

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
241st SYNOD ASSEMBLY – RICHMOND, VA
Monday, March 12, 2018**

OPENING:

Moderator Richard Claterbaugh called the meeting to order around 7:00 p.m. with prayer.

ATTENDANCE:

Present were: Robbie Phillips, Helen Bessent-Byrd, Susanne Taylor, Cindy Privette, Richard Claterbaugh, Jim Kirkpatrick and Riley Burgess.

APPROVAL OF DOCKET:

No docket was presented.

APPOINTMENT OF RECORDING SECRETARY: Warren Lesane serve as the recorder.

QUORUM:

A quorum was present.

BUSINESS ITEMS:

The purpose of the meeting was to make a decision concerning the appointment of an Administrative Commission to address the deteriorating state of the Atlantic Korean American Presbytery (AKAP). Three Executive Committee members attended a Zoom Video Conference on February 15, 2018 with Mark Hong (See attachment for Summary of the Overview). Jim Kirkpatrick shared that Grants and Awards \$25,000 designated to fund a Peacemaking Special Administrative Review Committee of AKAP during the 240th Assembly will be recommended that it will be used to fund an Administrative Committee. The Executive Committee invited Rev. David Kang, Presbytery Executive and Stated Clerk, to the meeting to share their recommendation. There was ample time given for questions and discussions.

RECOMMENDATIONS:

The following recommendations were approved:

1. That the Synod of the Mid-Atlantic appoints an Administrative Commission with original jurisdiction to address issues with AKAP.
2. That the Synod Moderator and the Synod Stated Clerk be given authority to appoint an Administrative Commission of no more than 7 persons.

CLOSING PRAYER AND ADJOURNMENT:

Warren provided the closing prayer and the Moderator adjourned the meeting.

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL MINUTES 2:00 PM
Tuesday, April 10, 2018**

OPENING:

Moderator Richard Claterbaugh called the meeting to order at 2:07 p.m. with prayer.

ATTENDANCE:

Present were Richard Claterbaugh, Jim Kirkpatrick, Cindy Privette, Susanne Taylor, Helen Bessent-Byrd, Riley Burgess, and Robbie Phillips. Staff Present were Warren Lesane and Tami Scott. Absent was Alice Tewell.

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY:

Tami Scott was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The February 13, 2018 and March 12, 2018 Minutes were approved as presented.

MODERATOR'S REPORT

The moderator shared several 241st Assembly take-a-ways. He applauded Jon Barton's presentation on of the Doctrine of Discovery and the history provided of Virginia's Native Americans and the tribes petitioning for federal and state recognition of their tribes and history; Veronica Cannon's Emancipation and Black Presbyterian Church (Catawba) Story; Catherine Lynch from the Presbyterian Investment and Loan Program (PILP) who distributed rebate checks to presbyteries; New Castle's presentation of a \$40,000 check on behalf of Speer Trust Fund; and Jerry Cannon's presentation on a rationale for the next generation Initiative. Jim Moseley was thanked for his guidance, contribution and creative envisioning of the Next Generation Initiative proposal. Richard summed up the meeting by saying that the Assembly was "Kingdom Building".

EXECUTIVE/STATED CLERK SUMMARY

Warren thanked the Moderator for sending letters of thanks to synod commissioners and for inviting the vice-moderator elect to attend Executive Committee Meeting. Assembly Highlights should be completed and emailed to presbyteries by next week. This Mission Interpretation resource can be used for presbytery meetings, newsletters and to send to their churches. Other topics discussed included Conflict of Interest Forms were distributed during assembly, signed and returned. Outstanding Commissioners include Nam Cho, Keith Paige, and Margaret Washnitzer. Warren will be installed as vice chair of the Presbyterian Mission Agency during the April board meeting. A volunteer was solicited to attend a Reception to honor Jim Moseley May 3rd in Dover Del. A gift will be presented on behalf of the synod. Warren's meeting and travel calendar was provided. A Letter was sent to David Kang (AKAP SC) announcing that the 241st Assembly appointed an Administrative Committee to address the life, health and vitality in AKAP. AKAP's Stated Clerk shared this letter during a recent AKAP Presbytery Meeting. Two judicial complaints have been filed against the synod with the General Assembly PJC with stay orders attached. One charge from Nam

Cho v SOMA and the other complaint is AKAP v SOMA. Both complaints will be sent to Executive Committee for review with the request for confidentiality. Three of the seven AC Members have agreed to serve on this commission.

BUSINESS ITEMS:

241st Assembly Reflection – It was expressed that between fellowship, stories, information and gift to Jon Barton for his retirement, there was a good balance and spirit among the group. Appreciation was extended for the work put into preparation for the meeting. Warren will provide staff evaluation and feedback at Executive meeting in May. Richard recommended future face to face meetings prior to assemblies as it proves most helpful with information and planning.

COMMITTEE REPORTS:

Administration Committee - Helen H. Byrd will meet with her committee in May to work on synod evaluation process and questions, evaluating the synod executive/stated clerk and refining the temporary fulltime position description. A Temporary Fulltime Job Description and Compensation package have been provided to Executive Committee. Susanne Taylor provided tools to evaluate executive from Synod of Lakes and Prairies. These tools will be sent to the Admin Com. Helen asked Warren to breakdown (by percentage) anticipated time usage for the Next Generation Initiative.

Recommendations:

1. That the Synod Executive Committee affirms the 241st Synod Assembly voted to reinstate the Synod Executive/Stated Clerk Position to temporary full time from March 13, 2018 through December 31, 2018.
2. That compensation of \$143,883.70 be provided which includes salary of \$49, 500.00; SECA of \$6,563.70; Board of Pensions \$34,320.00; Executive Travel of \$12,500.00; Professional Expenses of \$2,500.00; Auto Allowance of \$2,500.00; 4 weeks' vacation and 2 weeks for Continuing Ed. Compensation will be prorated from March 13, 2018 to December 31, 2018.
3. That the housing allowance be allotted as \$6,000 prorated.

All three motions were approved. The Administration Committee report was approved.

Finance Committee – Riley Burgess/Robbie Phillips reported that the March quarterly report and the audit reports appear to be in order. There was substantial growth last year in funds so it is well within capability of the synod to absorb the increase compensation recommended by the Admin Com. A transfer will be needed as it pertains to the Exec/Stated Clerk fulltime position status through the end of 2018. It would be prudent to revisit this subject with next years' budget and per capita. The Finance Report was approved.

Presbytery Initiatives – Cindy Privette reported that the committee awarded \$3,000 to Associates Presbyters from NC to host a retreat to grow relationships between the leadership and presbyteries. The project will submit a written report/evaluation of the retreat. The Presbytery Initiatives Report was approved.

Grants & Awards – Jim Kirkpatrick reported that award letters and checks were sent out after synod assembly. The report of Grants and Awards was approved.

ADJOURNMENT:

The meeting was adjourned at 3:10 p.m. with prayer by Cindy Privette. The next meeting will be held Tuesday, May 8, 2018 (2PM).

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL MINUTES 2:00 PM
Tuesday, May 8, 2018**

OPENING:

Moderator Richard Claterbaugh called the meeting to order at 2:05 p.m. with prayer.

ATTENDANCE:

Present were Richard Claterbaugh, Susanne Taylor, Cindy Privette, Jim Kirkpatrick, Helen Bessent Byrd, Riley Burgess. Staff Present were Warren Lesane and Tami Scott. Excused was Robbie Phillips. Mawuna Gardesey was invited as a guest. Absent was Alice Tewell.

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY:

Tami Scott was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The April 10, 2018 Minutes were approved as presented.

MODERATOR'S REPORT

The Moderator attended the reception for the Rev. Dr. Jim Moseley, hosted by New Castle Presbytery May 3, 2018. Jim has accepted a call from Campbell Memorial Presbyterian Church in Kilmarnock, VA. Richard presented Jim with a gift from the Synod and expressed well wishes and thanks for his support, creativity, friendship and passion. Mawuna Gardesey (Incoming vice moderator) commented on how well Richard's presentation was received by those present.

EXECUTIVE/STATED CLERK REPORT

Warren joined the call from the Church of the Brethren in Harrisonburg, VA. He was attending the VA Council of Churches Annual Faith and Practice Awards. He summarized the following: The SPJC is in preparation for two trials in May. The Presbyterian Mission Agency Board will meet today to officially elect a new Executive Director/President In May installations will be held for 1) New Castle Presbytery – Jessica MacMillan as Connectional Presbyter, 2) Charlotte Presbytery - Jan Edminston as General Presbyter. 241st Assembly reflections by the staff were shared. Jim Kirkpatrick offered his audio system for the September 2018 Assembly. May and June are busy times as reflected in Warren's travel schedule. Work continues on securing AC members for the Commissioner assigned to AKAP. Three individuals have agreed. Several Koreans have declined but optimism prevails that Korean representation can be obtained.

BUSINESS ITEMS:

The first draft of the 241st Synod Assembly Minutes will be sent for review and discussion prior to the June Meeting.

COMMITTEE REPORTS:

Administration Committee - Helen H. Byrd asked for prayers self and family as they have incurred four car accidents in the last month. The Administration Committee met May 8th to continue working on a job description for the Executive/Stated Clerk and to design an Evaluation process to be used at the next synod assembly. The committee will meet again June 4, 2018 as to develop a report for the June meeting. A written report will be sent ahead of time. The report was received as information.

Finance Committee – Riley Burgess/Robbie Phillips- No Report

Presbytery Initiatives – Cindy Privette reported that she attended event in Western North Carolina Presbytery and boundary training at Montreat. She works on doing connectional work with churches and presbyteries.

Grants & Awards – Jim Kirkpatrick – No report

ADJOURNMENT:

The meeting was adjourned at 2:50 p.m. with prayer by Susanne Taylor. The next meeting will be held Tuesday, June 12, 2018 (2PM).

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL MINUTES 2:00 PM
Tuesday, June 12, 2018**

OPENING:

Moderator Richard Claterbaugh called the meeting to order at 2:04 p.m. with prayer.

ATTENDANCE:

Present were Richard Claterbaugh, Cindy Privette, Riley Burgess, Susanne Taylor; Staff Present were Warren Lesane and Tami Scott. Excused were Jim Kirkpatrick and Helen Bessent Byrd. Absent was Alice Tewell and Robbie Phillips.

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY:

Tami Scott was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The May 8, 2018 Minutes were approved with the following correction: "Executive/Stated Clerk Report –line #8." "Work continues on securing AC members for ~~Commissioner~~ Commission ..."

MODERATOR'S REPORT

Richard is looking forward to attending the 223rd General Assembly in St. Louis. He attended last year and found it to be a good learning experience.

EXECUTIVE/STATED CLERK SUMMARY

The State Clerk presented the Executive Summary and addendum for the committee's information.

- During the May 8, 2018 Executive Committee meeting, discussed was two complaints that have been filed with the General Assembly Permanent Judicial Commissioner against SOMA were shared. A Synod Committee of Council has provided a concise answer and has asked for dismissal of both complaints. We now await a response.
- Several presbyteries have been impacted by recent flooding. The stated clerk has contacted the presbytery execs to pray and offer assistance. Synod has a natural disasters fund that is available for insurance deductibles etc. Massanetta Springs was also affected. Once financial damage has been assessed, the synod can entertain providing assistance. This item is to be docketed for July Meeting.
- Kate B. Reynolds Guideline verbiage was clarified during the KBR June 6, 2018 Certification Meeting and will be resubmitted to for the 242nd Synod Assembly.
- Warren preached the anniversary sermon for Woodland PC. A joint service between a white and black congregation in the Charlotte Presbytery facilitated the service. Paw Creek and Woodland Churches are collaborating to work beyond Race & Reconciliation.
- Virginia Council of Churches - Mary Ann Glover is the new General Minister for the VCC. Warren preached for VCC Celebration for Jon Barton's Retirement and federal recognition of the six Virginia Native American Tribes June 2, 2018.
- Prayers for OGA Deputy Director (Kerry Rice) in the accidental death of his son.
- Ginter Park PC will be undergoing renovations. This will impact synod work that may be transacted at times from the homes of the staff.

BUSINESS ITEMS:

- **Assembly Draft Minutes** were submitted for corrections and edits. These minutes will be presented for approval July 10, 2018.
- **Attendance** – Does a commissioner need to be present both days during Synod Assembly in order to be counted as present? A complaint has been filed against the synod by a commissioner who only attended one day of the 241st assembly. The commissioner missed the designated committee meeting and argued that his voice was denied/unheard during this meeting. This issue will be further addressed at the July Executive Committee Meeting.
- **Reclaiming the Name of Jesus** – This video was shared as a powerful tool to engage commissioners broader conversations. Might this tool be considered during the 242nd Assembly? This question will be discussed at the July Executive Committee Meeting.

- **242nd Synod Planning** - An assembly planning team will meet at a date from July 9-20, 2018. The team generally consists of the Moderator, Vice Moderator, volunteers from the executive committee and Staff, but is open to those who wish to participate. The team wants to meet in Richmond. An initial meeting will be set up via zoom conferencing. Richard and Tami will schedule the meeting.
- **Per Capita Reduction Request** - WNC Presbytery has asked for their per capita to be reduced due to the number of churches that have left. GA has granted a reduction. A process for future similar requests should be established by the synod to insure consistency and fairness. A per capita reduction criteria and list of questions to churches/presbyteries should be adopted to make sure that the congregations are not leaving with their per capita along with their property sale settlement (For congregations that are leaving not dissolving). Warren to contact WNC to address the question of where the balance of sold property has been allocated. This issue will be docketed as part of Synod Assembly Business and addressed within the synod Policies & Procedures. The Stated Clerk will reach back out to WNC to raise several questions to report back to the July Meeting. He follow up with the Administration Committee. **It was moved and approved that the Administration Committee draft a policy for dealing with per capita when congregations depart and presbyteries need to reduce their per capita.**

COMMITTEE REPORTS:

Administration Committee - Helen H. Byrd provided a report on behalf of the Administration Committee. The committee reviewed and updated the Synod Evaluation Form and the Stated Clerk fulltime Position Description. It is their request for the Executive Committee to move forward with presenting this business at September Assembly in its final form. The Executive Committee approved the fulltime Stated Clerk/Executive Position Description with the following changes: (1) Strike the word "officers" in #11 and replace it with moderator; (2) Add #21 which will include "Other duties as assigned." Tami was instructed to send this action to the Administration Chair.

Finance Committee – Riley Burgess reported that actual expenses for May have been received and reviewed. Finances and the budget seem to be on target.

Presbytery Initiatives – Cindy Privette has visited several Presbytery Meetings to make connections and provide information about Presbytery Initiative Grants. SOMA commissioners should be reminded to share the word as well. Future presbytery visits are forthcoming. The office will provide Cindy with key presbytery representatives.

ADJOURNMENT:

The meeting adjourned at 3:20 p.m. with prayer by Cindy Privette. The next meeting will be held Tuesday, July 10, 2018 (2PM).

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
ZOOM CONFERENCE CALL MINUTES 2:00 PM
Tuesday, July 10, 2018**

OPENING:

Moderator Richard Claterbaugh called the meeting to order at 2:04 p.m. with prayer.

ATTENDANCE:

Present were Richard Claterbaugh, Cindy Privette, Jim Kirkpatrick, Mawuna Gardesey, Susanne Taylor; Excused was Riley Burgess and Robbie Phillips; Staff Present were Warren Lesane and Tami Scott. Guest was Mawuna Gardesey. Absent was Alice Tewell (Member at Large) and Helen Bessent- Bryd.

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY:

Tami Scott was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The June 12, 2018 Minutes were approved as presented.

MODERATOR'S REPORT

Richard Claterbaugh attended the 223rd General Assembly in St. Louis. He reported that the march to the jail to bail out those who were unable to make bail was extremely successful. Claterbaugh attended a lunch gathering hosted by SOMA during Assembly (July 19, 2018) and enjoyed the fellowship.

EXECUTIVE/STATED CLERK SUMMARY

The Stated Clerk highlighted actions of the 223rd GA through the General Assembly Actions in 1500 words or less. Church Leadership, Fossil Fuel Divestment, Israel-Palestine/Middle East, Per Capita, The Way Forward, Racism/Poverty/Violence, Immigration, Gun Violence, Paid family Leave and Congregational Leadership were deliberated. SOMA hosted a luncheon for 19 presbytery reps and Richard Claterbaugh offered grace. A high point involved 400 people marching in the streets for Prison Reform and over \$47,000 was raised to bail people out jail (non-criminal offenses). SOMA commissioners in attendance may be asked to reflect on their GA experience in September.

Task Report – The Stated Clerk reported on the following (A) **Massanetta Springs**—A full assessment of flood damage will be completed in August. Massanetta will notify SOMA if there is a need for Disaster Relief assistance. (B) **WNC Request for Per Capita Reduction** –Bobbie White (WNC-EP) provided detailed explanation for per capita reduction request. Several churches in the Presbytery have left the denomination. One church developed a new corporation and severed affiliation with the presbytery; this action led to litigation. The presbytery won the court battle, but lost the financial battle. Another church only had four members and folded. A third church split and had both civil and judicial cases which resulted in a large number of churches leaving. Finances from this

departure benefited the “True Church” which was smaller, and not the presbytery. The Presbytery was required to maintain insurance on the church buildings as well as it incurred legal bills for which the presbytery continues to pay. In the future, presbyteries will be asked if they for see any reason that their per capita will be affected. A motion to approve ***revisiting the reduction in per capita issue next meeting after receiving additional information from the Stated Clerk on these churches and Presbytery including appropriate historical research. Motion passed.***

BUSINESS ITEMS:

- 241st Assembly Draft Minutes Approval – ***The committee approved the 241st Assembly Minutes to be presented at the 242nd Synod Assembly.***
- Reclaiming the Name of Jesus – This video will be referred to Assembly Planning Committee. The 223rd General Assembly recommended the confession to councils of the church for study.
- Commissioner Terms Ending – The Administrator Shared 6 synod commissioners whose terms end December 31, 2018. Most are in their first term and are eligible to serve a second. Finance Committee Co-Chairs are included in this list. The synod hopes that all first termers will serve a second term. Securing strong representation for all Committees are being sought early to prevent vacancies and to insure strength in committee leadership.
- Assembly Attendance – How should the synod handle commissioner’s attendance during assembly for both days? Designated Committees meet and commissioner attendance is necessary for input and to carry out the work. ***There was a motion and approval to have a sign in sheet for each day of assembly.***
- Diversity – In some research conducted, the office discovered during the 219th Synod Assembly, it was resolved that ***“In order to promote full access to the work and mission of the synod of the Mid-Atlantic, each presbytery shall elect Commissioners, being sensitive to inclusiveness and diversity of the denomination’s members represented and in accordance with a Diversity Chart, which shall be drawn up by the Synod of the Mid-Atlantic and agreed to by the presbyteries.”*** Staff is further researching to determine the formula to the Diversity Chart and how to effectively implement it. The Info will be forwarded to the Nominating Committee and COR once figured out. Also, the synod will be replacing “Racial Ethnic” terminology with “People of Color” to be aligned with terminology used by the GA.
- 242nd Assembly Planning will meet via Zoomnd on July 31st at 2pm.
- Next Generation – Names for the New Initiative Team will be forthcoming and these names should be available for the committee by August 14th.

COMMITTEE REPORTS:

- **Administration Committee** - Helen H. Byrd –No Report
- **Finance Committee** – Riley Burgess/Robbie Phillips- No report
- **Grants & Awards** – Jim Kirkpatrick shared that Troy Leshar Thomas has resigned from Grants and Awards.
- **Presbytery Initiatives** – Cindy Privette – No report

ADJOURNMENT:

The meeting was adjourned at 3:26 p.m. with prayer by Susanne Taylor. The next meeting will be held Tuesday, August 14, 2018 (2PM).