staff								
9950 - Support Staff, Salaries	12,470.93	3,898.76	31%	23,388.00	3,050.22	13%	1,262.16	20,337.78
9960 - Support Staff, FICA/Medicare	907.54	251.78	28%	1,790.00	233.34	13%	96.55	1,556.66
Total Support Staff	13,378.47	4,150.54	31%	25,178.00	3,283.56	13%	1,358.71	21,894.44
Associate Presbyter								
9986 - Assoc. Presbyter Salary	30,000.00	7,500.00	25%	27,000.00	6,750.00	25%	2,250.00	20,250.00
9987 - Assoc. Presbyter Pension/Med	19,239.96	4,920.84	26%	19,240.00	4,809.99	25%	1,603.33	14,430.01
9988 - Assoc. Presbyter Prof. Exp.	120.11	47.79	40%	2,500.00	7.47	0%	-	2,492.53
9989 - Assoc. Presbyter SECA	3,978.00	994.50	25%	3,978.00	994.50	25%	331.50	2,983.50
9990 - Assoc. Presbyter Housing	21,999.96	5,499.99	25%	25,000.00	6,250.03	25%	2,083.33	18,749.97
9992 - Assoc. Presbyter Cont. Ed.	1,996.52	136.52	7%	3,500.00	-	0%	-	3,500.00
Total Associate Presbyter	77,334.55	19,099.64	25%	81,218.00	18,811.99	23%	6,268.16	62,406.01
Total Personnel Budget	265,650.83	69,621.37	26%	276,229.00	62,437.90	23%	21,352.57	213,791.10
Per Capita Forwarded								
9975 - Per Capita, G A	67,931.10	18,679.58	27%	70,000.00	19,801.80	28%	9,692.04	50,198.20
9980 - Per Capita, Synod	13,918.50	4,837.34	35%	18,921.00	5,012.92	26%	3,321.88	13,908.08
Total Per Capita Forwarded	81,849.60	23,516.92	29%	88,921.00	24,814.72	28%	13,013.92	64,106.28
Total PER CAPITA EXPENSE	416,070.83	109,069.71	26%	440,150.00	101,561.90	23%	38,088.72	338,588.10
Net Total	-	(6,066.05)		-	8,709.78		30,816.27	(8,709.78)

**Report of the Coordinating Team
Presbytery of Tampa Bay
April 29, 2021
Jonathan Owen, Chair**

Motions for Presbytery

The Coordinating Team recommends that the Presbytery of Tampa Bay take the following actions (see additional details under “Items for Information” below):

- 1. Approve the amended Bylaws of Presbyterian Camp and Conference Ministries of Southwest Florida, Inc., (Cedarkirk) as presented on pages 37-45 of this packet.**
- 2. Approve the amendments to the Bylaws and Articles of Incorporation of Presbyterian Homes and Housing Foundation as presented on pages 46-48 of this packet.**
- 3. Elect the Rev. Margaret “Peg” Roy to serve as a member of the Committee on Nominations and Representation in the class of 2023.**
- 4. Elect the Rev. Elizabeth “Libby” Shannon as Associate Presbyter for Emerging Ministries for a three-year term.**

Items for Information

1. The Presbytery is occasionally asked to approve bylaws changes of certain covenant partners and affiliated organizations to which the Presbytery nominates or elects members to serve on certain boards or advisory committees. Items 1 and 2 above from Cedarkirk and Presbyterian Homes respond to recent requests. In both cases, the requirements on the Presbytery for nominations or elections have been reduced to reflect needed reductions in board or committee sizes.
2. The Coordinating Team is responsible for nominating members of the Committee on Nominations and Representation.
3. Just as the Coordinating Team acted as a “a broadly representative search committee (G-3.0111) of at least five members of the Presbytery” in nominating Libby to serve in this role when the temporary position of Associate Presbyter for Emerging Ministries was created two years ago, CT is now nominating her for election to the continuing position added to the Presbytery Bylaws at the Special Meeting of the Presbytery held on February 26, 2021.

Actions Taken by the Coordinating Team as a Commission of the Presbytery

1. Approved a donation of \$200 to the Interfaith Thanksgiving for Refugees 2020 effort supported by several PTB congregations in Tampa. (1/14/2021)
2. Approved honorarium and reimbursement for expenses for the Rt. Rev. Maake Masango for serving as guest preacher at the November Stated Meeting of the Presbytery.

3. Approved the following locations for hosting worship for an online meeting of the Presbytery or host an in-person meeting of if permissible and wise (1/14/2021):
 - a. Thursday, April 29: Cedarkirk Camp & Conference Center, Lithia
 - b. Saturday, August 14: Trinity Pres. Church of Seven Springs, New Port Richey
 - c. Thursday, Dec 2: Palma Ceia Presbyterian Church, Tampa
4. Approved minutes of the Stated Meeting of the Presbytery of Tampa Bay held on November 12, 2020 (1/14/2021), and the Special Meeting of the Presbytery held on February 26, 2021. (3/11/2021)
5. On recommendation from the Committee on Nominations and Representation, approved permitting Pablo Diaz to join the Board of Trustees for an unexpired term in the class of 2022 pending his election by the Presbytery at an upcoming meeting. (2/11/2021)
6. On request from the Commission on Church Vitality, CT authorized \$15,000 from the CCV Common Fund to complete converting a \$50,000 loan from the Board of Trustees to Lake Seminole Presbyterian Church into a grant from the Commission on Church Vitality (3/11/2021)
7. Approved designating the offering collected at the April 29 Stated Meeting be designated to the Cedarkirk Camp & Conference Center Capital Campaign. (3/11/2021)
8. Approved Justice and Peacemaking Grants of \$2000 each to PEACE (Polk Ecumenical Action Council for Empowerment), HOPE (Hillsborough Organization for Progress & Equality) and FAST Pinellas (Faith in Action for Strength Together) in support of each organization's work to build the power of people in congregations and communities to confront systemic injustices in three of the presbytery's seven counties. (3/11/2021)
9. Approved nominating Peg Roy to serve on CNR to fill an unexpired term in the class of 2023 and that she be permitted to join the CNR for pending her election by the presbytery at an upcoming meeting. (3/11/2021)



PCCM (Cedarkirk) Bylaw Revisions | Notes on Revisions

The Board of Directors of Presbyterian Camp and Conference Ministries of Southwest Florida, Inc. (hereafter "Cedarkirk") voted in April of 2020 to approve changes to its corporation bylaws.

Two revisions were made to the Bylaws. These revisions - and rationale for said revisions - are explained below.

REVISION ONE:

A revision was made to **Section 3.02** of the bylaws. Previously, the bylaws dictated Cedarkirk's Board of Directors be comprised of 24 individuals, 12 selected from Peace River Presbytery and 12 selected from Presbytery of Tampa Bay. The revision reduced the number of Directors from 24 to 18 (now 9 members representing each of the two presbyteries).

Rationale:

- 24 members is an unwieldy size for a Board, and both presbyteries have historically had difficulty filling all 12 of their spots (four members in each of three classes, serving three-year terms). We have not had a full Board of 24 members in more than a decade.
- A smaller Board will streamline our business meetings and make it easier for presbyteries to identify and nominate full classes to our Board each year.

REVISION TWO:

A revision was made to **Section 3.09** of the bylaws. A previous version of the bylaws allowed for meetings to happen via telephone conference call. Language was added in this version to include computer/video as a legitimate means of conducting stated or called business meetings.

Rationale:

- During a pandemic or other such emergencies, it may be necessary for the Board to meet in a manner that is either physically distanced or "virtual." This revision now allows for that.

Respectfully submitted:
Matthew Shick
Executive Director
Cedarkirk Camp & Conference Center

BYLAWS OF

PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA, INC.

A Not-for-profit Corporation

PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA, INC. (PCCM) (hereinafter sometimes referred to as "The Corporation") is a unit of the PRESBYTERIAN CHURCH (USA) (hereinafter sometimes referred to as "The Church") and is organized to receive, hold, to serve the camp, conference, and retreat needs of PRESBYTERY OF TAMPA BAY and PEACE RIVER PRESBYTERY (hereinafter sometimes referred to as "The Presbyteries") and their constituent churches, to encumber, manage, and transfer certain property for the benefit of the PRESBYTERY OF TAMPA BAY and PEACE RIVER PRESBYTERY pursuant to the covenant and agreement of PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA, INC., PRESBYTERY OF TAMPA BAY, AND PEACE RIVER PRESBYTERY, as provided in the form of government of the Church, and was incorporated on the 9th day of October, 1987, as a not-for-profit corporation under the laws of the State of Florida.

ARTICLE I. OFFICES AND FISCAL YEAR

Section 1.01 Offices. The Corporation may have offices at such places within or without its geographical area as the Board of Directors may from time to time appoint or the business of the Corporation requires.

Section 1.02 Fiscal Year. The fiscal year of the Corporation shall begin on the first day of January each year.

ARTICLE II. MEMBERS

Section 2.01 Membership. The members of this Corporation shall be the members of PRESBYTERY OF TAMPA BAY and PEACE RIVER PRESBYTERY (or their successor Presbyteries) as listed from time to time on the Roll of Members maintained by the Stated Clerks of The Presbyteries pursuant to the Standing Rules of said presbyteries, qualification, admission, termination, and all other terms and conditions of membership shall be the same as those of The Presbyteries, as they now or hereafter exist from time to time. It is the intent of these Bylaws that The Corporation be under the direction of and accountable and responsible to The Presbyteries (or their successor or successors) as units of the PRESBYTERIAN CHURCH (USA).

Section 2.02 Meetings, Quorum, Manner of Acting, and Adjournment. Each duly called meeting of either PRESBYTERY OF TAMPA BAY and PEACE RIVER PRESBYTERY, at which a quorum is present, shall also be a meeting of the members of the Corporation. Any action which requires the approval of the membership shall be approved by a majority of the members present at meetings of both The Presbyteries before such action shall be effective. The President of The Corporation shall present a full report to The Presbyteries annually.

Section 2.03 Assets. No member shall have any right, title, or interest in any of the property or assets, including any earnings or investment income, of the corporation. Nor shall any of the property or assets be distributed to any member on dissolution or winding up of the Corporation.

Section 2.04 Liabilities. No member of The Corporation shall be personally liable for any of the debts, liabilities, or obligations of The Corporation, nor shall any member be subject to any assessment.

ARTICLE III. DIRECTORS

Section 3.01 Election of Directors. The Directors, who shall constitute the management of The Corporation, shall be elected annually by the members of The Corporation at the Annual Meeting of The Presbyteries. Notwithstanding anything to the contrary in these Bylaws, each of The Presbyteries shall elect one-half (1/2) of the Directors, and the election of Directors by one presbytery shall not need to be approved by the other presbytery. The Executive Presbyter of The Presbyteries shall be Directors ex-officio without vote. Directors shall be elected from a slate of nominees presented by the Nominating Committees of The Presbyteries. All vacancies shall be filled by election at any stated meeting of members of The Presbyteries, from nominations presented by the Nominating Committees of The Presbyteries.

Section 3.02 Number and Tenure. The authorized number of Directors of The Corporation shall be eighteen (18). The Presbyteries shall be represented by an equal number of Directors on the Board of Directors. The Directors shall be divided into three classes with terms of three years each. All terms shall begin January 1 to coincide with the fiscal year and the rules of The Presbyteries.

Section 3.03 Powers and Duties. The Board of Directors shall have full power to conduct, manage, and direct the business and affairs of The Corporation; and all powers of The Corporation are hereby granted to and vested in the Board of Directors, subject to the direction of The Presbyteries so far as such direction shall be lawful and in accordance with the Constitution of The Church, the Articles of Incorporation, the Covenant Agreement between The Presbyteries, the Standing Rules of The Presbyteries, and the laws of the State of Florida and the United States of America. Without in any way limiting the foregoing, the Board shall have the following powers, duties, and prohibitions:

- a.) To report regularly to The Presbyteries;
- b.) To approve and supervise bookkeeping and financial procedures;
- c.) To provide an acceptable bond for the Treasurer and all who handle finances;
- d.) To present an annual report to The Presbyteries;
- e.) To submit financial reports to The Presbyteries, as requested;
- f.) To submit an annual audit to The Presbyteries;
- g.) To maintain adequate insurance coverage; and
- h.) To inform The Presbyteries before soliciting funds from particular churches within a presbytery's boundaries, or conducting fund drives therein.
- i.) The Board of Directors shall not buy, sell, mortgage, or otherwise encumber any of its real property and shall not acquire real property subject to an encumbrance or condition without the written permission of The Presbyteries.
- j.) The Board of Directors shall not lease or rent any of its real property without written permission of The Presbyteries.

Section 3.04 Organization. At every meeting of the Board of Directors, the President of the Board, if there be one, or, in the case of a vacancy in the office or absence of the President of the Board, one of the following officers present, in the order stated, the Vice President, or a Chairperson chosen by a majority of the Directors present, shall preside, and the Secretary, or, in the absence of the Secretary, any person appointed by the Chairperson of the meeting, shall act as Secretary.

Section 3.05 Place of Meeting. Meetings of the Board of Directors may be held at such place within or without the geographical area of the Corporation as the Board of Directors may from time to time appoint, or as may be designated in the notice of the meeting.

Section 3.06 Regular Meetings. Regular meetings of the Board of Directors shall be held at such time and place as shall be designated from time to time by resolution of the Board of Directors; and one such meeting each year shall be designated as an annual meeting for organization. At every regular meeting, the Directors shall transact such business as may properly be brought before the meeting. Notice of regular meetings need not be given unless otherwise required by law or these Bylaws. There will be one (designated) meeting of The Corporation annually.

Section 3.07 Special Meetings. Special meetings of the Board of Directors shall be held whenever called by the President or by two or more of the Directors. Notice of each such meeting shall be given to each Director orally or in writing at least five (5) days before the time at which the meeting is to be held, unless the Director waives notice. Every such notice shall state the time and place of the meeting.

Section 3.08 Quorum, Manner of Acting, and Adjournment.

- a.) In order to constitute a quorum for the transaction of business, a majority of the Directors shall be present at each meeting. Every Director shall be entitled to one vote. Except as otherwise specified in Articles of Incorporation (as amended or restated) or by these Bylaws, or provided by statute, the acts of a majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors.
- b.) Absence of a Quorum:
 1. In the absence of a quorum a majority of the Directors present may adjourn the meeting from time to time until a quorum is present.
 2. In the alternative, the Directors present may transact business in the usual manner, however, the meeting and the business transacted shall have effect only upon the written approval of the minutes of the meeting by a quorum of the Directors. An absent Director shall signify his or her approval of the minutes by placing his or her signature at the end of the minutes or by signing a consent or ratification of the minutes. If an absent Director disapproves or abstains from any business transacted at such meeting, he or she shall indicate such disapproval or abstention by specifying the disapproved portion of the minutes next to his or her signature. The acts of the meeting shall be effective upon the last signature of the Director constituting the approving quorum and such approved acts shall then be the acts of the Board of Directors.

Section 3.09 Telephone or Computer Meetings. Meetings may be conducted by the use of telephone or computer technology whenever the necessity so arises. Such meetings shall be conducted in the same manner as the regular meeting of Directors and shall have the same effect as a regular meeting of Directors. A quorum of Directors must be participating either by telephone, computer, or in person, at any such meeting. The acts of the meeting shall become effective when confirmed in writing by the Directors who participated in the meeting. Under special circumstances telephone or computer meetings may be conducted by Directors and not constituting a quorum. The business thus transacted shall have effect only upon the written approval of the minutes by a quorum of Directors.

ARTICLE IV. COMMITTEES

Section 4.01 Duties – General. The Corporation shall have such committees as it finds to be necessary and proper to carry out its purposes. At the annual meeting each year the incoming President shall appoint

Directors to committees and designate a chairperson for each committee. The President shall recommend names and duties for each committee subject to the approval of the Board of Directors. The committee structure shall become part of the minutes of the annual meeting.

Section 4.02 Executive Committee. The Executive Committee shall be composed of all officers of The Corporation and the chairpersons of all of its committees. The President or Vice President and three (3) other members shall be a quorum. The Executive Committee may meet by telephone or computer as described in Section 3.09 of these Bylaws. A meeting of the Executive Committee may be called by any member of the committee so long as a notice of three (3) days is provided.

Section 4.03 Standing Committees. The standing committees of the Board of Directors and their functions are as follows:

- a.) Administration. The administration committee deals with budgets, personnel, policies, fees, and Corporation Bylaws.
- b.) Programs. The program committee deals with resources, feedback, accountability, and brainstorming for all programs. Its main function is to provide support for the program directors.
- c.) Property. The property committee deals with facilities, buildings, and grounds.
- d.) Public Relations. The public relations committee deals with promotional areas and publicity, the host and hostess program, and advocacy program.

Section 4.04 Quorum and Manner of Acting. A majority of the members of any committee of the Board of Directors shall be a quorum.

ARTICLE V. OFFICERS

Section 5.01 Number, Qualifications, and Designation. The Officers of The Corporation shall be a President, a Vice President, a Secretary, a Treasurer, an Executive Director (non-corporate); and such other Officers as may be elected in accordance with the provisions of section 5.02 of this Article. Officers must be Directors.

Section 5.02 Subordinate of Other Officers, Committees, and Agents. The Board of Directors may from time to time elect such other Officers and appoint such committees, employees, or other agents as the business of The Corporation may require, including one or more Assistant Secretaries, and one or more Assistant Treasurers, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws, or as the Directors may from time to time determine. The Board of Directors may delegate to The Presbyteries, to the Board of Directors, or to any officer or committee of The Corporation the power to elect subordinate or other Officers and to retain or appoint employees or other agents, or committees thereof, and to prescribe the authority and duties of such subordinate or other Officers, committees, employees, or other agents.

Section 5.03 Election of Officers. At the third quarterly meeting of the Board, the president shall appoint and announce three (3) Board members to be a nominating committee for the purpose of nominating a Treasurer and Secretary for the coming year. The President and Vice President shall be selected in accordance with the requirements prescribed in sections 5.07 and 5.08 of these Bylaws. The nominating committee shall report to the Board at the final quarterly meeting of the fiscal year when elections shall be held. The new Officers will assume their duties at the first meeting of the following year.

Section 5.04 Resignations. Any Officer or agent may resign at any time by giving written notice to the Directors, or to the President, or the Secretary of The Corporation. Any such resignation shall take effect at

the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5.05 Removal.

- a. **Without Prejudice.** Any Officer, committee member, employee, or other agent of The Corporation may be removed, either for or without cause, by the Directors or other authority which elected or appointed such Officer, committee member, employee, or other agent whenever in the judgment of such authority the best interest of The Corporation will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.
- b. **Missed Meetings.** Board members that miss three (3) regular board meetings and three (3) regular meetings of their assigned committee during the previous twelve (12) months, shall be asked to give cause why they should not be removed from the Board. At the next regular meeting the Board shall vote on their removal and if that member is removed, request that the appropriate presbytery appoint a member to complete the term of the member removed.

Section 5.06 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled by The Presbyteries. If the office is one for which these Bylaws prescribe a term, it shall be filled for the unexpired portion of the term.

Section 5.07 President. The President shall be the chief executive officer of The Corporation and shall have general supervision over the activities and operations of The Corporation, subject, however, to the control of the Board of Directors. The President shall sign, execute, and acknowledge, in the name of The Corporation, deeds, mortgages, bonds, contracts, or other instruments, authorized by the Board of Directors, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, or by these Bylaws, to some other officer or agent of The Corporation; and, in general, shall perform all duties incident to the office of President, and such other duties as from time to time may be assigned to the President by the Board of Directors. The President shall be chosen from PRESBYTERY OF TAMPA BAY to serve during even-numbered years and shall be chosen from PEACE RIVER PRESBYTERY to serve during odd-numbered years. The Vice President will normally be the President the following year.

Section 5.08 Vice President. The Vice President shall perform the duties of the President in the absence of the President and such other duties as may from time to time be assigned to him or her by the Board of Directors or by the President. The Vice President shall be chosen from PEACE RIVER PRESBYTERY to serve during even-numbered years and shall be chosen from PRESBYTERY OF TAMPA BAY during odd-numbered years. The Vice President will normally be President the following year.

Section 5.09 Secretary. The Secretary or an Assistant Secretary shall attend all meetings of the Board of Directors and shall record all the votes of the Directors and the minutes of the meetings of the Board of Directors and of committees of the Board in a book or books to be kept for that purpose; shall see that notices are given and records and reports properly kept and filed by The Corporation as required by law; shall be the custodian of the seal of The Corporation and see that it is affixed to all documents to be executed on behalf of the corporation under its seal; and, in general, shall perform all duties incident to the office of Secretary, and such other duties as may from time to time be assigned to the Secretary by the Board of Directors or the President.

Section 5.10 Treasurer. The Treasurer or Assistant Treasurer shall have or provide for the custody of the funds or other property of The Corporation and shall keep a separate book account of the same to the credit of such officer as Treasurer; shall collect and receive or provide for the collection and receipt of moneys earned by or in any manner due to or received by The Corporation; shall deposit all funds in the custody of

such officer as Treasurer in such banks or other places of deposit as the Board of Directors may from time to time designate; shall, whenever so required by the Board of Directors, render an account showing all transactions as Treasurer, and the financial condition of The Corporation; and, in general, shall discharge such other duties as may from time to time be assigned to the Treasurer by the Board of Directors or the President. The Treasurer will work closely with the bookkeeper and auditor, and will insure that an annual audit is conducted and submitted to the Board within six (6) months of the end of the fiscal year.

Section 5.11 Executive Director. The Executive Director shall be the chief administrative officer of The Corporation and, subject to the authority of the Board of Directors shall have:

- a. Duties. General supervision over the activities and operations of The Corporation.
- b. Title. The Executive Director may use the title "Executive Director" whenever necessary or appropriate in the performance of the duties of such office, but shall not thereby be deemed to be a Director of The Corporation.
- c. Replacement of Executive Director. Upon the resignation of the Executive Director, a search committee shall be appointed by the President and approved by the Board of Directors. This committee shall consist of three (3) Directors from each presbytery and a chairperson that may be from either presbytery, for a total of seven (7) members. The search committee shall be given the duty of nominating to the Board of Directors a new Executive Director. The effective date of the resignation shall not influence the appointment of the search committee or the time it is to begin its work.

Section 5.12 Officers' Bonds. Any Officer shall give a bond for the faithful discharge of the duties of the office held by such officer in each sum, if any, and with such surety or sureties as the Board of Directors shall require.

Section 5.13 Compensation of Board Members. Board members shall serve without compensation.

ARTICLE VI. INDEMNIFICATION OF DIRECTORS, OFFICERS, ETC.

Section 6.01 Indemnification of Directors and Employees. The Corporation shall indemnify and save harmless, any Director, Officer, employee, or agent made a party, or threatened to be made a party to any threatened, pending, or contemplated action at law, or investigative (other than one by The Corporation to procure a judgment in its favor) against liabilities or penalties in the form of judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees, if the individual was acting in his or her capacity of Director, Officer, employee, or agent of The Corporation, or if any other corporation, partnership, joint venture, trust, or other enterprise which he or she served at the request of The Corporation.

Section 6.02 Insurance. The Corporation shall purchase and maintain Directors', Officers', employees', and agents' liability insurance on behalf of any person who is or was a Director, Officer, employee, or agent of The Corporation.

Section 6.03 Scope of Article. If under this section a Director, Officer, employee, or agent is indemnified, such indemnification shall continue as to a person who has ceased to be a Director, Officer, employee, or agent of The Corporation and shall insure to the benefit of the heirs, executors, and administrators of such a person. Each person who shall act as a representative of The Corporation shall be deemed to be doing so in reliance upon such rights or indemnification as are provided in this section.

ARTICLE VII. INVESTMENTS

Section 7.01 Terms of Receipt of Trust Property by The Corporation. All property received by The Corporation in a fiduciary capacity shall be received either pursuant to a distribution from the estate of a decedent or pursuant to a trust agreement duly executed by the settlor and by The Corporation acting by its Officers and shall be received only when The Corporation has either a beneficial, contingent, or remainder interest in such property or when the beneficial interest of such property is owned by any other religious or charitable institution, non-profit corporation, or association.

Section 7.02 Administration. Unless otherwise specifically directed in the instrument by which any property, real or personal, is given, granted, conveyed, transferred, bequeathed, devised, assigned to, or otherwise vested in The Corporation, including but not limited to its capacity as fiduciary or otherwise, the appropriated committee is authorized to invest and reinvest the property thus received or the proceeds of any property thus received and to retain property thus received and investments heretofore or hereafter made if done in the exercise of that degree of judgment and care, under the circumstances then prevailing, which people of prudence, discretion, and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probably income to be derived therefrom as well as the probably safety of their capital. The appropriate committee may employ such investment advisors and consultants as it desires to assist in its making investments, reinvestments, and retention of investments. Loans will not be made to Directors of The Corporation under any circumstances.

Section 7.03 Certain Unrestricted Funds. With respect to investment of property and funds free of any standard of investment or over which The Presbyteries have power of appropriation, the appropriate committee may invest and reinvest such property and funds in such manner as The Presbyteries or any body formed by The Presbyteries thereto authorized may suggest or require, without reference to the standard provided by Section 7.02 of these Bylaws.

Section 7.04 Restricted Funds. Where the terms of the gift or the instrument by which property or funds are received by The Corporation specify or limit the type of investments to be made with such property or funds, the investment or reinvestment of such property or funds shall be made in the discretion of the appropriate committee in accordance with the terms provided or limited in the instrument by which such property or funds are received. The Corporation will insure that such limits or use are recognized and complied with explicitly and completely.

Section 7.05 Custodians and Nominee Registration. All investments and securities owned by The Corporation shall be held in the custody of a bank, or a trust company, or other appropriate agency. Such investments and securities may be held in a custodial or nominee account in the name of the agency provided sufficient written guarantees are made as to the safety of the arrangement.

ARTICLE VIII. MISCELLANEOUS

Section 8.01 Corporate Seal. The Corporation shall have a corporate seal with the words: "PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA, INC., a Florida Not-For-Profit Corporation" inscribed upon it.

Section 8.02 Checks. All checks, notes, bills of exchange or other orders in writing shall be signed by such person or persons as the Board of Directors may from time to time designate.

Section 8.03 Contracts. Except as otherwise provided in these Bylaws, the Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or to execute or deliver any instrument on behalf of The Corporation, and such authority may be general or confined to specific instances.

Section 8.04 Deposits. All funds of The Corporation shall be deposited from time to time to the credit of The Corporation in such banks, trust companies, or other depositories as the Board of Directors may approve or designate, and all such funds shall be withdrawn only upon checks signed by, or bearing the authorized facsimile signature of such one or more Officers or Employees as the Board of Directors shall from time to time determine. The name or accounts to which such deposits are made, and the name of The Corporation on checks drawn against such accounts must be "Presbyterian Camp and Conference Ministries of Southwest Florida, Inc." and may include such other words including the name of The Corporation and an appropriate designation to identify by purpose of otherwise.

Section 8.05 Annual Report of Directors. The Board of Directors shall direct the President and Treasurer to present at a regular meeting of the Board in every year a report, verified by such Officers, showing in appropriate detail the following:

- a. The assets and liabilities, including the trust funds, of The Corporation as of the end of the fiscal year immediately preceding the date of the report;
- b. The principal changes in assets and liabilities, including trust funds, during the year immediately preceding the date of the report;
- c. The revenue or receipts of The Corporation, both unrestricted and restricted to particular purposes, for the year immediately preceding the date of the report, including separate data with respect to each fund held by or for The Corporation;
- d. The expenses or disbursements of The Corporation, for both general and restricted purposes, during the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for The Corporation;
- e. The completed annual report will be presented to the Board of Directors within three months after the close of the year;
- f. The annual report shall be filed with the minutes of the meeting of the Board.

Section 8.63 Amendment of Bylaws. Amendments to these Bylaws may be recommended by a majority of the Directors at a regular or special meeting, but such amendments must be approved by vote of the membership at a meeting of PRESBYTERY OF TAMPA BAY and PEACE RIVER PRESBYTERY.

APPROVED by the Board of Directors, on the 28th day of April, 2020.

I, David Landers, Secretary of The Corporation, hereby certify that the foregoing are the true and correct Bylaws of the PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA, INC. adopted by the members of The Corporation and adopted by the Board of Directors on the day above stated.

PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA, INC.

By: David Landers, Secretary

REQUEST FROM PRESBYTERIAN HOMES AND HOUSING FOUNDATION, INC.

Presbyterian Homes and Housing Foundation's By-laws were last amended and restated in 1990. The Articles of Incorporation were filed in 1990 and a portion amended in 2006.

In emails and at least one follow-up phone call with Kaitlyn Meyer, Corporate Relations Manager, about proposed changes in the Bylaws of PHHF, Presbytery Coach and Coordinator Patrice Hatley and Stated Clerk Bill Wildhack learned of proposed changes to PHHF's bylaws and articles of incorporation needing concurrence from both the Presbytery of Tampa Bay and Peace River Presbytery.

Peace River Presbytery initiated a request to reduce the number of members elected by or nominated from each presbytery resulting in these proposed changes. Peace River has already approved them. From conversation with Kaitlyn Meyer, it also appears there was a misunderstanding at PHHF regarding this presbytery's prior concurrence with Peace River's request. Approval of the following amendments will be that concurrence.

The notes from PHHF Vice President, Nat Pieper, following each proposed amendment on the following pages, have been copied from a document we received from Kaitlyn Meyer and reflect the apparent misunderstanding about the timing of Tampa Bay's concurrence.

CT concurs with the proposed amendments and recommends that the Presbytery approve them as well.

* * *

AMEND THE 2006 ARTICLES OF INCORPORATION TO CHANGE THE NUMBER OF AT-LARGE MEMBERS AND REMOVE REPETITOUS LANGUAGE

Directors propose and Members to Vote to Amend Article VIII. MEMBERS as follows:

Change a part of ARTICLE VIII – MEMBERS, sentence two, by replacing “6” with “9” to read “With the exception of no more than 9 at-large members. . . .”

Change a part of ARTICLE VIII – MEMBERS, sentence 2, by deleting the second clause 2 “the members of the Corporation shall be elected by the Corporation, “

Notes:

Both Presbyteries have requested that the number of Members to be elected by each Presbytery be reduced from 18 to 9 each. Pursuant to Article XI of the Articles of Incorporation, the Board of

Directors recommends a change in the Membership to 9 for each Presbytery and 9 At Large to be elected by the Corporation.

The at-large members are elected by the Corporation. There is no need to state that twice in the same sentence. Typing error in 2006 Articles?

This change requires vote by the Membership and approval by the Presbyteries.

* * *

AMEND THE BY-LAWS TO CHANGE THE NUMBER OF MEMBERS AND DIRECTORS

Directors propose and Members to Vote to Amend By-Law ARTICLE TWO – MEMBERSHIP, Section 1 as follows:

Change a part of ARTICLE TWO – MEMBERSHIP, Section 1, line 4 by replacing “6” with “9” to read “The Corporation shall elect no more than 9 members.”

Notes:

Both Presbyteries have requested that the number of Members to be elected by each Presbytery be reduced to from 18 to 9. Pursuant to Article XI of the Articles of Incorporation, the Board of Directors recommends a change in the Membership to 9 for each Presbytery and 9 At Large.

This change requires vote by the Membership and approval by the Presbyteries.

* * *

Directors propose and Members to Vote to Amend By-Law ARTICLE TWO – MEMBERSHIP, Section 2, Line 4 as follows:

Change a part of ARTICLE TWO – MEMBERSHIP, Section 2 replacing “6” with “9” to read “AT-LARGE members are those members elected by the Corporation and are limited to no more than 9 members.”

Notes:

Both Presbyteries have requested that the number of Members to be elected by each Presbytery be reduced to from 18 to 9. Pursuant to Article XI of the Articles of Incorporation, the Board of Directors recommends a change in the elected Membership to 9 for each Presbytery and 9 At Large for a total Membership of 27.

This change requires vote by the Membership and approval by the Presbyteries

* * *

**AMEND THE 2006 ARTICLES OF INCORPORATION
REGARDING QUORUM REQUIREMENTS FOR MEMBERSHIP MEETINGS TO BE CONSISTENT
WITH THE BY-LAWS**

**Directors propose and Members to Vote to Amend the 2006 Articles of Incorporation Article VIII.
MEMBERS as follows:**

Change a part of ARTICLE VIII – Members, sentence 3 to read “The membership shall consist of no fewer than 18 members requiring at all times that the members elected by the Presbyteries shall hold a minimum of 2/3 majority of the total.” The remainder of present sentence 3 stating “which shall also be the requirement to establish a quorum at all meetings of the membership” shall be deleted.

Notes:

The genesis of the Article's "minimum 2/3 majority for a quorum at all meetings of membership" is unknown and is in contradiction of the standard 51% that is contained in the present 1990 By-law "ARTICLE THREE – MEETING OF MEMBERS. Section 6. QUORUM . Members holding fifty-one percent (51%) of the total votes which may be cast at any meeting shall constitute a quorum at such meeting." Also present 1990 By-law ARTICLE SIX – COMMITTEES. Section 7. QUORUM provides that "a majority of the whole committee shall constitute a quorum." Also present 1990 By-law ARTICLE FOUR – DIRECTORS. Section 6. MEETINGS. "a) A majority of the Board of Directors shall constitute a quorum...."

This change will make the Articles of Incorporation consistent with the By-laws. This change requires vote by the Membership and approval by the Presbyteries.

* * *



I hope all are healthy and well. We wish we could be together in person, but as the coronavirus pandemic prevents that from happening, I write to share these key updates from the Board of Pensions. If you have questions, my colleagues in Philadelphia and I are happy to assist.

Blessings,

Clark Simmons
Church Consultant
M: 215-275-3079
csimmons@pensions.org

Member/Employer Services
800-773-7752
Mon-Fri 8:30-7:00pm EST

Statement on Racial Justice

The Board of Pensions stands in support of racial equality, and against deeply ingrained prejudices against Black Americans and other people of color simply because of the color of their skin. With full support of all at the Board, we share this statement with you. Follow the link to [read the full text of the statement](#). Translations in [Korean](#) and [Spanish](#) are available as well. For more resources regarding racial justice, please visit [PC\(USA\)'s website](#).

Minister's Choice

[Minister's Choice](#) is a new benefits package that provides important financial protection for non-installed ministers working at least 20 hours a week and includes pension, death and disability, temporary disability and the Employee Assistance Plan. The cost is 10% of effective salary, also fully employer paid. Through this program more ministers will have access to the Board's education and assistance programs.

Other Notable Headlines

- [Good Experience Apportionment](#) – The Board of Directors of the Board of Pensions granted a 2 percent experience apportionment for the Defined Benefit Pension Plan. It will take effect July 1, 2021. The apportionment which increases pension benefits is the ninth in as many years, yields a nine-year cumulative increase of 28.9 percent.
- [Employer Agreements](#) – On Tuesday July 7, the Employer Agreements will be available for the selection of benefits and will include 2022 pricing.
- [Temporary Disability](#) – The Temporary Disability Plan provides employees with the financial protection of a partial income if they are unable to perform regular work duties because of sickness or injury.
- [Employee Assistance Plan](#) – The Employee Assistance Plan (EAP) is a confidential resource provided at no cost to employees enrolled in medical coverage through the Board of Pensions or the Pastor's Participation or Minister's Choice benefits package.
- [Employer Toolkits](#) – have been developed to help employers engage with and educate employees about benefits offered through the Board. These toolkits provide additional materials you can display and/or distribute to help your employees better understand their benefits.

2021 Benefits That Serve the Church

SELECT OTHER BENEFITS

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

Included in package and employer required to offer

Pastor's Participation ~

Minister's Choice +

RETIREMENT PROGRAMS

Defined Benefit Pension Plan ● ~ +

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

Retirement Savings Plan ● ~ cost may be shared

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

FINANCIAL PROTECTION PROGRAMS

Death and Disability Plan ● ~ +

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

Term Life Plan ●

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

Temporary Disability Plan ● ~ +

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

Lincoln Financial Group

Long-Term Disability Plan ●

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

Lincoln Financial Group

HEALTH PROGRAMS

Medical Plan ● ~

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

Vision Eyewear Plan ● ~ cost may be shared

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

Dental Plan ● ~ cost may be shared

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

TAX-ADVANTAGED ACCOUNTS

Flexible spending account: dependent care ●

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

Flexible spending account: healthcare ●

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

Health savings account ●

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

Work requirement key

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



**Presbytery of Tampa Bay
Racial Equity Task Force
April 29, 2020
Mike Peacock, Chair**

Items for Information

1. Last August, the Presbytery approved the following action in response to a motion from the Bills & Overtures Committee:

Direct the moderator to appoint a task force to begin work needed in response to the challenge to all Presbyterians and especially to presbyteries as expressed in Item 00-29: *On the Church in This Moment in History – Responding to the Sin of Racism and a Call to Action* as approved by the 224th General Assembly (2020).

2. Following that action, the moderator appointed the following members to the task force with Presbytery Coach & Coordinator Patrice Hatley supporting their work:

Nicole Partin Abdnour
Adam Balic
Becky Bryan
Elizabeth Coleman
Rachel Gibson
Bob Hill
Ralph Madison
Bill Ogden
Mike Peacock
Marsha Rydberg
Amy Santamaria
John Scott
Cecelia Wilhite

3. The following pages describe the start of the task force's work.

Presbytery of Tampa Bay Racial Equity Task Force
Statement of Purpose

The Racial Equity Task Force is committed to help the minister members, staff, congregations, and mission partners of the Presbytery of Tampa Bay to fully examine and consider our roles in both acknowledging and dismantling structural racism as a response to: GA 00-29 On the Church in This Moment in History - Responding to the Sin of Racism and a Call to Action. <https://www.pc-biz.org/#/search/3000727>

"Your ancient ruins shall be rebuilt; you shall raise up the foundations of many generations; you shall be called the repairer of the breach, the restorer of streets to live in." -Isaiah 58:12 (NRSV)

This 224th General Assembly (2020) of the PC(USA) declares that Black lives matter; that our country's most important institutions have been built to sustain white privilege, to protect white lives and white property at the expense of our siblings of color; and that the church, through ignorance, denial, and in some cases deliberate action, has participated in this injustice. We have been slow to face the reality of systemic racism. We have been slow to acknowledge the pain of our fellow Presbyterians, of our fellow Christians, of our fellow citizens, and of those who have come to America for a better life, whose value has been judged by the color of their skin. We pledge to join hands and hearts with our BIPOC (Black, Indigenous, and People of Color) siblings to actively confront and dismantle systemic racism in our church and in society at large, and to work for a more just, merciful, and peaceful country that allows all of God's children to flourish.¹

The Racial Equity Task Force sees our purpose within the Presbytery of Tampa Bay to help our ministers, staff, congregations, and mission partners in providing opportunities for conversation, education, resources, and support to help repair the brokenness created by systemic racism.

We will work to assist ministers, staff, congregations, and mission partners to confront deeply ingrained racist systems and structures in our churches, communities, and country. We recognize this will take sensitivity and stamina. Before our congregations and worshiping communities can confront the harsh realities of racism, it is helpful to have a good foundation.² We will work to provide equal access to conversation, education, acceptance, and healing of intercultural identities.

¹ <https://www.pc-biz.org/#/search/3000727> 00-29; Accessed April 15, 2021

² <https://www.presbyterianmission.org/ministries/matthew-25/racism/> Accessed April 15, 2021.

We are committed to encouraging involvement of this task force, the Presbytery of Tampa Bay, minister members, staff, congregations, and mission partners to participate in the activities and resources made available through this task force and through the PC(USA) Matthew 25 initiative: Dismantling Structural Racism. *Truly I say to you, as you did it to one of the least of my brethren you did it to me.* - Matthew 25:40

Progress of the Task Force to Date

In 2013, Rev. Grady Parsons wrote an article for the Stated Clerk's Column called *A Change Is Gonna Come*. The article was inspired by the 50th anniversary of the March on Washington that was led by Dr. Martin Luther King Jr. Grady writes that, "After the speech by Dr. King and others had ended, President Kennedy hosted the march leaders at the White House. Later, Kennedy reaffirmed his commitment to translating civil rights from principles into practices. That translating still needs to happen. It needs to happen in the church and in every aspect of our lives. The work is not done" (Parsons, 2013). The Racial Equity Task Force of the Presbytery of Tampa Bay is committed to the process of translating civil rights principles into practices. It is an overflow of the ongoing work of the General Assembly.

The 222nd and 223rd General Assemblies exhorted the PCUSA to act boldly and compassionately to serve people who are hungry, oppressed, imprisoned or poor. The exhortation inspired the Matthew 25 initiative. The initiative has three intentional areas of focus; Building congregational vitality, dismantling structural racism, and eradicating systemic poverty. The Presbytery of Tampa Bay has accepted the invitation and the challenge to collaboratively pray, discern, and engage with our community to creatively live into this bold kingdom building vision. The Racial Equity Task Force was created as one of the ways to support the vision of Matthew 25 for our Presbytery. Its main focus is on dismantling structural racism based on the 224th General Assembly approval of action item 00-29 called "On the Church in this Moment in History."

The initial meetings of the Task Force were spent getting to know other members and hearing their stories. It was very evident that all participants have a passion for this initiative. It was a beautiful experience to hear the various stories that highlighted their own lived encounters with issues surrounding racial equity. Stories about adoption, fostering, growing awareness and recognition of personal prejudice, and one story about growing up in Anniston (Alabama) during the attack on the Freedom Riders bus in 1961. Very powerful and very inspirational.

The first meeting time provided team members with the opportunity to share their hopeful expectations and outcomes of this task force. Interspersed throughout the story telling conversations were questions surrounding "why" this task force exists. To help answer

this question, the team was directed to read several documents from the 224th General Assembly listed below:

00-29: The Church on This Moment in History-From Committee on the Office of the G.A.
<https://www.pc-biz.org/#/search/3000727>

02-020: Disparities Experienced by Black Women and Girls Task Force Report
<https://www.pc-biz.org/#/search/3000676>

02-034: Special Committee on Racism, Truth, and Reconciliation informational Progress Report. <https://www.pc-biz.org/#/search/3000652>

02-041: Lazarus is Walking in Baltimore-From Advisory Committee on Social Witness Policy. <https://www.pc-biz.org/#/search/3000642>

02-100: 2021-2022 Mission Work Plan for the Presbyterian Mission Agency.
<https://www.pc-biz.org/#/search/3000560>

02-084: A Resolution Addressing the Lack of Installed Pastoral Leadership in People of Color Congregations in the PC(USA)- from the Racial Equity Advocacy Committee
<https://www.pc-biz.org/#/search/3000584>

Subsequent meetings of the Task Force were spent in collective conversations around the assigned readings. Each person was deeply impacted by the various stories and reports that were read. Time was spent hearing the personal ways that the readings affected us. They evoked pain and sorrow due to the reported ongoing existence of racism, but there was also a cautious spirit of hope.

Actions Taken

The task force sought to develop its own intercultural competence. It was the Committee's hope that by doing so, it could focus on what really mattered. As a result, the Committee requested and received Committee on Church Vitality (CCV) approval of funding to enable members of the Presbytery Committees and Commissions to participate in using the Intercultural Development Inventory (IDI). The funds were approved and the Task Force members have begun that process. Libby Shannon is a trained evaluator of the IDI and will be the evaluator for each committee of the Presbytery.

The Committee has committed to insuring that our discussions and ultimate actions and recommendations be Scripture driven.

Ideas We are Generating

Throughout the conversational meeting times, ideas were generated to help guide the direction of the task force. They include the following ideas that the Committee has generated:

1. Create a variety of options for educational resources aimed at raising awareness.
2. Active engagement in community work directed to the recognition of white privilege and systemic racism that is happening locally.
3. Create an ongoing/updated list of ways to serve in addressing the issues of systemic racism and white privilege that is easily accessible.
4. Explore needs of historically black churches in the Presbytery to specifically include a focus on identifying what limits the pool of available candidates for called positions.
5. The need to increase the awareness of the Committee for Preparation for Ministry and the Committee on Ministry of the realities of white privilege and systemic racism and the effect on paths to ministry for BIPOC (Black, Indigenous, and People of Color) candidates.
6. Explore scholarship possibilities for historically black congregations to meet minimum salary requirements since it is an identified root cause of disparities in candidates for ministry.
7. Explore video resources that are already in existence that can inspire participation in racial equity initiatives.
8. Create professional videos of local stories and/or people of color and their lived experiences to raise awareness of the issues of white privilege and systemic racism.
9. Create a narrative summary of relevant General Assembly documents that guide the task force in an effort to capture the powerful experiential stories in a narrative format.
10. Create and sponsor talks surrounding objectives of task force in "TED talk" style.
11. Encourage that examination by the Committee on Ministry include questions directed toward issues of systemic racism.

12. Encourage the inclusion of statements related to the issues of white privilege and systemic racism in Personal Information Forms (PIF's) and in Ministry Information Forms (MIF's).
13. Explore curriculums related to the existence of white privilege and systemic racism that are already in existence.
14. Explore/create a list of questions that can help raise awareness and assess the cultural sensitivity of our process.

The Task Force is committed to encouraging direct action for change by congregations, teaching elders and other church leaders. As stated by the Central Florida Presbytery in their Statement on Racial Injustice:

"... . . . we have been slow to face the reality, sin, and evil of racism. We admit that we have neglected to acknowledge the pain of our fellow Presbyterians, Christians, and all whose value has been judged and discounted because of the color of their skin. [footnote omitted]

Racism is real. Racism is still prevalent in the hearts of many, including those who profess belief in God. Racism is learned behavior because no infant is born with bigotry. There is only one human race, whereby every person, most especially the disenfranchised, yearns for dignity and deserves respect.

We acknowledge that racism is a sin against God and against non-white people. We are all created in the image of God. We confess our failure to fully follow Jesus Christ in loving our neighbors as we love ourselves. We acknowledge that we cannot truly love God, whom we have not seen, if we do not love our brothers and sisters whom we see every day (1 John 4:20). We have failed to take responsibility for our part in the struggle against systemic racism, and we have failed to demonstrate love for our sisters and brothers who are Black, Indigenous, and People of Color (BIPOC)."

Task Force on Racial Equality Members: Nicole Partin Abdnour, Adam Balic, Becky Bryan, Elizabeth Coleman, Rachel Gibson, Patrice Hatley, Bob Hill, Ralph Madison, Bill Ogden, Mike Peacock, Marsha Rydberg, Amy Santamaria, John Scott, and Cecelia Wilhite.

Please contact us with your thoughts, suggestions or recommendations.

Report of the Commission on Church Vitality (CCV)
Presbytery of Tampa Bay
April 29, 2021
Andrew Walton, Chair

Motions for Presbytery

None

Items for Information

1. Final update on COVID block assistance grants: As of Dec. 31, 2020 the CCV had given \$1,067,595.68 in grants to 55 ministries and missions in the Presbytery of Tampa Bay.
2. A \$10,000 seed grant was awarded by the Presbyterian Mission Agency, Mission Program Grants to The Table Community NWC (new name for the Plant City NWC).
3. Libby Shannon was trained as Intercultural Development Inventory (IDI) Administrator. The IDI is a widely used assessment of intercultural competence. The IDI has been rigorously tested and found to possess high cross-cultural validity and reliability.
4. A new Initial Inquiry Form for CCV Grants and Scholarships can be found at this link:
<https://docs.google.com/forms/d/e/1FAIpQLSevBPFk696xHLI4zPbjj8KOSZ-jeSaLKO-YRT3Tm0AouLaHw/viewform>

Actions Taken on behalf of Presbytery

1. Approved funding New Worshipping Community (NWC) coaching for the NWC, Emerge. (12/17/2020)
2. Requested COM approval for right administration of the sacraments in the NWCs. (12/17/2020)
3. Approved conclusion of the COVID emergency grant program on Dec 31, 2020 and that ministries still in need utilize the “normal” CCV grant process. (12/17/2020)
4. Approved that Libby Shannon be trained at a cost of \$1800 as an Intercultural Development Inventory (IDI) qualified administrator in order to benefit the continued commitment of the Presbytery of Tampa Bay’s to the Matthew 25 invitation. (12/17/2020)
5. Reaffirmed and approved CCV’s commitment to convert the FPC Zephyrhills 2018 loan from the Board of Trustees, in the amount of \$10,000, to a grant from the Commission on Church Vitality. (12/17/2020)
6. Approved John Hehn as New Worshipping Communities Task Force Chair. (1/28/2021)
7. Approved the Presbytery of Tampa Bay hold the finances for the Emerge NWC. (1/28/2021)
8. Approved the Bethlehem Ministries as a New Worshiping Community of the Presbytery of Tampa Bay. (2/25/2021)
9. Approved conversion of Lake Seminole’s 50,000 loan from the Board of Trustees to a grant. (2/25/2021)
10. Approved the required matching \$30,000 matching grant for Nueva Esperanza of Winter Haven following their receipt of an Investment Grant from 1001 New Worshiping Communities and the Presbyterian Mission Agency. (2/25/2021)
11. Approved funding upon request of all Commissions and the Anti-Racism Task Force to engage in the IDI, not to exceed \$2500. (2/25/2021)
12. Approved an Initial Inquiry Form to be use for all CCV Grant and Scholarship applications. (4/22/2021)

**Commission for Preparation for Ministry
Presbytery of Tampa Bay
April 29,2021
Rev. Dr. Paul Suich, Chair**

Motions for Presbytery Action

None

Items for information

- Met with Ruling Elder Frank Denniston regarding his desire to participate in the Commissioned Pastor Program. CPM reviewed the program elements and encouraged Frank to accomplish the prerequisites, potentially returning to CPM in a year for further conversation about the program. (3/18/2021)
- Concurred with plan to begin review and update of the Presbytery's Commissioned Pastor program. The program needs to be brought into compliance with current denominational requirements and updated to reflect Presbytery needs.
- Received the news of the sudden death of Ruling Elder Richard Wenzel, Clerk of Session at FPC Dade City, and ordination examination reader. CPM offered prayers for Dick's widow, Rev. Cheryl Duke, and the congregation of FPC Dade City as they grieve his loss. Ruling Elder John Snapp was previously elected an alternate exam reader and his information will be provided for the rest of this year's exams. (4/15/2021)

Actions taken on behalf of Presbytery

- Approved Barbara Nicole Jiskoot as an Inquirer. She is attending Columbia Theological Seminary and serves occasionally as Liturgist at First Presbyterian, Lakeland. (1/21/2021)
- Acted on a request from Malissa Garcia to review input from a Learning Disability Assessment by a Psychologist to determine the nature of appropriate accommodations for ordination examinations. Met with Malissa to review recommendations from the report of the Psychologist. (2/18/2021)
- Approved Zacharias Grant as an Inquirer. He has already completed his seminary training at Princeton as well as his CPE and field work. He is currently serving in a New Worshipping Community of the Presbytery called Bethlehem Inclusive through Palma Ceia Presbyterian Church. Bill Ogden is assigned as Zach's liaison to CPM. (2/18/2021)
- Approved Ruling Elder Crystal Gilmer to begin the preparation process to become qualified to serve as a Commissioned Pastor. Crystal is a Ruling Elder and is endorsed by the Session of LifeTree Church in Crystal River. Jenna Lee Hughes is assigned as Crystal's liaison to CPM. (4/15/2021)

**Report of the Board of Trustees
Presbytery of Tampa Bay
April 29, 2021**
Rebecca Harrison, Chair & President

Motions for Presbytery

None.

Items for Information

The Board of Trustees has received and approved the 2020 financial audit performed by FONTANA CPAs, which again gave the presbytery a very strong statement of fiscal position and accountability.¹

Actions Taken on behalf of Presbytery

1. Held an annual meeting of the Board in December and, in addition to President Rebecca Harrison and Treasurer V. Terry Dennis who are elected directly by the Presbytery, the Board elected David C. Banker as Vice President and William A. Wildhack III as Secretary and Recording Clerk. (12/14/2020)
2. Approved enrolling the Presbytery of Tampa Bay in the online giving program of the Presbyterian Foundation to facilitate online receipt of donations from individuals. (12/14/2020)
3. Approved the following action on a recommendation from the Administrative Commission for the former Westminster United Presbyterian Church, St. Petersburg (1/28/2021):

The Board of Trustees, acting on behalf of the Presbytery of Tampa Bay, approves the sale of the real property of the former Westminster United Presbyterian Church for \$1.6 million dollars as described in the contract presented by the Administrative Commission, and authorizes and directs the president and other officers of PRESBYTERY OF TAMPA BAY, INC. to execute all necessary and proper documents and perform such other functions as may be required to effectuate the sale. The property is described in county records as follows:

- **Parcel number 18-31-17-05274-009-0040, BAYVIEW ADD BLK 9, LOTS 4 THRU 7 INCL & W 40 FT OF LOT 3 located at 126 11TH AVE NE ST PETERSBURG, and**
- **Parcel number 18-31-17-05274-009-0100, BAYVIEW ADD BLK 9, LOT 10 & W 58.5FT OF LOT 11 located on 10th Avenue NE in St. Petersburg.**

4. Approved opening a new account at Texas Presbyterian Foundation to establish the Operating Support Endowment Fund approved by the Presbytery as a separate account. (2/25/2021)
5. Authorized former Board chair Norm Hatter to sign the PPP loan forgiveness documents on behalf of the Presbytery of Tampa Bay. (3/25/2021)

¹ [Note: The management letter from the Audit Report follows this report in the packet. The full audit is available for review by appointment at the Presbytery office.]



Fontana

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Fontana CPAs, P.A.

Independent Auditors' Report

The Board of Trustees
Presbytery of Tampa Bay, Inc.:

We have audited the accompanying statement of financial position of Presbytery of Tampa Bay, Inc. ("the Organization") as of December 31, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Presbytery of Tampa Bay, Inc. as of December 31, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Presbytery of Tampa Bay, Inc.'s 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated May 28, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2019 is consistent, in all material respects, with the audited financial statements from which it has been derived.

FONTANA CPAs



April 22, 2021

**Report of the Stated Clerk
Presbytery of Tampa Bay
November 12, 2020**
William A. Wildhack III, Stated Clerk

Motions for Presbytery (Consent Agenda)

That all requests for excused absences be granted for today's meeting.

Items for Information:

1. Annual submission of call and compensation information and forms seems to be running ahead of prior years, but there's still a long way to go. Ministers and congregations are required by the Book of Order and/or local policy to submit a report whenever there is a change but no less than annually for review by the Commission on Ministry. More information, instructions, and blank forms are available at on the Presbytery website at <https://presbyteryoftampabay.com/2021-call-and-compensation-information-and-forms-form-f-1/>
2. THANK YOU to the clerks of sessions who found a way to get their 2019 Session minutes reviewed—and a couple who have already had their 2020 minutes reviewed—despite the challenges of COVID restrictions on in-person gatherings. I'll be reviewing the results of the self-checks and reviews by neighboring clerks in May and June, along with reaching out to explore possible small, in-person gatherings to swap minutes books and do some training.
3. Minister ID cards will be coming soon to ministers serving churches in an unrelated mailing from our office. If any other ministers do NOT want us to mail a card to you, please contact me soon; if you'd prefer a digital image of your card, let me know and I can work with you on that.
4. Now that Ann Marie is back in our office 9-3:30 Monday-Thursday, I'll be experimenting with making my part-time "office hours" align more closely with hers.

Other Meeting Information

- Information for First-Time Commissioners and Guests
- Additional Zoom Info for this meeting
 - Special Rules of Order (adopted 8/27/2020)
 - Additional Technical Guidance
 - “Zoom Expertise”
- Meeting Evaluation Form (with links to online form)

Helpful Information for First-Time Commissioners and Guests Attending a Meeting of the Presbytery of Tampa Bay

Presbytery Meeting Basics

As a Presbyterian, you probably already know the basics of our system of government, so let me share a few tips you may not realize:

- You are a Commissioner, not a Representative
 - This means that no one—not your session, not your pastor, not your spouse—can tell you how to vote on a matter before the presbytery. That's between you and the Holy Spirit. As it says in the **Foundations of Presbyterian Polity** in our **Book of Order**, “Presbyters are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ.” (F-3.0204) (*You can download a copy of the Book of Order from the Resource list on our homepage at www.presbyteryoftampabay.com.*)
- You may not know who all these people are and what their jobs are, so here's a brief introduction:
 - Moderator
 - Rev. Bobby Musengwa will be the person with the gavel. The moderator is responsible to make sure the meeting runs well and is the elected leader of the Presbytery.
 - Vice Moderator
 - The vice moderator ordinarily moderates part of each Presbytery meeting and can fill in for the moderator in other duties when necessary. Our worship service will include installing Ruling Elder Paula Salter in her new role as Vice Moderator. She was elected at our recent special meeting to fill the remainder of the term for Ruling Elder Sally Speer who had to resign due to health concerns.
 - Presbytery Coach and Coordinator
 - Ruling Elder Patrice Hatley is our Presbytery's coach and executive. She's the head of staff for the Presbytery of Tampa Bay and has a variety of responsibilities throughout the Presbytery and in service to the larger church.
 - Associate Presbyter for Emerging Ministries
 - Rev. Libby Shannon joined the staff in this new, temporary position in the summer of 2019 for a two-year term, and is being nominated for election at this meeting to a three-year term in this newly-permanent position following recent amendments to our bylaws.

- Stated Clerk
 - Rev. Bill Wildhack is the Presbytery's Stated Clerk. He's responsible to help plan presbytery meetings, prepare the presbytery packet, and help the moderator keep the meeting running "decently and in order" as the Presbytery's parliamentarian. He's also the primary "Zoom host" for our electronic meetings, keeping up with polling, votes, and displaying motions on screen much as he would at any in-person meeting.
- Treasurer
 - Ruling Elder Terry Dennis is our elected volunteer treasurer and usually reports on how your giving to and through the presbytery is being handled and advises us on financial policies, practices, and budget recommendations.
- We often use and hear a lot of acronyms at a Presbytery meeting. Mostly these refer to our Committees and Commissions. Some translations:
 - GA (General Assembly) and OGA (Office of the General Assembly)
 - The General Assembly is the most inclusive governing body in the church, made up of commissioners from every presbytery, and the Office of the General Assembly manages day to day affairs of the church in support of all of us.
 - COM (Commission on Ministry)
 - The Commission on Ministry is the primary body responsible for making decisions about relationships between pastors and churches, whether a particular minister may become a member of the Presbytery, etc. It does some of its work in regional groupings.
 - CPM (Commission on Preparation for Ministry)
 - The Commission on Preparation for Ministry is the primary body responsible for those seeking to become ministers, also known as Inquirers and Candidates, and those interested in serving as commissioned ruling elders in the role of a commissioned pastor in certain situations. Chaired by Rev. Paul Suich.
 - CCV (Commission on Church Vitality)
 - CCV's work in 2020 focused largely on assisting congregations and ministries with financial resources in response to COVID-19, and it continues to work with churches and new worshiping communities to start new ministries. CCV is chaired by Rev. Andy Walton.
 - BoT (Board of Trustees)
 - The Board of Trustees is a commission of the Presbytery responsible for the civil side of Presbytery business, implementing decisions of the presbytery but also

acting with delegated authority to approve requests from churches for things like leasing their sanctuary, selling property, etc. Rev. Rebecca Harrison chairs the Board.

- CNR (Committee on Nominating and Representation)
 - CNR is responsible for nominating ministers and Ruling Elders to most committees and commissions, and for advising the presbytery regarding the implementation of principles of unity and diversity in the Foundations of Presbyterian Polity and the Form of Government in the Book of Order. Be sure to share your gifts and talents with Chair Rev. Meg Pabst!
- CT (Coordinating Team)
 - As the leadership group of the Presbytery, the Coordinating Team is a commission made up of the chairs of each group above as well as the Moderator and Vice-Moderator. The outgoing Moderator acts as the chair of the CT, while the Treasurer, Stated Clerk and Presbytery Coach and Coordinator all serve as ex officio members of the Team. Former Moderator Jonathan Owen became chair of CT at our meeting in November as soon as Bobby Musengwa was installed as moderator.
- Presbytery meetings are guided by the most recent edition of ***Robert's Rules of Order: Newly Revised*** (RONR) – and that's been the **newly released 12th Edition** since September 1, 2020!
 - The **Form of Government** in the **Book of Order** directs (G-3.0105) that Presbyterian councils (such as the session, presbytery, and general assembly) are governed by RONR whenever it doesn't conflict with the Book of Order. That doesn't mean you have to be a parliamentary expert to attend meetings, but you should probably learn the basics below if you want the meeting to make sense once business begins.

Robert's Rules Quick Guide

Here's a quick summary of your rights and responsibilities under Robert's Rules. Generally, these rules are intended to reduce tension, protect the rights and voice of anyone who might find themselves in the minority on something and, of course, keep us doing things "decently and in order" (1 Cor. 14:40, ESV).

- Always address your comments to the Moderator first (not "Madam Moderator or Mr. Moderator, just "moderator"), and then to the presenter or speaker only after being recognized by the moderator and given permission to speak.

- Generally, don't interrupt another speaker, but wait until you're recognized by the Moderator, but there are some exceptions. **NOTE: When meeting on Zoom, you should raise your "Zoom hand" and also send a quick note on things like these to the meeting host in the Zoom chat rather than unmuting yourself and interrupting.**
 - You can't hear what's going on or you're so uncomfortable over the room temperature, etc. you can't stay in the meeting (say, "Point of Privilege" then explain the problem when the moderator recognizes you)
 - You think something was wrong with what just happened (say, "Point of Order" then state your objection when the moderator recognizes you. The moderator will then decide if you're right or not.)
- Some motions it may be useful to know about:
 - Move the Previous Question (a.k.a. Call the Question)
 - A request to vote on whether to vote on a pending matter. This motion requires a second but isn't debatable and can only be made after the Moderator recognizes you, so no one should ever just shout it out. Typically, it's made when someone thinks we've hit the limit of productive discussion and we're running in circles. It is NOT appropriate to use this to shut down debate prematurely.
 - When you hear "Move the Question" or "Call the Question," be aware that the next vote is *not* on whatever it is we've been talking about, but on whether to continue discussion. An affirmative vote will end discussion, and then the next vote is on the main motion.
 - To protect the rights of others to be heard, this motion requires a 2/3 majority to pass.
 - Amendments to Main Motions
 - If you want to slightly modify the language of a motion, to add, delete or replace some language, you'll want to seek recognition and say "I move to amend the motion..." when the Moderator recognizes you. This requires a second and will then be discussed and voted on. Please be ready to provide a copy of the text of your amendment to the Stated Clerk if it's more than just a couple of words. (In Zoom, you can submit this in chat.)
 - Substitute Motions
 - If you want to substantially modify a motion on the floor, changing the intent or most of the language, you need to use a Substitute Motion instead of amending the current motion. When the Moderator recognizes you, you'll say, "I move the following substitute motion" and read your alternative suggestion. You will need to provide a copy of the substitute motion to the Stated Clerk.

- Division of the House (*Does not apply in electronic meetings*)
 - If you think that a voice vote was too close to call, any member of the Presbytery may request a “Division of the House” or vote by raised hands or ballot.
- Order of the Day
 - Not a motion, but something you’ll see on the agenda, usually related to lunch when we meet in person. All “Order of the Day” means is that we need to drop whatever it is we’re doing when the time for that item arrives and start doing the “Order of the Day.”
- Not necessarily in Robert’s, but please follow these conventions of our Presbytery regardless:
 - **When you want to speak, please raise your “Zoom hand” and be ready to unmute yourself when the moderator calls on you.**
 - Please read the Presbytery Packet thoroughly *before* the meeting and take another look when we get to a specific item. The answers to many questions may already be in the written reports. You can also reach out to Stated Clerk Bill Wildhack or the chair of the commission or committee before the meeting if you have questions.

What makes the Presbytery of Tampa Bay different than other presbyteries?

Several years ago our presbytery underwent a transformation process which is now being examined as we’ve lived with it for a while. This resulted in a new mission statement, some common values, and a more relational, “bottom up” model of doing its work.

Our Mission Statement—“to identify and strengthen leaders so that every congregation makes new and mature disciples for Jesus Christ”—helps us keep our focus on leadership development and outreach. Practically, this means that there is usually a component of training at Presbytery meetings, but also that there are intentional relational opportunities for us to get to know other leaders.

The core values we adopted during the transformation were to be ***relentlessly congregational, meaningfully connected, faithfully constitutional and unapologetically Christ-Centered***. We want to focus on helping our congregations succeed, our Teaching and Ruling Elders to know and lean on one another, our processes and meetings distinctively Presbyterian, while focusing not on ourselves but on our Leader, Christ.

You can learn more about our presbytery on the website at www.presbyteryoftampabay.com.

SPECIAL RULES OF ORDER AND STANDING RULES
for Electronic Meetings of the Presbytery of Tampa Bay

Approved at the August 27, 2020, Stated Meeting of the Presbytery of Tampa Bay

For the purpose of any electronic meetings of the Presbytery of Tampa Bay conducted before a regular or special meeting may be convened in person to formally adopt rules for future electronic meetings, the Presbytery approves these special rules of order and suspends any standing rules that interfere with them:

1. All business of the meeting will be conducted using Zoom and features of that platform for simultaneous visual and aural communication, seeking recognition, and vote taking.
 - a. Dialing in by phone alone without using the Zoom client for laptop/desktop computers or the Zoom app for tablets or smartphones is not be permitted because of the limited tools available to interact meaningfully with the other participants in the meeting.
 - b. Additional technical guidance will be provided separately by the Coordinating Team, and the Stated Clerk will offer opportunities to practice using Zoom in advance of any online meeting of the Presbytery.
2. The presence of a quorum shall be established by sign-in to Zoom and joining the meeting. The continued presence of a quorum shall be determined by the online list of participating members.
3. While every effort will be made to provide stable access to the platform, participants are responsible for their own audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
4. Greetings, reports, ceremonies, worship services, and other elements ordinarily included in meetings of the Presbytery but unrelated to items of business may be included, altered, or omitted at the discretion of the Coordinating Team.
5. To be enrolled as participants with voice and/or vote, minister members, commissioners, and corresponding members must use the free Zoom software appropriate for their device.
6. All voting participants are required to join the meeting on individual devices (one person, one device). This preserves the right of each voting member to vote individually. (If more than one device is being used in the same room, the microphone and speaker on all but one device must be muted to prevent feedback.)
7. Upon entering the meeting, all participants must ensure that the participant's name displayed by Zoom conforms to the following examples so that the moderator and stated clerk can verify the status of each participant with voice and vote or voice only:
 - Minister/Teaching Elder member: "Firstname Lastname /TE"
 - Ruling Elder Commissioner from congregations: "Firstname Lastname /REC/ Church Name"
 - Ruling Elder PTB Staff, Officer, Commission/Committee Chair: "Firstname Lastname /RE/PTB"
 - Ruling Elder member of the Permanent Judicial Commission: "Firstname Lastname /RE/PJC"

- Ruling Elder former Moderator of PTB: "Firstname Lastname /RE/FmrMod"
- Ruling Elder Commissioner to 224th GA (2020): "Firstname Lastname /RE/GA224"
- Ruling Elder Certified Christian Educator: "Firstname Lastname /RE/CCE"
- Commissioned Pastor currently serving a church: "Firstname Lastname /CP/ Church Name"
- Non-Ruling Elder Certified Christian Educator in educational ministry: "ZCE-Firstname Lastname /CCE/ Church Name"
- Corresponding Member: "ZCM- Firstname Lastname /CM/Organization"
- Guests: "ZZG- Firstname Lastname /Guest/ Church or Organization"

Use of "Z" prefixes for those with voice but not vote will help to ensure the integrity of any votes taken if any inadvertent votes are cast by any participants not authorized to vote.

8. Participants will ensure their own microphones remain muted unless recognized by the moderator to speak.
9. The "raise hand" feature on the participant list reactions button in Zoom will be used both for seeking recognition from the moderator and for voting when directed by the moderator. Participants will be recognized only using the "raise hand" feature, not by waving at the computer or device camera.
10. Zoom's "chat" feature in a meeting of the presbytery will be limited to communicating only with the Stated Clerk and electronic hosts of the Zoom meeting, like passing a note to the Stated Clerk during a meeting.
11. Any motion other than a procedural one should be entered in writing into the participant "chat" if possible before seeking recognition using the "raise hand" feature. When recognized by the moderator, participants should state that the text of the motion is in the chat, and then make the motion. No motion will be brought before the meeting from chat until after the speaker is recognized by the moderator. Submitting a motion in chat *does not* jump the line waiting to be recognized.
12. A vote taken by means of raising hands is a "division," not a "counted vote" – meaning that the moderator will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and then rule which side has prevailed.
 - a. When the moderator seeks unanimous consent, only those who object to unanimous consent will be asked to indicate that by a raised hand (blue hand icon) or a red "x" (red X icon) on the participants list reactions button; to avoid confusion, no one who consents should take any action to indicate consent.
 - b. If the moderator is uncertain, the moderator may order a counted vote—or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote).
 - c. At the discretion of the moderator, votes may also be done by using the green "check" (green checkmark icon) button for "yes" and the red "x" (red X icon) button for "no" on the participants screen reactions button or by using Zoom's "poll" feature.

ADDITIONAL TECHNICAL GUIDANCE
for Electronic Meetings of the Presbytery of Tampa Bay
REVISED 2/18/2021
BEFORE THE MEETING

1. ***Watch for information on practice sessions in the weeks before the date of the meeting and plan to take part in one!***
2. **Use of Zoom is required.** Please download the appropriate software for your device from https://zoom.us/download#client_4meeting.
 - a. If you don't already have a free Zoom account, you may want to create one. While not strictly necessary to enable all the meeting features and aids in maintaining the integrity of the meeting, it will make using Zoom and joining the meeting easier.
 - b. After you have created a Zoom account (or if you already have one), then register for the Presbytery meeting using the link you received. *Please be sure that the email address you use when registering for the Presbytery meeting is the same email address you used to create your Zoom account.*
3. **We encourage you to join the Zoom meeting on a desktop or laptop computer** using the [“Zoom Client for Meetings”](#) available at the link above. In order to participate meaningfully, you'll need high-speed internet access, speakers or other sound output device, a microphone, and a webcam built in or attached to the computer (use of the camera is optional but strongly encouraged as participants would be visible to each other when attending meetings in person).
 - a. **If joining by computer is not possible, a tablet or smart phone may be used** with the free “Zoom Mobile App” available from Zoom at the site above or your device’s app store. The same requirements for sound and video described for desktop/laptop computers also apply to tablets and smart phones.
 - b. **If your computer does not have speakers and/or a microphone** (or a place to connect a headset), or if your internet is slow, dialing in by phone for audio *while using the computer to view the video* can work. See more on how to do that at https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_682f2e00-6a7c-4a5a-b20f-70b9b9012563.

ON THE DAY OF THE MEETING

1. **Plan to sign-in to Zoom and join the Presbytery meeting at least 30-45 minutes ahead of time** to give the clerks time to verify your registration and let you in from the electronic waiting room.
2. **When you first join the meeting from the electronic waiting room,**
 - a. **Make sure that your name is displayed in Zoom according to the requirements in paragraph 7 of the Special Rules document.** If you haven't already done so in your user profile in the Zoom software before joining the meeting, you can do it after joining the meeting by clicking on the “Participants” icon at the bottom of your screen.
 - i. **On a computer**, open the **Participants** list, hover over your name on the participants list, click **More**, and choose **Rename**. You can also change your name by hovering over your

own video image, clicking on the blue box with three dots in the upper right corner of your image, and choosing **Rename**.”

- ii. **On Android or iOS devices**, open the **Participants** list and then tap your name to rename yourself.
- b. **Check to be sure that your sound and video are working.** After making sure your video and audio are working, please mute your microphones until or unless recognized by the moderator—and be ready to unmute yourself if someone calls on you!

3. **Next, if you’re using a PC or Mac**, click “Exit Full Screen,” resize the Zoom window to as big as you want it, and then click on the “Reactions” and “Chat” icons.

- a. The “Reactions” button on the tool bar shows the “raise hand” (✋), “yes” (✅), and “no” (✗) icons at the bottom. You’ll need those to seek recognition to speak and for voting during the meeting.
- b. You’ll use chat if you need to pass a note to the Stated Clerk or electronic hosts during the meeting, or to submit the text of a motion before raising your hand to be recognized by the moderator.

4. **If you’re using an iPad, iPhone, or Android device**, tap on your screen, click on “... More” to access the raise hand and voting features. The chat feature may also require tapping on your screen and clicking on “... More” at the bottom of the screen if there’s not enough room to show all the icons. Use your device’s navigation buttons or gestures to switch back and forth.

AFTER THE MEETING STARTS

1. **Keep your microphone muted** unless you’ve been called on to speak.
2. **Be ready to use the “raise hand” feature** if you want to speak or to use when directed to by the moderator to indicate a vote. The electronic hosts are responsible for lowering hands following votes; please *do not* lower your own hand after a vote.
 - a. When multiple participants are seeking recognition during debate on an item of business, once the moderator has called on someone all other hands raised may be lowered at the discretion of the moderator before asking if anyone else would like to speak. It is customary in debate for the moderator to seek alternating points of view.
 - i. If the moderator recognizes someone only to find they have a similar position to the last speaker, they may be asked to step aside to let another view be heard.
 - ii. If you have an “interrupting motion” (e.g. a point of order, a request for preference in recognition, etc.), you should immediately raise their hand *again* if it has been lowered by a host. If you not immediately recognized, you may unmute your microphone and say, “Moderator, I have a point of order” or “Moderator, may I be recognized for (reason)?”
3. **Voting might also be done another way** using the “yes” (✅), and “no” (✗) icons at the bottom of the participants list screen or using Zoom’s poll feature. Pay attention to the moderator for instructions if that happens.

Definition of “ZOOM EXPERTISE”
For Presbytery of Tampa Bay ZOOM Meetings
REVISED 2/18/2021

1. You have already downloaded **ZOOM** onto your computer or device and will make sure the program is **updated**, if needed, no later than the day before the meeting.
2. You can launch **ZOOM** and, when entering, initiate both audio and video with ease.
3. You can **rename** yourself, using your first and last name, your role initials (below), and your church or ministry.
 - **/TE/(church or ministry or HR)** - Minister/Teaching Elder member
 - **/REC/Church** - Ruling Elder Commissioner from a congregation
 - **/RE/PTB** - Ruling Elder PTB Staff, Officer, Commission/Committee Chair
 - **/RE/PJC** - Ruling Elder member of the Permanent Judicial Commission
 - **/RE/FmrMod** - Ruling Elder former Moderator of PTB
 - **/RE/GA224** - Ruling Elder Commissioner to 224th GA (2020)
 - **/RE/CCE** - Ruling Elder Certified Christian Educator
 - **/CP/Church** - Ruling Elder Commissioned Pastor currently serving a congregation
 - **/CCE/Church** - Non-Ruling Elder Certified Christian Educator in educational ministry
 - **ZCM - (name)/CM/Organization”** - Corresponding Member:
 - **ZZG - (name)/Guest/(Church or Organization)** - Guest
4. You can go back and forth between **GALLERY** and **SPEAKER** views.
5. You can access the **REACTIONS** button and can **RAISE** your **ZOOM HAND**
6. You can access the **REACTIONS** button and vote “**YES**” or “**NO**.”
7. You can participate in a **POLL**.
8. You can **MUTE** and **UNMUTE** with ease by either clicking the **MUTE** and **UNMUTE** button or by holding down the space bar while muted in order to speak.

[Click here to complete the form online](#)**EVALUATION FORM**

Presbytery of Tampa Bay
 April 29, 2021 Stated Meeting
presbyteryoftampabay.com/eval

via Zoom with worship led from
 Cedarkirk Camp & Conference Center

Name (Optional): _____ Congregation or ministry: _____

1. How easy was it for you to register for the meeting?

1 2 3 4 5

Easy Difficult *Mark only one oval.*

2. Please add any comments or suggestions about registration here:

3. How much difficulty did you have using the Zoom meeting software? *Mark only one oval.*

1 2 3 4 5

None at all A great deal *Mark only one oval.*

4. What was the source of difficulty, if any?

5. I found the worship service meaningful. *Mark only one oval.*

1 2 3 4 5

Definitely Not really *Mark only one oval.*

6. The meeting was:

1 2 3 4 5

Too short Too long *Mark only one oval.*

7. What did you think was done well during this meeting?

8. What would you suggest for upcoming meetings?

9. Based on your experience with this meeting, how would you feel about participating in future online meetings of the Presbytery?

1 2 3 4 5

Very positive Very negative

Mark only one oval.

10. Please tell us more about your response to the last question:

11. What is your overall view of this Presbytery meeting?

1 2 3 4 5

Worthwhile Not worthwhile

Mark only one oval

12. What **one word** best describes your experience of today's Presbytery meeting?

13. What is the first thing you will do to implement something you learned at today's Presbytery meeting?

14. Additional Feedback on your experience today:

THANK YOU FOR YOUR FEEDBACK!

If you have additional feedback to offer, please contact Stated Clerk Bill Wildhack. Thanks!

Forms can be sent to:

Presbytery of Tampa Bay, 455 Scotland Street, Suite 1, Dunedin, FL 34698

Fax: (813) 200-1054

or filled out online by [clicking here](#) or visiting <https://presbyteryoftampabay.com/eval/>

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