

**SYNOD OF THE MID-ATLANTIC**  
**Administration Committee**  
**Report on Committee Meetings Held**  
**June-August 2019**

ADMINISTRATION COMMITTEE MEMBERS: Chair, Helen Bessent Byrd (EVA); Recorder Miriam Dewhurst (NCP), Ben Cahoon (NHO), Nam Cho (AKAP), W.D. Hasty (Peaks), Calvin Lewers (CHA), Ed Terry (BAL)

GENERAL ITEMS:

The Committee has met via zoom three times since the last Assembly (June 10, July 15 and August 12). The Committee's business has included:

- Westminster Presbyterian Homes, Inc.: Discussion of the request made by Mr. Kerns of Westminster Presbyterian Homes, Inc., that the Synod assume the responsibilities of WPH. It has been agreed that more information is needed and Committee Chair Byrd has written Mr. Kerns to ask for WPH's Articles of Incorporation, By-Laws, and annual and financial reports; also for the Articles of Incorporation and By-Laws of the Westminster-Canterbury Homes under WPH's auspices. It was noted that if the Synod agreed to assume WPH's responsibilities, it is likely that another group of individuals would have to be recruited to fulfill the functions of WPH.
- Synod Treasurer Position: It was decided that as it does not seem to be a requirement of the Commonwealth of Virginia that the Synod have a treasurer and as those responsibilities in the case of the Synod are minimal and well attended to by the Synod Executive, the Finance Committee and the Financial Manager, the Committee will not recommend that such a position be created.
- Synod Administrator Position: In recognition of the already heavy workload and the increasing responsibilities of this position, the Committee has begun work to upgrade the Synod Administrator position to full-time.
- Synod Assembly Evaluations: The evaluation form for the next Assembly will be included in the packet sent to Commissioners before the next Assembly. Hard copies will also be available at the Assembly. About half of the Commissioners at the last Assembly filled out a form. It is hoped that all Commissioners will be able to complete a form following the next Assembly.
- Operations Manual: The revised Operations Manual will be presented for approval at the next Assembly.
- Evaluation of Synod Executive: Warren Lesane provided a brief progress report on the goals and objectives agreed to at the last Assembly, recognizing that it will probably take 12-18 months to accomplish most of the goals. Rev. Lesane has clearly been working diligently and well.
- Dates/Locations of Future Assemblies: The dates of the 2020 Assemblies have been set. It has been suggested that holding Assemblies away from Ginter Park PC would lessen the burden of the staff. Inquiries are being made about the possibility of holding the March 2020 Assembly at Massanetta Springs.