

APPROVED: September 23, 2015

**MINUTES OF THE
BOARD OF DIRECTORS**

**PRESBYTERIAN CHURCH (U.S.A)
A CORPORATION, AND ITS
CONSTITUENT CORPORATIONS**

**Louisville, Kentucky
April 15-17, 2015**

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

**Minutes of the
BOARD OF DIRECTORS
PRESBYTERIAN CHURCH (U.S.A.),
A CORPORATION, AND ITS CONSTITUENT CORPORATIONS
April 17, 2015**

- CONVENE** The regular business meeting of the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation, and Its Constituent Corporations (collectively “Corporation”), was convened at 9:03 a.m. on April 17, 2015, with prayer led by Marilyn Gamm in the in the Crystal Ballroom of the Brown Hotel in Louisville, Kentucky.
- ROLL CALL** Susan Abraham, Office of the Executive Director, Presbyterian Mission Agency, called the roll by naming the absentees and reporting requests to be excused.
- CORPORATE BOARD MEMBERS** The following members of the Board of the Corporation were present for all or part of the meeting:
Ruling Elder Marsha Zell Anson, Andrew Barron, Ruling Elder Mary C. Baskin, The Reverend Mark Brainerd, The Reverend Gregory Chan, The Reverend Cecil Corbett, The Reverend James R. Ephraim, Jr., The Reverend David Ezekiel, Ruling Elder Thomas Fleming, Jr., The Reverend Marilyn Gamm, The Reverend Marci Glass, The Reverend Kenneth Godshall, The Reverend Chad Herring, Ruling Elder Jeffrey Joe, Ruling Elder Mary Jorgenson, The Reverend Mihee Kim-Kort, Ruling Elder Regina Meester, Ruling Elder Joseph Morrow, Ruling Elder Susan Osoinach, Ruling Elder Kears Pollock, The Reverend Neal Presa, Moderator of the General Assembly, Heath Rada, The Reverend Nancy Ramsay, The Reverend Marianne Rhebergen, The Reverend Alice Ridgill, Ruling Elder Noelle Royer, Ruling Elder Melinda Lawrence Sanders, The Reverend David Shinn, Ruling Elder Patsy Smith, Ruling Elder Glen Snider, Ruling Elder Josephene Stewart, The Reverend Wendy Tajima, Ruling Elder Kathy Terpstra, The Reverend Landon Whitsitt, and The Reverend Kevin Yoho
- ECUMENICAL ADVISORY MEMBERS** The Reverend James Fouthier, Jr.
- AT-LARGE MEMBERS** Ruling Elder Ellen Cason, Ruling Elder Raul Felipe Santiago-Rivera, Ruling Elder Kathy Trott, and Ruling Elder Richard Allen Turpen.
- CORRESPONDING MEMBERS** The Reverend Kerri Allen, Marc Lewis, The Reverend Eileen Lindner, The Reverend Gradye Parsons, Ruling Elder James Rissler, The Reverend Ray Roberts, The Reverend Frank C. Spencer, The Reverend Tom Taylor, Ruling

Elder Linda B. Valentine, and The Reverend Raafat Zaki.

**EXECUTIVE DIRECTOR'S
OFFICE STAFF**

Susan Abraham, Martha Clark, Barry Creech, April Davenport, Ruth Gardner, Debbie Gardiner, Denise Hayden, Courtney Hoekstra, Michael Kirk, Kathie Lyvers, Lisa Robbins, and Tim Stepp.

OTHER

Invited Participants, Guests, Observers, and Staff Present for All of Part of the Time Were:
Simone Adams-Andrade, Terri Bate, Greg Allen-Pickett, Jeff Arnold, Michelle Bartel, Shannon Beck, Gregg Brekke, Rob Bullock, Sylvia Carter, Nancy Cavalcante, Deb Coe, Isaac Curley, Brian Ellison, Ruth Farrell, Kathy Francis, Brian Frick, Marissa Galvan-Valle, Lawrence P. Greenslit, Chip Hardwick, Deborah Harrison, Tom Hay, Rhashell Hunter, Chris Iosso, Becky Johnson, Ray Jones, Curtis A. Kearns, Tamron Keith, Laurie Kraus, Sue Krummel, Sara Lisherness, James Matthews, Tim McCallister, Jewel McCrae, Gary Metoxen, Sterling Morse, Emily Enders Odom, Lonnie J. Oliver, Vince Patton, Hector Rodriguez, Martha Ross-Mockaitis, Leslie Scanlon, Paul Seebeck, Valerie Small, Melody Smith, Alex Sherman, Mienda Uriarte, Tammy Warren, Vera White, Earline Williams, and Bryce Wiebe.

**OFFICERS OF THE
CORPORATION**

The Following Officers of the Corporation Were Present:

Marilyn S. Gamm	Chair
Josephene D. Stewart	Vice Chair
Linda B. Valentine	President
Earline Williams	Executive Vice-President, Chief Financial Officer
Martha E. Clark	Senior Vice President and Secretary
April L. Davenport	Vice President and Assistant Secretary
Denise Hampton	Vice President and Controller
Dorothy J. Smith	Vice President and Treasurer
Michael K. Kirk	Vice President and Assistant Secretary

APPROVED EXCUSES

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

- The Reverend Marvin Brangan
- The Reverend Harold Delhagen
- The Reverend Vicki Garber
- The Reverend Lindsay Harren-Lewis
- Ruling Elder Rafael Medina

QUORUM

A quorum was declared present for the transaction of business.

RECORDING SECRETARY Upon motion from the floor, the Board of Directors **VOTED** to designate Susan Abraham as Recording Secretary during this meeting.

REPORT OF PROPERTY, LEGAL, AND FINANCE COMMITTEE A report of recommended corporate actions taken by the Property, Legal, and Finance Committee, was presented by Marilyn Gamm, chair, and received by the Board.

CONSENT AGENDA The Board of Directors **VOTED** to approve the adoption of the following consent agenda items (1 and 2) from the report of recommended actions taken by the Property, Legal, and Finance Committee as follows:

APPROVAL OF MINUTES **That** the corporate Property, Legal, and Finance Committee recommends to the Board of Directors of Presbyterian Church (U.S.A.), A Corporation approval of the attached Minutes of the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation and its constituent corporations meeting of September 17-18, 2014 (**Appendix 1**).

AUTHORIZATION OF CONTRACT SIGNORS **RESOLVED**, that the following positions be and hereby are granted the authority to bind the Presbyterian Church (U.S.A.), A Corporation in all contracts calling for the payment of Ten Thousand Dollars (\$10,000.00) or less.

Office of the General Assembly Staff:
 Manager, Budgets
 Manager, Ecumenical Education
 Manager, GA Business and OGA Records
 Manager, General Assembly Nominating Committee
 Manager, Judicial Process and Social Witness
 Manager, Leadership Development and CLC
 Manager, Office of Immigration Issues
 Manager, OGA Publications and PHS Records Support
 Manager, OGA Records
 Manager, OGA Web Services
 Manager, OGA Technologies
 Manager, Preparation for Ministry/Exams
 Manager, Committee on Representation
 Manager, Ruling Elder Resources and Educator Certification

Presbyterian Mission Agency Staff:
 Associate Director, Mission Effectiveness and Administration
 Associate Director for Theology, Worship and Education
 Associate for Board Meeting Support and General Assembly Coordination
 Co-director, Stony Point Center
 Coordinator, Research Services

Director, Communication Services
Director, Compassion, Peace and Justice
Director, Evangelism and Church Growth
Director, Human Resources
Director, Mission Communications
Director, Racial Ethnic and Women's Ministries
Director, Theology, Worship, and Education
Director, World Mission
Executive Director/CEO, Jarvie Commonweal Service
General Manager, World Mission
Manager, Special Offerings
Project Manager for CFD Administration
Project Manager for Mission Program Administration
Publisher, Theology, Worship, and Education

RESOLVED, that the following position be and hereby is granted the authority to bind the Presbyterian Church (U.S.A.), A Corporation in all contracts calling for the payment of Thirty Thousand Dollars (\$30,000.00) or less.

Executive Director, Ghost Ranch

RESOLVED, that the following positions be and hereby are granted the authority to bind the Presbyterian Church (U.S.A.), A Corporation in all contracts.

Office of the General Assembly Staff:
The Stated Clerk of the General Assembly
Director of Assembly Operations
Director of Communications
Director of Constitutional Interpretation
Director of Ecclesial Ministry
Director of Ecumenical Relations
Director of Mid Council Relations
Director of Records and History
Director of Ordered Ministry and Certification
Manager, Meeting Services
Executive Director, Presbyterian Historical Society

Presbyterian Mission Agency Staff:
Senior Director of Communications Ministry
Senior Director of Funds and Development

The Board of Directors **VOTED** to approve the following resolutions:

**MDRC GRANT POLICY &
RATIFICATION OF
ACTIONS**

RESOLVED, that the Grant Policies (“**Grant Policy**”) and revisions thereto approved by the Mission Development Resources Committee on August 11, 2014, attached hereto and incorporated herein by referenced, are approved, ratified, and confirmed effective April 17, 2015 and

FURTHER RESOLVED, that the amendments made to the Grant Policy and the decisions made based on such amendments between September, 2008 and the date of this action be and hereby are ratified (**Appendix 2**).

**HOUSING ALLOWANCE
DESIGNATIONS**

RESOLVED, that the attached housing allowance designations are ratified; AND further that 40 percent of the salary of every Teaching Elder on the exempt staff, regardless of when hired, is hereby designated for the current year unless otherwise specifically provided (via an express amount listed); AND further that these housing allowance designations are approved for 2015 and all future years unless otherwise provided by the Corporation; AND further that these be attached to the official copy of the minutes (maintained by the corporate secretary) with the designated dollar amounts (**Appendix 3**).

**ELECTION OF
CORPORATE OFFICER**

RESOLVED, That the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation ("Corporation") hereby elects Barry Creech as the Vice President of the Corporation and its Constituent Corporations effective immediately to serve for a period of one (1) year or until his death, resignation, removal, until a successor is elected or until his employment status with the Corporation is terminated (**Appendix 4**).

ADJOURN

Following the above actions, the Board of Directors **VOTED** to rise from the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation, and Its Constituent Corporations, and reconvene as the Presbyterian Mission Agency Board.

There being no further business for consideration, the meeting of the Board of Directors of the Presbyterian Church (U.S.A.), A Corporations and Its Constituent Corporations, was adjourned at 9:09 a.m. with prayer offered by Gamm.

Respectfully Submitted,

Susan Abraham
Recording Secretary

Appendices

APPROVED: April 2015

**MINUTES OF THE
BOARD OF DIRECTORS**

**PRESBYTERIAN CHURCH (U.S.A)
A CORPORATION, AND ITS
CONSTITUENT CORPORATIONS**

**Louisville, Kentucky
September 17-19, 2014**

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

**Minutes of the
BOARD OF DIRECTORS
PRESBYTERIAN CHURCH (U.S.A.),
A CORPORATION, AND ITS CONSTITUENT CORPORATIONS
September 19, 2014**

CONVENE	The regular business meeting of the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation, and Its Constituent Corporations (collectively “corporation”), was convened at 9:02 a.m. on September 19, 2014, with prayer led by Marilyn Gamm in the in the Crystal Ballroom of the Brown Hotel in Louisville, Kentucky.
ROLL CALL	Susan Abraham, Office of the Executive Director, Presbyterian Mission Agency, called the roll by naming the absentees and reporting requests to be excused.
CORPORATE BOARD MEMBERS	The following members of the Board of the Corporation were present for all or part of the meeting: Ruling Elder Marsha Zell Anson, Andrew Barron, Ruling Elder Mary C. Baskin, The Reverend Mark Brainerd, The Reverend Gregory Chan, The Reverend Cecil Corbett, The Reverend James R. Ephraim, Jr., The Reverend David Ezekiel, The Reverend Marilyn Gamm, The Reverend Marci Glass, The Reverend Kenneth Godshall, The Reverend Chad Herring, Ruling Elder Jeffrey Joe, Ruling Elder Mary Jorgenson, Ruling Elder Regina Meester, Ruling Elder Susan Osoinach, The Reverend Neal Presa, The Reverend Marianne Rhebergen, The Reverend Alice Ridgill, Ruling Elder Noelle Royer, Ruling Elder Melinda Lawrence Sanders, The Reverend David Shinn, Ruling Elder Patsy Smith, Ruling Elder Josephene Stewart, The Reverend Wendy Tajima, Ruling Elder Kathy Terpstra, The Reverend Landon Whitsitt, and The Reverend Kevin Yoho.
ECUMENICAL ADVISORY MEMBERS	The Reverend James Fother, Jr. and The Reverend Vicki Garber
CORRESPONDING MEMBERS	The Reverend William J. Carl, Ruling Elder Christine Darden, The Reverend Jay Hudson, Ruling Elder Mark Jones, Marc Lewis, The Reverend Gradye Parsons, The Reverend Ray Roberts, and Ruling Elder Linda B. Valentine.
AT-LARGE MEMBERS	Ellen Cason, Raul Santiago-Rivera, and Kathy Trott
DEPUTY EXECUTIVE DIRECTORS AND SENIOR DIRECTORS	Roger Dermody, Earline Williams, Terri Bate, and Kathy Francis.

EXECUTIVE DIRECTOR'S OFFICE STAFF Susan Abraham, Shawn Ellison, Ruth Gardner, Debbie Gardiner, Denise Hayden, Courtney Hoekstra, Kathie Lyvers, Lisa Robbins, and Tim Stepp.

OTHER Invited Participants, Guests, Observers, and Staff Present for All of Part of the Time Were:
Simone Adams, Lydia Bailey-Brown, Rebekah Basinger, Sylvia Carter, Molly Casteel, Nancy Cavalcante, Deb Coe, Shontá Darling, Lindy Ebbs, Brian Ellison, Rob Fohr, Teresa Grant, Chip Hardwick, Thomas Hay, Eric Hoey, Rhashell Hunter, Chris Iosso, Ray Jones, Tamron Keith, Mark Koenig, Laurie Kraus, Sue Krummel, Mei-Hui Lai, Joyce Lieberman, Sam Locke, Ron Lundeen, Gary Luhr, Jerry Van Marter, Gary Metoxen, Rosemary McDonald, Jewel McRae, Sterling Morse, Emily Odom, Vince Patton, Maribel Pérez, Jim Rissler, Martha Ross-Mockaitis, Sterling Morse, Leslie Scanlon, Paul Seebeck, Alejandra Sherman, Valerie Small, Dennis Smith, Toni Carver Smith, Patsi R. Smith, Rebecca Snipp, Tonia Trice, and Don Wilson.

OFFICERS OF THE CORPORATION The Following Officers of the Corporation Were Present:

Marilyn S. Gamm	Chair
Josephene D. Stewart	Vice Chair
Linda B. Valentine	President
Earline Williams	Executive Vice-President, Chief Financial Officer
Roger Dermody	Executive Vice President
Martha E. Clark	Senior Vice President and Secretary
Barry Creech	Vice President
April L. Davenport	Vice President and Assistant Secretary
Denise Hampton	Vice President and Controller
Michael K. Kirk	Vice President and Assistant Secretary

OFFICERS EXCUSED Dorothy J. Smith Vice President and Treasurer

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

- The Reverend Marvin Brangan
- The Reverend Harold Delhagen
- Ruling Elder Thomas Fleming, Jr.
- The Reverend Mihee Kim-Kort
- The Reverend Lindsay Harren-Lewis
- Ruling Elder Rafael Medina
- Ruling Elder Joseph Morrow
- Ruling Elder Kears Pollock

- Moderator of the General Assembly, Heath Rada
- The Reverend Nancy Ramsay
- Ruling Elder Melinda Lawrence Sanders
- Ruling Elder Corey Schlosser-Hall
- Ruling Elder Glen Snider

QUORUM

A quorum was declared present for the transaction of business.

SECRETARY PRO -TEM

Upon motion from the floor, the Board of Directors **VOTED** to designate Susan Abraham as Secretary Pro-Tem during this meeting.

**REPORT OF PROPERTY,
LEGAL, AND FINANCE
COMMITTEE**

A report of recommended corporate actions taken by the Property, Legal, and Finance Committee, was presented by Marilyn Gamm, chair, and received by the Board.

CONSENT AGENDA

The Board of Directors **VOTED** to approve the adoption of the following consent agenda items (1-5) from the report of recommended actions taken by the Property, Legal, and Finance Committee as follows:

**APPROVAL OF APRIL
2014 MINUTES**

1. **That** the corporate Property, Legal, and Finance Committee recommends to the Board of Directors of Presbyterian Church (U.S.A.), A Corporation approval of the attached Minutes of the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation and its constituent corporations meeting of April 23-24, 2014. (**Appendix 1**)

**ELECTION OF
CORPORATE OFFICERS**

2. **RESOLVED**, That the Board of Directors of the Corporation hereby elects Linda B. Valentine President of Presbyterian Church (U.S.A.), A Corporation and Its Constituent Corporations, effective June 19, 2014 (commencement of service as Executive Director of the Presbyterian Mission Agency), to serve for a period of four (4) years or until her death, resignation, removal, until a successor is elected or until her employment status with Presbyterian Church (U.S.A.), A Corporation is terminated; **AND (Appendix 2)**

FURTHER RESOLVED, That the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation ("Corporation") hereby elects the listed officers of the Corporation and its Constituent Corporations effective immediately to serve for a period of one (1) year or until their death, resignation, removal, until a successor is elected or until their employment status with the Corporation is terminated:

Marilyn S. Gamm	Chair
Josephene D. Stewart	Vice Chair
Earline B. Williams	Executive Vice President/Chief Financial Officer

Martha E. Clark	Senior Vice President and Secretary
April L. Davenport	Vice President and Assistant Secretary
Denise Hampton	Vice President and Controller
Michael K. Kirk	Vice President and Assistant Secretary
Dorothy J. Smith	Vice President and Treasurer

HOUSING ALLOWANCE DESIGNATIONS

- RESOLVED**, that the attached housing allowance designations are ratified; AND further that 40 percent of the salary of every Teaching Elder on the exempt staff, regardless of when hired, is hereby designated for the current year unless otherwise specifically provided (via an express amount listed); AND further that these housing allowance designations are approved for 2014 and all future years unless otherwise provided by the Corporation; AND further that these be attached to the official copy of the minutes (maintained by the corporate secretary) with the designated dollar amounts. **(Appendix 3)**

AUTHORIZATION FOR THE PRESBYTERIAN HISTORICAL SOCIETY

- RESOLVED**, that the Board of Directors of The Presbyterian Historical Society (the “Corporation”), hereby approves the Corporation borrowing in the amount of Seven Hundred Ninety Thousand and 00/100 Dollars (\$790,000.00) for capital improvements, for a 10-year term and a 10-year amortization at a 4.45% interest rate (subject to change based on length of time executing the closing documents) from the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc. (“PILP”), to be disbursed in two disbursements of Three Hundred Thirty Thousand and 00/100 Dollars (\$330,000.00) to complete the air conditioning work and the replacement of the sidewalks and a second disbursement of Four Hundred Sixty Thousand and 00/100 Dollars (\$460,000.00) for other projects; and

FURTHER RESOLVED, that the Corporation, is authorized to secure with a first position Mortgage in favor of PILP on the real property located at 425 Lombard Street, Philadelphia, Pennsylvania in which the Corporation holds title; and

FURTHER RESOLVED, that this secured loan approval is subject to the following:

- It is conditioned on approval prior to closing of this loan from the Committee on the Office of the General Assembly (“COGA”), the body which oversees PHS and the loan will be funded solely from investor funds; and
- That PHS commence a capital campaign in January 2015 and secure at least Eight Hundred Seventy Five Thousand and 00/100 Dollars

(\$875,000.00) in pledges prior to drawing down the second disbursement from PILP; and

3. That PILP will look solely to PHS for payment and satisfaction of this loan; and

FURTHER RESOLVED, that the officers of the Corporation be and they hereby are authorized to take any and all necessary steps to close this loan, which includes the execution of any and all loan documentation.

THE HUBBARD PRESS

5. **RESOLVED**, that the Board of Directors of The Hubbard Press, approve amending the Articles of Incorporation of The Hubbard Press, an Ohio nonprofit corporation to expand its purpose (additions indicated in bold and underline):

Article III. The purposes for which the corporation is formed are to manufacture, print, publish, sell and distribute offering envelopes, pledge cards, forms for accounts, financial records, statements and other supplies for use by churches and congregations in connection with their efforts to raise money for their support and maintenance and for the benevolence, charitable, missionary and religious activities and objects of such churches and congregations, in the interest of the Presbyterian Church (U.S.A.), and in the promotion and systematic and proportionate giving for the extension of the Kingdom of God throughout the earth, **and to engage in any and all other lawful purposes or activities under relevant provisions of Ohio nonprofit corporation law**. The corporation may also provide its services to denominations with which the Presbyterian Church (U.S.A.) is in full communion (*Book of Order* G-5.02), denominations with which the Presbyterian Church (U.S.A.) General Assembly is in correspondence (*Book of Order* G-5.02), and the Roman Catholic Church. This is a corporation which does not contemplate pecuniary gain or profit, incidental or otherwise to its members.

ADJOURN

Following the above actions, the Board of Directors **VOTED** to rise from the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation, and Its Constituent Corporations, and reconvene as the Presbyterian Mission Agency Board.

There being no further business for consideration, the meeting of the Board of Directors of the Presbyterian Church (U.S.A.), A Corporations and Its Constituent Corporations, was adjourned at 9:53 a.m. with prayer offered by Marilyn Gamm.

Respectfully Submitted,

Susan Abraham
Secretary Pro Tem

Appendices

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

Evangelism and Church Growth Ministry Area

Appendix 2

**ITEM D.102
FOR ACTION**

<i>FOR PRESBYTERIAN MISSION AGENCY EXECUTIVE DIRECTOR'S OFFICE USE ONLY</i>				
	A. Finance	X	E. Corporate Property, Legal, Finance	J. Board Nominating & Governance Subcommittee
	B. Justice		F. PC(USA), A Corporation	P. Plenary
	C. Leadership		G. Audit	
X	D. Worshiping Communities		H. Executive Committee	

Subject: Approval of Mission Development Resources Committee Grant Policy and Ratification of Actions

Recommendation:

It is recommended that the corporate Property, Legal, and Finance Committee and the Worshiping Communities Committee, recommend to the Board of Directors of Presbyterian Church (U.S.A.), A Corporation the following resolution for its approval:

RESOLUTION

RESOLVED, that the Grant Policies (“Grant Policy”) and revisions thereto approved by the Mission Development Resources Committee on August 11, 2014, attached hereto and incorporated herein by referenced, are approved, ratified, and confirmed effective April 17, 2015 and

FURTHER RESOLVED, that the amendments made to the Grant Policy and the decisions made based on such amendments between September, 2008 and the date of this action be and hereby are ratified.

Background:

The Presbyterian Mission Agency Manual of Operations (“**PMA Manual**”) provides, in part in Appendix 1F, that the Mission Development Resources Committee (“**MDRC**”)

- “Reports to the Worshiping Communities Committee, typically in the form of action items, information reports and changes to the MDRC Manual of Administrative Operations” (Section III, B, 4) and
- Implements its work through various listed functions including “Recommending policies, procedures and guidelines that govern the grant and church loan programs” (Section III, 6, c).

Upon review of the MDRC Manual of Administrative Operations (“**MDRC Manual**”), it was discovered that it consists of two (2) parts: a part constituting the manual which describes the history of MDRC, the work of MDRC, and the structure of MDRC and a part which contains the grant policies and procedures. The Policies and Guidelines of the General Assembly Church Loan Program Endowment Funds are a separate document from the MDRC Manual of Administrative Operations.

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

Evangelism and Church Growth Ministry Area

The PMA Manual requires that the MDRC Manual updates be reported to the Worshiping Communities Committee and that the grant and loan policies and procedures be recommended to the board for approval. It appears that, because the grant policies and guidelines were included in the MDRC Manual, there was a misunderstanding regarding the appropriate process for reporting and seeking approval which resulted in grant policies and procedures not being provided to the board as a recommendation for approval but rather for information in reports. The purpose of this action is to bring Grant Policy into alignment with the requirements of the PMA Manual and ratify past changes to the grant policies and procedures and all actions taken pursuant to those changes. A separate Information Item is being presented to the Worshiping Communities Committee to report the MDRC Manual. Future revisions to the Grant Policy which potentially eliminate assets or significantly change the risk of loss associated with the assets of the restricted funds used to support these programs and/or Presbyterian Church (U.S.A.), A Corporation will be submitted to the Presbyterian Mission Agency Board and Presbyterian Church (U.S.A.), A Corporation through the Worshiping Communities and Finance Committees for approval.



PRESBYTERIAN CHURCH (U.S.A.)

**MISSION DEVELOPMENT RESOURCES
COMMITTEE GRANT POLICIES**



NOVEMBER 2014

TABLE OF CONTENTS

	PAGE
POLICIES.....	1
PREAMBLE	1
GRANT DEFINITIONS.....	2-4
SOURCES OF FUNDS	4
APPLICATION PROCEDURES	4
PROJECT CRITERIA	4-5
MID COUNCIL REQUIRED DOCUMENTATION	5
GRANT GUIDELINES	5
PROGRESS REPORTS.....	6
ACTION APPEALS	6
ADDITIONAL FUNDING REQUESTS.....	6
COACHES, CONSULTANTS AND VALUE-ADDED SERVICES	6-7
 THE SAM AND HELEN R. WALTON AWARD	 8

For information, please contact:

Tim McCallister, Associate

Tim.McCallister@pcusa.org

Bill Moore, Administrative Assistant

Bill.Moore@pcusa.org

The Office of Mission Program Grants

Evangelism and Church Growth Program Area

Presbyterian Mission Agency

Presbyterian Church (U.S.A.)

100 Witherspoon Street

Louisville, KY 40202-1396

(888) 728-7228, Ext. 5230 (Tim), Ext. 5251 (Bill)

Fax # (502) 333-7251

Applications and resources are available through the Mission Program Grant web site at <http://www.presbyterianmission.org/ministries/missionprogramgrants/>.

POLICIES

Preamble

Jesus Christ commands his disciples to go into the world, preaching the good news and living a life that exhibits love for God, neighbor and self (Matthew 28:19-20). Grants are made available for organizing new worshiping communities and supporting presbytery efforts to build the capacity to continually transform existing congregations. Support for these faithful responses by the Presbyterian Church (U.S.A.) is, itself, obedience to

Jesus Christ. It is an expression of the mission of the church to go into the world, sharing the Good News.

Grants are intended to be for short-term, start-up, and supplemental operating support for projects which meet the eligibility criteria, have been well researched and planned, and demonstrate that they have a reasonably good chance of meeting their goals and objectives. Projects that are not well conceived may be denied funding even in years when there may be unexpended funds.

Grant Definitions

New Worshiping Community (NWC) Grants (For the purpose of this grant process New Worshiping Community is defined as a community that may or may not have an ultimate goal of growing into a viable and sustainable new congregation).

These grants are intended to support new worshiping communities that are related to the Presbyterian Church (USA), located within the United States and Puerto Rico and ordinarily established no earlier than July 2010.

These grants are designed to encourage the birth of new worshiping communities through congregations and presbyteries rather than to fund the expansion or support of existing congregations or programs.

New Worshiping Community Definition

- **New**
 - **Seeking to make and form new disciples of Jesus Christ**
NWCs witness in word and deed (1 John 3:18), continuing Jesus' own mission of discipling, feeding, teaching, healing, welcoming, crossing boundaries, and proclaiming God's coming realm. Those with new and renewed faith join the Spirit's transforming work in the world.
 - **Taking on varied forms of church for our changing culture**
Living out the Gospel demands ministry which engages today's cultures (John 1:14). New ways of joining Christians together for contextual ministry will use current and historic ways of "being church" as springboards for creative innovation (Matthew 9:17).
- **Worshiping**
 - **Gathered by the Spirit to meet Jesus Christ in Word and Sacrament**
We seek to hear, come to believe, and are equipped to live the promises of God revealed in the scriptures of the Old and New Testaments. NWCs welcome new members of the body of Christ (1 Cor. 12:27) through Baptism and are nourished by Christ's spiritual presence in the Lord's Supper.
 - **Sent by the Spirit to join God's mission for the transformation of the world**
The Spirit impels us outward, so that worshipers participate in the redemption of the world in Christ (Col. 1:20). Therefore, the primary beneficiaries of the NWC

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

Evangelism and Church Growth Ministry Area

are not its own members, but rather its community and world.

- **Community**

- **Practicing mutual care and accountability**

We commit ourselves to love one another (John 13:34) in relationships of mutual care and accountability, as faithful disciples of the Lord Jesus Christ. Entrusting ourselves and the church to the Holy Spirit, we seek to grow to maturity in faith and life.

- **Developing sustainability in leadership and finances**

As distinct yet connected expressions of the body of Christ, NWCs have local leadership arising from their own community of faith (Exodus 18:21). Pastoral leadership, facilities, and ministries are all appropriately structured in order to demonstrate good and faithful stewardship.

Mission Program Grants – The following applications and supporting resources are available from the [Mission Program Grants Office website](#).

Seed Grant: New worshiping communities may apply for a one-time grant of up to \$7,500. Matching funds are not required.

For the purpose of the Seed grant, it is not a requirement for the Stated Clerk to have completed the Office of the General Assembly Church Change Form (CCF) on behalf of the project to be supported. However, it is a requirement for the Stated Clerk to complete the CCF prior to applying for the Investment Grant.

Investment Grant: All new congregations begin as new worshiping communities but not all new worshiping communities will become congregations. This grant is intended to help you develop the direction in which your ministry will grow.

At least one year after receipt of a Seed Grant, a one-time Investment Grant of up to \$25,000 is possible and will provide for the next eighteen months. Approval of Investment Grants is conditioned upon real progress toward completing the tasks set forth in [Starting New Worshiping Communities](#). Investment Grants ordinarily require a dollar-for-dollar match provided by the combined contributions of the partner congregation and presbytery and/or synod. In-kind contributions for the match are acceptable. Waivers of the match will be considered on a case-by-case basis, upon request.

Growth Grant: The Growth Grant supports and encourages new worshiping communities whose process of faithful discernment has led them to establish a new ministry, responsive to the needs of a new group of people, with the ultimate goal of growing a viable and sustainable new congregation.

At least eighteen months after receipt of an Investment Grant, a one-time Growth Grant of up to \$25,000 is possible and will provide for the next eighteen months. Approval of a Growth Grant is conditioned upon significant progress being made toward meeting the goals and objectives as outlined in the Investment Grant proposal. A dollar-for-dollar match provided through presbytery and/or synod is ordinarily required. In-kind

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

Evangelism and Church Growth Ministry Area

contributions are acceptable and waivers of the match will be considered on a case-by-case basis, upon request.

While the dollar-for-dollar match is a requirement for the Investment and Growth Grants, the source of those funds may be provided through a mid council, by a congregation, clusters of congregations, individuals outside or within the new worshiping community and other sources deemed appropriate by the mid council providing oversight.

Health Insurance Grant: This grant program provides supplemental funding to the partner congregation and/or presbytery in support of new church organizing pastors or new worshiping community leaders who would not otherwise be able to afford health insurance. These grants are limited to new congregations and new worshiping communities that are related to the Presbyterian Church (USA), are located within the United States and Puerto Rico and were ordinarily established no earlier than July 2010.

Presbyteries may apply at any time on behalf of new congregations and new worshiping communities for an annual grant of up to \$1,500. This grant is twice renewable, for a total of three years, upon approval of an application each year. Subsequent year grants require reapplication one year from when funding is received. A dollar-for-dollar match provided through the partner congregation and/or presbytery is ordinarily required. Waivers of the match will be considered on a case-by-case basis.

If a new congregation or worshiping community has not previously been approved to receive a Seed Grant or is applying for an Investment Grant, it is a requirement of the Health Insurance Grant for the presbytery Stated Clerk to complete the Church Change Form prior to making application.

However, if a new congregation or worshiping community has been approved to receive a Seed Grant, it is not a requirement of this grant for the Stated Clerk to complete the Office of the General Assembly Church Change Form on behalf of the project to be supported.

Note: No one project may receive more than \$57,500 in total grant assistance. The Health Insurance Grant does not figure into this amount since it is designed to assist individual leaders.

Presbytery Grant for Congregational Transformation: This ordinarily is a one-time grant of up to \$50,000 in support of presbytery efforts to build the capacity and framework to encourage and enable continual congregational transformation. The application form includes a readiness assessment tool that provides the presbytery an opportunity for self-examination as it begins the challenging task of leading transformational change.

The first year lump-sum payment will be for up to \$30,000 and, assuming satisfactory progress has been made toward meeting stated goals, a second year lump-sum payment of up to \$20,000 will be disbursed. A dollar-for-dollar match provided through presbytery and/or synod is required but waivers will be considered on a case-by-case basis, upon request. This grant is not intended to provide funding for congregational-

level transformation efforts.

Sources of Funds

Funding for grants is provided by interest earned on Church Loans and other endowments. The disposition of funds is made in accordance with the donor's instructions.

Application Procedures

Applications are to be prepared, approved and submitted by a presbytery and/or synod to the grants office. The MDRC will review and make funding decisions. Staff is not authorized to prejudge the decisions of the MDRC.

Grants office staff support the efforts of the MDRC and the applicants by being available to answer questions and provide guidance concerning the grant application criteria, the process to be followed when preparing a proposal, and other related application information.

Staff and coaches of the Presbyterian Mission Agency, Evangelism & Church Growth and the Racial Ethnic & Women's Ministries Program Areas are available for consultations to answer questions and provide guidance in the design of the project and feedback concerning the content of the proposal.

If a mid council cannot fulfill any of the requirements of the grant program, a request for waiver may be submitted with the application.

Project Criteria

The Ministry Plan Should:

- Represent new work in the areas of new worshiping communities or presbytery-level congregational transformation;
- Demonstrate its commitment to witness the Gospel of Jesus Christ;
- Relate to the life and development of the surrounding community and respond, within the context of the Gospel of Jesus Christ, to human needs not otherwise being adequately met;
- Involve appropriate partners in planning and funding the project.

The Operating Income and Expense Budget, if required, Should:

- Include an itemized and balanced income and expense operating budget for the full grant period. The budget is to include income amounts from the new worshiping community, partner congregations, mid councils, the Presbyterian Mission Agency and other sources;
- As an expression of connectional stewardship it is a requirement for Growth Grant proposals that at least 5% of a new worshiping community's operating budget be directed to Basic Mission Support. The proposal should also exhibit a clear desire to be generous by committing an additional 5% of their operating budget in support of those outside the congregation through local, national and global mission work.

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

Evangelism and Church Growth Ministry Area

- Basic Mission Support is the total of all monies given to mid councils and Presbyterian Mission Agency entities, including payments toward the mission budgets of these entities.
- Proposals should describe how the project will continue to be financially supported following the completion of the grant.
- As an expression of connectional stewardship it is encouraged that grant recipients remember to “pay it forward” to the Extra Commitment Opportunity account found at <http://www.presbyterianmission.org/give/E051547/>. Your support will help provide future funding for the establishment of new worshipping communities such as your own, and to mid councils that wish to build the capacity to enable continual congregational transformation. Please help to continue this important work for the Kingdom of God.

Mid Council Required Documentation

Mid councils participating and giving oversight and assistance must provide on a single separate page, a concise and independent evaluation of the current status of this NWC. Also, describe how you are maintaining regular contact with the NWC and your plan for continued support to help ensure sustainability in the following areas.

- What arrangements have been made for liability / indemnity insurance for the NWC?
- How and where will memberships through baptism be recorded?
- How will the mid council oversee the administration of the sacraments?
- How will the NWC receive charitable donations and their donors receive acknowledgement for their gifts?
- What is the plan for sustaining leadership and resources in the NWC, such as finances and talent?
- How is the link between the NWC coach and the sponsoring session being maintained?

Date of Presbytery representative(s) meeting with NWC: _____

Grant Guidelines

- **Project Leadership:** The Seed and Investment Grants will support a project with a project leader. The Growth Grant will support ministries with a pastor, including a tentmaker, a stated supply, a designated pastor, a Commissioned Ruling Elder, a co-pastor, or an interim pastor. The Growth Grant will not support an interim pastor appointed at the *onset* of a project. The New Worshipping Community grants will not support a mid council or Presbyterian Mission Agency staff person. Disbursement will normally be made in accordance with the start date of the leader.
- **Unexpended Grant:** The grants support the specific project for which it has been approved. Any portion of a grant not expended for the approved project should be returned to the grants office.
- **Funding Interruption:** If a project is on hold, either initially or during the term of funding for a period of twelve months, presbytery leadership may be asked to

resubmit an updated proposal.

- **Funding Conditions:** A project is not able to receive its funding until any conditions placed on the project by the MDRC are fulfilled.
- **Defaulted Loans:** Where a borrower or guarantor has received a loan and where that loan is 90 days or more delinquent in payment, a mutually acceptable repayment plan must be approved by the Church Loan Team of the MDRC before additional loans are approved and new grants are disbursed.

Progress Reports

Seed Grant recipients are to submit a progress report in narrative form at the conclusion of the one-year term of funding.

Investment and Growth Grant recipients are to submit a progress report describing the project's progress in reaching its goals and objectives at the end of the eighteen-month funding period. A progress report form will be provided by the Mission Program Grants office.

Presbytery Grant for Congregational Transformation recipients are to submit a progress report describing the project's progress in reaching its goals and objectives prior to the beginning of the second year of funding. A progress report form will be provided by the Mission Program Grants office.

Payment of subsequent grant requests from within a given presbytery is dependent upon receipt of final progress reports for funded projects.

The Grants Team members and the Associate for Mission Program Grants review the progress reports to ensure that future disbursements are appropriate and for learnings that may be beneficial to other projects that apply for assistance.

Action Appeals

If a mid council is dissatisfied with a decision made by the MDRC, an appeal which sets forth clear reasons why the committee should reconsider its decision may be submitted through the grants office.

Additional Funding Requests

The MDRC does not ordinarily consider requests for funding in addition to the amount originally allocated to a given project.

New Worshiping Community Coaches

It is a condition of funding for the Investment and Growth Grants that the leader be assigned a coach. For information contact The Rev. Shannon Kiser, Mission Catalyst, by calling (502) 631-0216 or by e-mail at shannon.kiser@pcusa.org.

Consultants for Transformation

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

Evangelism and Church Growth Ministry Area

Presbytery Grant for Congregational Transformation recipients may wish to use a consultant. For recommendations, please contact the Rev. Ann Philbrick, Presbyterian Mission Agency, by calling (888) 728-7228, X5514 or by e-mail at ann.philbrick@pcusa.org.

Value-Added Services for New Worshiping Community Leaders

1. The grant receiving worshiping community leader is eligible to receive a \$100 discount to one Evangelism & Church Growth Conference. For information, please contact Ms. Sherry Britton, Program Assistant, by calling (888) 728-7228, X5247 or by e-mail at sherry.britton@pcusa.org.
2. The grant receiving worshiping community leader is invited to receive a free one-hour consultation with a Mission Catalyst or coach. For information contact The Rev. Shannon Kiser, Mission Catalyst, by calling (502) 631-0216 or by e-mail at shannon.kiser@pcusa.org.
3. It is strongly recommended that the worshiping community leader (and spouse, when applicable) complete the "Discerning Missional Leadership: A Potential Church Planters Assessment" early on in the life of the ministry. *In any event, the worshiping community leader must complete that assessment prior to the project being considered for a Growth Grant.* This free offer is valued at \$775 and includes room, board, materials and the actual assessment. Travel expenses are not included. For information, please contact The Rev. Caz Minter, 1001 Associate, South Central Region, by calling (502) 797-1428 or by e-mail at caz.minter@pcusa.org.

The Sam & Helen R. Walton Award

In late December 1991, Sam & Helen R. Walton made a generous gift to the Presbyterian Church (U.S.A.), through the Presbyterian Foundation, of six million dollars. This gift included an endowment in the amount of three million dollars, the earned interest to be used by new church developments (NCD) that have placed a particular emphasis on site acquisition.

The Mission Development Resources Committee (MDRC) annually offers an opportunity to sessions, presbyteries and synods to nominate projects that are working in creative ways to bring the gospel to their local communities. Each selected NCD will receive a one-time financial award, which is made over and above funding received from other Presbyterian Mission Agency sources, i.e., Mission Program Grant and/or a Church Loan. The number of projects approved and the amount of the financial award is based in part on funds available.

The intent of the selection process by the MDRC is in keeping with the June 1992 action of the Evangelism and Church Development Ministry Unit "to be as inclusive as possible in making grant selections with a goal that at least 20% of the projects be racial ethnic new church developments."

For the granting of the Walton Awards, the MDRC takes into account the status of a NCD as defined by the presbytery. *Ordinarily, Walton Awards will be given to*

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

Evangelism and Church Growth Ministry Area

congregations that have been organized not less than four years or more than ten years, as recognized by the presbytery.

The Walton Award may be used for the following purposes.

- Site acquisition / site preparation
- Construction costs
- Rental costs for the church
- Planning / design services for construction of first unit and/or other building projects
- Purchase of additional property
- Parking lot, build/enlarge/resurface, etc.
- Reinvesting moneys: the interest earned is to be reinvested into the corpus for later use in one of the other listed allowable uses

The Walton Award may also be used to help define the NCD and expand its mission and ministry. Uses could include:

- Evangelism and nurture ministries;
- Training events for church leaders in church growth;
- Advertising / promotion of the congregation's mission and message;
- Assistance with the salary and benefits for the pastor and staff.

Such uses of the funds are for short-term periods where the church is holding the funds for later use on one of the allowable uses. This is to be done in consultation with the presbytery. The award funds are to be used within five years of being received.

Specific criteria on which nominations are based and nomination/selection procedures are outlined on the Walton Award Nomination form.

Names of nominees are forwarded to the Presbyterian Mission Agency Board for approval, after which the recipients are announced to the wider church.

Cut-off for receipt of Sam & Helen R. Walton Award nominations is January 31 and will be considered during the March review date.

**ITEM E.102
FOR ACTION**

<i>FOR PRESBYTERIAN MISSION AGENCY EXECUTIVE DIRECTOR'S OFFICE USE ONLY</i>			
A. Finance	X	E. Corporate Property, Legal, Finance	J. Board Nominating & Governance Subcommittee
B. Justice	X	F. PC(USA), A Corporation	P. Plenary
C. Leadership		G. Audit	
D. Worshiping Communities		H. Executive Committee	

Subject: 2015 Manse Allowance

Recommendation:

That the corporate Property, Legal, and Finance Committee, ratifies the attached housing allowance designations; **AND** further that this action by the Committee be reported to the Corporate Board of Directors for its approval; **AND** further that 40 percent of the salary of every Teaching Elder on the exempt staff, regardless of when hired, is hereby designated for the current year unless otherwise specifically provided (via an express amount listed); **AND** further that these housing allowance designations are approved for 2015 and all future years unless otherwise provided by the Corporation; **AND** further that these be attached to the official copy of the minutes (maintained by the corporate secretary) with the designated dollar amounts.

RESOLUTION

RESOLVED, that the attached housing allowance designations are ratified; **AND** further that 40 percent of the salary of every Teaching Elder on the exempt staff, regardless of when hired, is hereby designated for the current year unless otherwise specifically provided (via an express amount listed); **AND** further that these housing allowance designations are approved for 2015 and all future years unless otherwise provided by the Corporation; **AND** further that these be attached to the official copy of the minutes (maintained by the corporate secretary) with the designated dollar amounts.

Background:

In compliance with IRS regulations the legal employer, Presbyterian Church (U.S.A.), A Corporation, must review all housing allowance designations and approve these in advance. Therefore, a designated officer has reviewed the following housing allowances for approval:

PRESBYTERIAN MISSION AGENCY BOARD

April 16-17, 2015

Legal/Risk Management Services Office

Appendix 4

**ITEM E.104
FOR ACTION**

<i>FOR PRESBYTERIAN MISSION AGENCY EXECUTIVE DIRECTOR'S OFFICE USE ONLY</i>			
A. Finance	X	E. Corporate Property, Legal, Finance	J. Board Nominating & Governance Subcommittee
B. Justice	X	F. PC(USA), A Corporation	P. Plenary
C. Leadership		G. Audit	
D. Worshiping Communities		H. Executive Committee	

Subject: Election of Officer

Recommendation:

That the corporate Property, Legal and Finance Committee recommends to the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation the approval of the following action to elect an additional corporate officer:

RESOLVED, That the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation ("Corporation") hereby elects Barry Creech as the Vice President of the Corporation and its Constituent Corporations effective immediately to serve for a period of one (1) year or until his death, resignation, removal, until a successor is elected or until his employment status with the Corporation is terminated.

Background:

Pursuant to the bylaws, corporate officers, other than the President, are elected for one-year terms.