

Approved September 2014

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)**

**COBO Center  
Detroit, Michigan  
June 13, 2014**

**CALL TO ORDER** The 221st stated meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) was called to order by the chair, Matthew Schramm. Schramm led the Executive Committee members in prayer and recitation of the Executive Committee Covenant.

**MEMBERS** Marilyn Gamm – Chair Elect  
Mihee Kim-Kort – Chair, Worshiping Communities Committee  
Cathy Piekarski – Member-at-large  
Heath Rada – Member-at-large  
Noelle Royer – Chair, Justice Committee  
Matthew Schramm – Chair  
Joyce Smith – Chair, Leadership Committee  
Linda Valentine – Member ex-officio

**MEMBERS EXCUSED** Steve Aeschbacher – Member-at-large  
Art Canada – Vice-chair  
Josephene Stewart – Acting Chair, Finance Committee

**LEADERSHIP CABINET** Terri Bate – Senior Director of Funds Development  
Roger Dermody – Deputy Executive Director for Mission  
Kathy Francis – Senior Director of Communications  
Earline Williams – Deputy Executive Director for Shared Services

**RECORDER** Susan Abraham –Staff, Office of the Executive Director

**OTHERS** Martha Clark – Staff, Office of Legal Services  
Barry Creech – Staff, Office of the Executive Director  
April Davenport – Staff, Office of Legal Services  
Mike Kirk – Staff, Office of Legal Services  
Mienda Uriarte – Staff, World Mission  
Paula Kinkaid – Presbyterian Layman  
Chad Herring – Chair elect, Finance Committee

**ACTION 1-EC-61314** Schramm reviewed and the Executive Committee **VOTED** to adopt the  
**ADOPTION OF AGENDA** proposed agenda for this meeting (**Appendix1**).

**ACTION 2-EC-61314**  
**APPROVAL OF EXECUTIVE**  
**COMMITTEE MINUTES**

The Executive Committee **VOTED** to approve the minutes of the April 23, 2014 Executive Committee meeting as presented (**Appendix 2**).

**PRESBYTERIAN MISSION**  
**AGENCY SELF-STUDY**  
**REVIEW**

Every six years, the General Assembly reviews the work of its agencies. Barry Creech shared that the next review for the Presbyterian Mission Agency will be done at the 2016 General Assembly. Creech led the Executive Committee through the review process and gave a progress report on how the effort is coming along. The Self-Study will be presented to the Board at the September meeting. Members of the Executive Committee were invited to provide input on the Board's work over the past six-eight years. (**Appendix 3**)

**GENERAL ASSEMBLY ITEMS**

Creech reviewed highlights of business to the General Assembly and led the Executive Committee through a Briefing Book that included:

- A summary of each item of business to the Assembly
- The text of any Board approved comment
- Notes on any concerns relating to an item
- Talking Points on the item
- Names of the Mission Agency resource people on the item

Following Creech's presentation, Schramm reviewed meetings scheduled for Presbyterian Mission Agency Board Executive Committee and staff members during the General Assembly.

**COMMUNICATIONS AND**  
**PROMOTION OF**  
**INITIATIVES**

Kathy Francis presented the communications strategy for highlighting the mission and ministry of the Presbyterian Mission Agency. Francis also shared plans for promoting the two initiatives being brought to the General Assembly, "Living Missionally," and "Educate and Child, Transform the World." Commissioners will have an opportunity to celebrate the creation of 248 new worshiping communities by tossing around 248 red beach balls on the plenary floor.

**APPROVAL TO SERVE HOLY**  
**COMMUNION**

Schramm reported that he and Canada had approved a request from the Evangelism and Church Growth (ECG) ministry area to serve communion during the ECG conference on August 11-14, 2014 at the Tradewinds Resort, St. Pete Beach, Florida.

**TIME FOR SHARING**

Executive Committee members spent the remainder of their time in the meeting sharing experiences and reminiscing their time on the Board. Those present also saw a preview of a video, written and produced by Schramm, that would be shown during commissioner orientation. The video emphasized the complexity of our parliamentary system with a parody of a song from Les Miserables.

**ADJOURNMENT AND**

There being no further business, the meeting of the Executive

**CLOSING PRAYER**

Committee was closed with prayer at 11:49 a.m.

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Matthew Schramm  
Chair, Presbyterian Mission Agency Board

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Linda Valentine  
Executive Director, Presbyterian Mission Agency

Draft – June 5, 2014

**PRESBYTERIAN MISSION AGENCY BOARD  
EXECUTIVE COMMITTEE**

**June 13, 2014  
COBO Center  
Detroit, Michigan  
Room – 140F  
*Agenda***

**9:00 a.m. Call to Order/Prayer** *Matthew Schramm*

***Recitation of the Executive Committee Covenant***

We, the Presbyterian Mission Agency Board Executive Committee, called to this ministry as disciples of Jesus Christ, covenant together to:

- Seek God's will, remaining open to fresh movement of the Holy Spirit, acting boldly and creatively for the sake of the Gospel of Jesus Christ in ministry and mission
- Relate to one another and to Presbyterian Mission Agency staff with honesty, trust, respect, openness and kindness, proclaiming God's graciousness by risking and daring transformation in our lives and work
- Be faithful stewards, seeking to make wise decisions in partnership with the greater church, doing our homework, listening to all points of view, working for consensus, and faithfully supporting decisions we have made
- Worship and pray with joy and appreciation for God's guidance in doing this work.

**Adopt Agenda**

**Approve April 23, 2014 Executive Committee Minutes**

**9:15 a.m. Naming a Sole Negotiator for Potential Return of Gordon College** *April Davenport, Mienda Uriarte*

**9:20 a.m. Presbyterian Mission Agency Self-Study Review** *Barry Creech*

**9:40 a.m. General Assembly Items** *Linda Valentine & Barry Creech*

- Review Highlights of Business/Briefing Book

- Executive Committee Meetings at GA
- GA Assignments
- Review of GA Calendar – Where Do Executive Committee Members Need to Be?
- PC Biz and Apps Training
- Other Last Minute Instructions

**10:40 a.m. Break**

**10:55 a.m. Communications and Promotion of Initiatives**

*Kathy Francis*

**11:00 a.m. For Information:**

*Matthew Schramm*

- Approval of Request to Serve Holy Communion

**11:05 a.m. A Time for Sharing**

**12:00 p.m. Adjournment with Prayer followed by:**

- Lunch Together at Pegasus  
(558 Monroe Street in Greek Town. Debbie will lead us.)

Draft – Not Yet Approved

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
The Brown Hotel  
April 23, 2014  
Louisville, Kentucky**

**CALL TO ORDER**

The 220th stated meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) was called to order by chair, Matthew Schramm. Schramm led the Executive Committee members in prayer and recitation of the Executive Committee Covenant.

**ATTENDANCE**

Those present for all or a portion of the meeting were:

**MEMBERS**

Steve Aeschbacher – Member-at-large  
Art Canada – Vice-chair  
Marilyn Gamm – Chair Elect  
Mihee Kim-Kort – Chair, Worshiping Communities Committee  
Cathy Piekarski – Member-at-large  
Heath Rada – Member-at-large  
Noelle Royer – Chair, Justice Committee  
Matthew Schramm – Chair  
Joyce Smith – Chair, Leadership Committee  
Josephene Stewart – Acting Chair, Finance Committee  
Linda Valentine – Member ex-officio

**LEADERSHIP CABINET**

Terri Bate – Senior Director of Funds Development  
Roger Dermody – Deputy Executive Director for Mission  
Kathy Francis – Senior Director of Communications  
Earline Williams – Deputy Executive Director for Shared Services

**RECORDER**

Susan Abraham –Staff, Office of the Executive Director

**OTHERS**

Mary C. Baskin – Presbyterian Mission Agency Board  
Martha Clark –Staff, Office of Legal Services  
Barry Creech –Staff, Office of the Executive Director  
Denise Hayden – Staff, Office of the Executive Director  
April Davenport –Staff, Office of Legal Services  
Deborah Fair – General Assembly Committee on Representation  
(GACOR)  
Hunter Farrell – World Mission  
Ruth Gardner – Human Resources  
Denise Hampton – Finance and Accounting  
Chip Hardwick – Theology, Worship and Education  
Lee Hinson-Hasty – Theology, Worship and Education  
Courtney Hoekstra – Office of the Executive Director  
Eric Hoey – Evangelism and Church Growth

Rhashell Hunter – Racial Ethnic and Women’s Ministries/PW  
Paula R. Kincaid – Presbyterian Layman  
Michael Kirk –Legal Services  
Sara Lisherness – Compassion, Peace and Justice  
Sam Locke – Funds Development  
Kathy Lyvers – Legal Services  
Andrea McNicol – Finance and Accounting  
Jerry Van Marter – Presbyterian News Service  
Emily Odom – Communications  
Jacob Parsons-Wells – Advocacy Committee for Women’s Concerns  
Vince Patton – Racial Ethnic and Women’s Ministries/PW  
Lisa Robbins – Human Resources  
Carmen Rosario – Advocacy Committee for Racial Ethnic Concerns  
Leslie Scanlon, Presbyterian Outlook  
Melody Smith – Communications

**ACTION 1-EC-42314**  
**ADOPTION OF AGENDA**

Schramm reviewed and the Executive Committee **VOTED** to adopt the proposed agenda for this meeting (**Appendix 1**).

**ACTION 2-EC-42314**  
**APPROVAL OF EXECUTIVE COMMITTEE MINUTES**

The Executive Committee **VOTED** to approve the minutes of the following Executive Committee meetings as presented (**Appendix 2**):

- February 5, 2014
- April 2, 2014

**ACTION 3-EC-42314**  
**CHAIR APPOINTMENT**

The Executive Committee **VOTED to ratify** the appointment of the following individuals to the Historically Presbyterian Racial Ethnic Educational Institutions Task Force (**Appendix 3**):

1. Mr. Lindsey Gilbert
2. Rev. Doug Dalglish
3. Dr. Peter Millet
4. Dr. James Matthews
5. Rev. Dr. Richard Rojas Banuchi
6. Rev. Curtis Kearns Jr.
7. Rev. Martha Sadongei

**ACTION 4-EC-42314**  
**GA ATTENDANCE RATIONALE**

The Executive Committee **VOTED** to approve and forward to the Presbyterian Mission Agency Board for consent the Attendance Rationale for the 221st General Assembly (2014) for a total of 261 persons (**Appendix 4**).

**REPORTS**

Terri Bate, Senior Director for Funds Development presented World Mission Funds Development Report for 2013 (**Appendix 5**). Rev. Jon Moore was recently hired to develop and execute funds development strategies to support PC(USA)'s goal of establishing 1,001 new worshiping communities over the next ten years.

Sam Locke, Director of Special Offerings, presented the Special Offerings Report for the year 2013 (**Appendix 6**).

**COMMENTS TO THE 221ST  
GENERAL ASSEMBLY  
(2014)**

The Executive Committee VOTED to approve comments on the following Reports to the 221st General Assembly (2014) (**Appendix 7**):

**ACTION 5-EC-42314  
A RESOLUTION TO  
DEVELOP A CHURCH-WIDE  
ANTI-RACISM POLICY**

“Resolution to Develop a Church-wide Anti-Racism Policy from the Advocacy Committee for Racial Ethnic Concerns”

1. Direct the Presbyterian Mission Agency to develop a church-wide anti-racism policy similar to the existing anti-discrimination policies.
2. Direct the Presbyterian Mission Agency to develop procedures and evaluation criteria for the implementation of a church-wide anti-racism training program. The Presbyterian Mission Agency will report back to the 222nd General Assembly (2016) regarding actions taken and results achieved.
4. Direct the Presbyterian Mission Agency to develop tools, assessment instruments, and training materials for the presbyteries and congregations in order to develop clear and effective understanding of systemic racism - including white privilege, power, and prejudice in relation to race.

**ACTION 6-EC-42314  
A REVIEW OF EFFORTS  
REGARDING CULTURAL  
PROFICIENCY....”**

“A Review of Efforts Regarding Cultural Proficiency and Creating a Climate for Change in the Presbyterian Church (U.S.A.) – Report to the 221st General Assembly (2014) from the Advocacy Committee for Racial Ethnic Concerns”

1. Direct the Presbytery Mission Agency (PMA) to reestablish and fill the position of Associate for Organizational Diversity, Education, and Recruitment or an appropriate alternative.

**ACTION 7-EC-42314  
A RESOLUTION TO DEFINE  
AND INTERPRET  
STANDARDS FOR PC(USA)  
RACIAL ETHNIC SCHOOLS**

“A Resolution to Define and Interpret Standards for PC(USA) Racial Ethnic Schools and Colleges from the Advocacy Committee for Racial Ethnic Concerns”

Direct the Presbyterian Mission Agency, in consultation with the Racial Ethnic Schools and Colleges Presidents Roundtable, to convene a racially diverse special task force of six with expertise in the field of education to define and interpret the standards for racial ethnic schools related to the PC(USA). The task force should conduct most of their business via electronic means, meeting one time face-to-face, and they should consult with current PC(USA) related racial ethnic schools on what characteristics in a school produce racial ethnic leaders in today’s multicultural society. The task force should report back to the 222nd General Assembly (2016) on their findings.

**ACTION 8-EC-42314  
“A RESOLUTION TO  
SUPPORT HOTEL AND  
HOSPITALITY  
WORKERS....”**

“A Resolution to Support Hotel & Hospitality Workers through the Adoption of Just Policies in the Presbyterian Church (U.S.A.) from the Advocacy Committee for Women’s Concerns (ACWC)”  
Direct the Presbyterian Mission Agency and Office of General Assembly to include protective language in every hotel contract so that if there is a



labor dispute at the contracted hotel, the Presbyterian Church (U.S.A.) can pull out of the contract without penalty.

Direct the Presbyterian Mission Agency and the Office of General Assembly to adopt a policy that gives preference to hotels where workers are organized and commits to honoring and upholding boycotts that are directly related to workers' wages and working conditions.

**ACTION 9-EC-42314**  
**SELF-STUDY REPORT OF**  
**THE ADVOCACY**  
**COMMITTEE FOR**  
**WOMEN'S CONCERNS...**

“The Self-Study Report of the Advocacy Committee for Women’s Concerns of the Presbyterian Church (U.S.A.) to the 221st General Assembly (2014)”

6. Direct the Presbyterian Mission Agency Board to comply with the current (November 2013) Presbyterian Mission Agency Manual in maintaining the dual-member relationship with ACWC, in accordance with the instruction that the advocacy committees “shall” have a member of the Presbyterian Mission Agency Board, and in light of the particular nature of the advocacy committee’s mandate to “advise the Presbyterian Mission Agency Board on matters of women’s concerns” and to “monitor the implementation of women’s policies and programs relative to women’s concerns.

**ACTION 10-EC-42314**  
**THE GOSPEL FROM**  
**DETROIT: RENEWING THE**  
**CHURCH'S URBAN VISION**

“The Gospel from Detroit: Renewing the Church’s Urban Vision” – From the Advisory Committee on Social Witness Policy

3. Strengthen the Presbyterian Church (U.S.A.)’s commitment to bear the gospel of Jesus Christ to the cities of this nation and to support mid-council efforts by renewing its urban mission strategy and designating a staff position dedicated to the coordination of General Assembly resources related to metro/urban ministry, including ministries of racial and economic equity; that this position to be lodged in the Compassion, Peace, and Justice Ministries of the Presbyterian Mission Agency; that this position be funded through 2020, and that it carry out the following functions:
  - a. Work with presbyteries, congregations, and synods to organize local, regional and national networks of metro/urban ministry practitioners.
  - b. Coordinate Presbyterian Mission Agency resources and programs related to metro/urban ministry (that have been located in several ministry areas).
  - c. Develop partnerships with other faith-based and community-based organizations, especially those creating multiracial and multi-class constituencies that support metro/urban ministry.
  - d. Develop a catalog of resources that are available to support

metro/urban congregations and ministries, such as grants, training, and volunteer opportunities.

- e. Provide technical assistance and training to those engaged in metro/urban ministries and to those partnering in the creation of new intentional communities of Presbyterians engaged in such ministries of witness and service.
- f. Work with presbyteries, synods, seminaries, and other related metro/urban ministry organizations to develop training and networking opportunities, particularly with attention to racial and economic justice.
- g. Be an advocate for metro/urban ministry at the congregational, presbytery, synod, and General Assembly level.

4. To equip new ministries and worshipping communities, direct:

- a. Compassion, Peace, and Justice Ministries to organize on-going regional conversations on “Race, Class, and the Current Challenges of Urban Ministry,” gathering the rich resources of those who have significant experience in urban ministry, particularly the rich resources of people of color; that the collective wisdom of such conversations be edited, organized, and published periodically in the print, video and digital media of the PC(USA) for wide availability.

**ACTION 11-EC-42314**  
**RESOLUTION ON SEXUAL**  
**VIOLENCE WITHIN THE**  
**U.S. MILITARY SERVICES:**  
**A 2014 HUMAN RIGHTS**  
**UPDATE**

“Resolution on Sexual Violence within the U.S. Military Services: A 2014 Human Rights Update” – From the Advisory Committee on Social Witness Policy

Direct the Office of Public Witness and encourage Presbyterians generally to support the development of preventive, restorative, and where necessary punitive measures to end the problem of sexual abuse in the U.S. military; and

Direct the Office of Public Witness and the Presbyterian Ministry at the United Nations, and encourage Presbyterians generally, to support the implementation of policies to prevent sexual violence by U.S. and other military personnel engaged in joint jurisdictions such as United Nations (UN) Peacekeeping and North American Treaty Organization (NATO), both within these forces and among vulnerable refugee and asylum-seeking civilian populations.

**ACTION 12-EC-42314**  
**MINISTERIAL**  
**COMPENSATION AND THE**  
**THEOLOGY OF**  
**COMPENSATION:**  
**INCENTIVES AND**  
**SOLIDARITY**

“Ministerial Compensation and the Theology of Compensation: Incentives and Solidarity,” from the Advisory Committee for Social Witness Policy”

Requests the Presbyterian Mission Agency to have its Personnel Committee review church-wide ministerial salary data as context for its review of Mission Agency salaries.

**ACTION 13-EC-42314**  
**COMMENT ON OVERTURE**  
**053 – A RESOLUTION OF**  
**SPIRITUAL AND MATERIAL**  
**SUPPORT FOR THE**  
**PERSECUTED CHURCH**

The Executive Committee VOTED to approve the comment on Overture 053, “A Resolution of Spiritual and Material Support for the Persecuted Church—From the Presbytery of Upper Ohio Valley” (Appendix 8).

**FOR INFORMATION**

The Executive Committee received the Committee on Theological Education’s report to the 221st General Assembly (2014) for information (**Appendix 8**).

**2014 AND 2015-2016**  
**BUDGETS**

Linda Valentine, Earline Williams and Roger Dermody presented the 2014 and 2015-2016 budgets (**Appendix 9**). The 2015 and 2016 budgets will go to the upcoming 221st General Assembly for approval.

**ACTION 14-EC-42314**  
**CONVENE IN CLOSED**  
**SESSION**

The Executive Committee **VOTED** to convene in closed session at 9:49 a.m. to discuss personnel matters with only voting members of the Executive Committee and the following individuals who were invited to remain and to attend all or a portion of the closed session:

1. Marilyn Gamm
2. Linda Valentine
3. Roger Dermody
4. Earline Williams
5. Barry Creech
6. Terri Bate
7. Kathy Francis
8. Denise Hampton
9. Andrea McNicol
10. Lisa Robbins
11. Ruth Gardner
12. Martha Clark
13. April Davenport
14. Mike Kirk
15. Hunter Farrell
16. Chip Hardwick
17. Eric Hoey
18. Rhashell Hunter
19. Sara Lisherness
20. Melody Smith
21. Susan Abraham
22. Thomas Hay

**ACTION 15-EC-42314**  
**RISE FROM CLOSED**  
**SESSION**

The Executive Committee **VOTED** to rise from closed session at 10:30 a.m. The chair announced that the following action had been taken in closed session:

**That the Presbyterian Church (U.S.A.), A Corporation ("Employer") is authorized to share a portion of the cost of Dependent Medical Dues (defined below) in the manner set forth**

below:

**"Dependent Medical Dues" means the difference in the percentage of dues paid for individual coverage (e.g., 23% for 2015) and family medical coverage (e.g., 24.5% for 2015) under the Benefits Plan of the Board of Pensions of the Presbyterian Church (U.S.A.) ("BOP"). For calendar year 2015, the Dependent Medical Dues percentage is 1.5 % of effective salary. "Effective Salary" is defined as any compensation paid during a Plan year to a Benefits Plan member by an employing organization. It includes sums paid for deferred compensation (funded or unfunded) provided to a member by an employing organization and any housing allowance (including utilities and furnishings allowances).**

**The Employer will continue to pay medical dues for individual coverage (23% of effective salary in 2015) for employees regardless of whether they have individual or family coverage.**

**Employees will no longer be required to cover dependents under the medical plan.**

**Dependent Medical Dues (1.5% of effective salary for 2015) will be shared by the Employer and employee as follows:**

**An employee whose effective salary is below the minimum effective salary established by the BOP (\$44,000 for 2015) will not be impacted by cost sharing regardless of whether the employee enrolls in individual or family coverage;**

**An employee whose effective salary is equal to or higher than the minimum effective salary and who enrolls in individual coverage will not be impacted by cost sharing;**

**An employee whose effective salary is equal to or higher than the minimum effective salary and who enrolls in family coverage through pre-tax payroll deduction, the following:**

<b>Dependent Care Dues</b>	<b>Paid by Employer</b>	<b>Paid by Employee</b>	<b>Total</b>
<b>2015</b>	<b>1.0%</b>	<b>0.5%</b>	<b>1.5%</b>
<b>2016</b>	<b>0.5%</b>	<b>1.0%</b>	<b>1.5%</b>

**For 2017 and beyond the Employer is authorized to continue to cost share Dependent Medical Dues with employees at the 2016 percentage, as set forth above; and**

**Family coverage will continue to be fully paid by the employer for Mission Personnel, with no cost sharing. Mission Personnel will**

**no longer be required to cover dependents under the medical plan.**

**That the officers of the Employer be and hereby are authorized to take any and all actions necessary to implement this action; and**

**That the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation is authorized to amend the Employer's Cafeteria Plan if required to implement this action; and**

**Further that the Executive Committee is authorized to modify this action when necessary and shall report any modifications to the next meeting of the Board of the Employer.**

**ACTION 16-EC-42314  
RESOLUTION TO EDUCATE  
AGAINST AND PREVENT  
VOTER SUPPRESSION**

The Executive Committee **VOTED** to approve the comment on a “Resolution to Educate Against and Help Prevent Voter Suppression from the Advocacy Committee for Racial Ethnic Concerns” with amendments. **(Appendix 7)**

1. Direct the Office of Public Witness to develop advocacy strategies to work against voter suppression and for greater freedom in voting and access to voting, and to share news of these efforts across the church.

**COMMUNICATIONS  
MINISTRY REPORT**

As part of her report, Senior Director of Communications, Kathy Francis, invited the Executive Committee to offer ideas for the Presbyterian Mission Agency’s new communications plan, which will be designed to create broader awareness of our mission and ministry across the church.

**REVIEW OF COMMITTEE  
BUSINESS**

Committee chairs highlighted business expected in each of their committees for this meeting.

**GENERAL ASSEMBLY  
HIGHLIGHTS**

Valentine, Creech, Schramm, and Francis gave a preview of the 221st General Assembly (2014) to be held in Detroit, Michigan. The presentations highlighted the following elements:

- Presbyterian Mission Agency’s Inputs and Responses to the Work of GA
- How GA Guides the Work of the Presbyterian Mission Agency
- General Assembly Business
- How to use PC-Biz
- Role of the Executive Committee at GA
- Presbyterian Mission Agency Exhibit, and
- Communications Plans

**AUDIT COMMITTEE  
REPORT**

Mary Baskin, chair of the Audit Committee, reported on business before the committee.

**RECESS FOR LUNCH**

The Executive Committee was recessed for lunch at 12:29 p.m.

**RECONVENE**

The Executive Committee reconvened at 2:00 p.m.

**BOARD DEVELOPMENT  
AND TIME FOR  
REFLECTION**

As a part of Board Development, the Executive Committee had been reading and discussing the book *The Art of Possibility* by Benjamin and Rosamund Zander at each meeting for the past two years. Schramm concluded the study at this meeting with a review of the 12 practices outlined in the book.

**ACTION 17-EC-42314  
CONVENE IN CLOSED  
SESSION**

The Executive Committee **VOTED** to convene in closed session at 2:26 p.m. to discuss personnel matters with only voting members of the Executive Committee and the following individuals:

- Ellen Cason
- Roger Dermody
- Kears Pollock
- Linda Valentine
- Barry Creech
- Martha Clark
- Tim Stepp

**ACTION 18-EC-42314  
RISE FROM CLOSED  
SESSION**

The Executive Committee **VOTED** to rise from closed session at 2:47 p.m. No actions were taken in closed session.

**CLOSING PRAYER AND  
ADJOURNMENT**

There being no further business, the meeting of the Executive Committee was adjourned and closed with prayer at 2:48 p.m.

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Mr. Matthew Schramm  
Chair, Presbyterian Mission Agency Board

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Ms. Linda Valentine  
Executive Director, Presbyterian Mission Agency

## Presbyterian Mission Agency Six Year Review

### 1. Review Committee to be elected at this assembly

**Composition:** The committee is composed of twelve (12) members:

- four (4) commissioners from the previous three assemblies—(2008 in San Jose, 2010 in Minneapolis, and 2012 in Pittsburgh),
- four (4) who have previously served on the board of another General Assembly agency
- four (4) at-large members (which may include ecumenical partners).

**Nominees** (as of 6/11/2014):

Eric Beene	WMT	36-45	Savannah	SA	AL
Eliana Maxim	HFT	46-55	Seattle	ANW	AL
Kenneth G. Page	WMT	46-55	Grand Canyon	SW	Comm/2012
Elizabeth Swee	WFT	56-65	Northern Plains	LAK	AL
James N. Tse	AMR	46-55	New York City	NE	AL
J. Perry Wooten	WMT	75+	New York City	NE	Comm
Pending					Comm
Pending					Comm
Pending					Agency
Pending					Agency
Pending					Agency
Pending					Agency

**Responsibility:** Provide an objective report to the General Assembly as to the agencies' compliance to the standards of review and the quality and acceptability of the agencies' self-study. The committee may provide advice on areas of program improvement. The committee's role will be to examine the agencies' church relations, its policies and practice and its program effectiveness.

### 2. Elements of the Review:

- A **Self Study** conducted by the agency being reviewed and presented to the Agency Review Committee at the first meeting of the Agency Review Committee.
- **On site visits** by the Agency Review Committee including interviews with agency staff as required.
- A **survey** conducted by the Agency Review Committee to gain information about the agencies' effectiveness and profile in the larger denomination.
- The Agency **Review Committee report** to the General Assembly.

### 3. Standards of Review (excerpts):

#### A. Church Relatedness

- 1) ...expected to have the expertise necessary to accomplish the work assigned, and also expected to exhibit a constant awareness of a servant role in the life of the PC(USA).
- 2) The basic work, programs and services demonstrate fidelity to the mission and accountability procedures set forth in the agency's establishing deliverance, charter, or mandate from the assembly.
- 3) When appropriate, printed materials clearly identify the agency as a part of the PC(USA).
- 4) ...honors the policy statements of the General Assembly of the PC(USA) and the Constitution.
- 5) ...includes in its administrative officers and in its governing board, in consultation with the General Assembly Nominating Committee, persons who understand and respect the relationship with the PC(USA).
- 6) ...provides responses to directives and requests from the General Assembly.

**B. Policies and Program Effectiveness**

- 1) ...understands the responsibility is to manage agency assets for the good of the whole of the PC(USA).
- 2) The governing board is properly constituted, clearly identified, and fully conversant with (a) the mission of the agency, (b) the current overall condition of the agency, (c) its specific responsibilities as directors, (d) the legal relationship of the agency to the church, and ( e) its relationship to the president or chief officer.
- 3) ... exhibits full compliance with all appropriate external regulatory and accrediting agencies.
- 4) An annual audit of the financial affairs is conducted by qualified and disinterested parties.
- 5) The governing board has a process for the selection and review of its chief officer or president.
- 6) The president or chief officer and the governing board have policies and procedures by which they assure that the agency staff hold the necessary and appropriate skills, licenses, and experience to make it reasonable to anticipate that they can perform their work satisfactorily and a functioning policy with expectations of staff development.
- 7) ...has in place and operating a long-range and short-range planning process and a process for measuring its delivery of services and of monitoring the effectiveness of those services with its constituencies.
- 8) ...exhibits an effective strategy for producing high-quality communication with its constituencies.
- 9) ...currently structured to effectively face the challenges of the future and demonstrates appropriate attention to current and emerging technologies to enable it to fulfill its mission.

**C. Collaboration**

- 1) ...presses beyond communication and consultation to genuine collaboration and, where appropriate and/or directed by GA, shares agendas and work with other agencies toward fulfillment of shared goals.
- 2) ...maintains open and regular communication with, and provides timely and appropriate access to information to, other agencies and PC(USA) constituencies, including mid councils.
- 3) ...has conducted an evaluation of the potential gains and risks associated with collaborative endeavors with other agencies whenever new programs are initiated.
- 4) ...seeks pragmatic solutions to operational challenges by relying on the assets, resources, and strengths of other agencies.

4. The Self-Study

<b>Mandated Structure of the Self Study</b>	<b>Progress</b>
Chapter 1 - Summarize the work of the steering committee which conducted the self-study, including the names of the members of the steering committee and a schedule of their work;	A self-study review team was appointed by the chair: <ul style="list-style-type: none"> <li>• Former chair Carol Adcock</li> <li>• Mihee Kim-Kort</li> <li>• Heath Rada</li> </ul> Their work of reviewing the self-study has not yet begun, because the self-study is incomplete.
Chapter 2 - Introduce the agency, its work and ministry	Done in two pages...brief narrative and structural organizational chart



Chapter 3 - Outline the agency's response to the last Agency Review	The 2008 review of the GAC and the 2010 review of the assembly agencies as a whole produced 47 recommendations for the Mission Agency. Each one is answered in the draft report. <ul style="list-style-type: none"> <li>• 99% Done, in 26 pages of copy, additional staff input is needed on a few items.</li> </ul>
Chapter 4 - Outline how the agency fulfills the standards of review concerning Church Relatedness	About two-thirds finished, in 13 pages.
Chapter 5 - Outline how the agency fulfills the standards of review concerning Policies and Program Effectiveness;	Not yet started...intent is to focus on program evaluation
Chapter 6 - Outline how the agency fulfills the standards of review concerning Collaboration	Draft complete, in 4 pages.
Chapter 7 - Introduce the agency's supervising board, including board membership and contact information and a summary of their work;	Not yet started.
Chapter 8 - Offer reflections on the agency from the agency president or director;	Draft complete, in 3 pages.
Exhibits: <ol style="list-style-type: none"> <li>1) Brochures and publications which communicate to the church;</li> <li>2) A vision or mission statement if one is in current use;</li> <li>3) Recent evaluations of the agency president or director;</li> <li>4) Roster of agency employees;</li> <li>5) Human resources manuals and staff development plans;</li> <li>6) Budgets;</li> <li>7) Audits;</li> <li>8) Current web sites;</li> <li>9) Supervisory board manual</li> <li>10) Organization charts for the agency</li> </ol>	Will gather at the end

5. Board input

<b>Chapter 7 – The Presbyterian Mission Agency Board</b>
<ul style="list-style-type: none"> <li>• Make reference to the Board directory</li> <li>• Cite Manual of Operations on the role and structure of the Board, including committee charters</li> <li>• Summary of Board accomplishments           <ul style="list-style-type: none"> <li>○ Excerpt from Meeting Highlights and Talking Points</li> <li>○ Get input from the Board Executive Committee</li> </ul> </li> </ul>