

Approved February 5, 2014

**Minutes of the Executive Committee of the
Presbyterian Mission Agency Board
Of the Presbyterian Church (U.S.A.)
Marriott Louisville East
September 25, 2013
Louisville, Kentucky**

CALL TO ORDER

The 218th stated meeting of the Executive Committee of the Presbyterian Mission Agency Board (the Board) was called to order by chair, Mr. Matthew Schramm. Mr. 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
Bill Capel – Chair, Finance Committee
Mihee Kim-Kort – Chair, Worshiping Communities Committee
Cathy Piekarski – Member-at-large
Noelle Royer – Chair, Justice Committee
Matthew Schramm – Chair
Joyce Smith – Chair, Leadership Committee
Linda Valentine – Member ex-officio

Members Excused

Heath Rada – Member-at-large

Leadership Cabinet

Terri Bate – Senior Director, Communications and Funds Development
Roger Dermody – Deputy Executive Director for Mission
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
Dana Dages – Staff, Office of the Executive Director
April Davenport – Staff, Office of Legal Services
Courtney Hoekstra – Staff, Office of the Executive Director
Jill Hudson – Staff, Mid-Council Relations
Nathan Key – Presbyterian Layman
Mike Kirk – Staff, Office of Legal Services
Sam Locke – Staff, Communications and Funds Development
Kathie Lyvers – Staff, Office of Legal Services
Vince Patton – Staff, Racial Ethnic and Women's Concerns/Presbyterian Women
Carmen Rosario – Chair, Advocacy Committee for Racial Ethnic Concerns
Leslie Scanlon – Presbyterian Outlook
Josephene Stewart – Presbyterian Mission Agency Board Elected Member

Jerry Van Marter –Staff, Presbyterian News Service
Raafat Zaki – Chair, Advisory Committee on Social Witness Policy

ACTION 1-EC-092513
Adoption of Agenda

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

ACTION 2-EC-092513
Approval of Executive Committee Minutes

The Executive Committee **VOTED to approve** the minutes of the following Executive Committee meetings as presented:

- April 10, 2013
- June 12, 2013
- June 24, 2013
- August 1-3, 2013
- September 4, 2013

CHAIR APPOINTMENTS
ACTION 3-092513
Jarvie Commonweal Service

The Executive Committee **VOTED to recommend** that the Presbyterian Mission Agency Board approve and forward to the Board of National Missions for action the nomination of Betty Jones to serve as the Presbyterian Mission Agency Board representative on the Jarvie Commonweal Service Committee, for a second three-year term beginning January 1, 2014 (**Appendix 2**).

ACTION 4-EC-092513
Restricted Funds Oversight Subcommittee & Boggs Rural Life Center, Inc. Board of Directors

The Executive Committee **VOTED to ratify** the following appointments by the chair (**Appendix 2**):

- a. The Restricted Funds Oversight Subcommittee (RFOSC)
 - Glen Snider, Class of 2015
(re-appointment effective following the September 2013 Board meeting)
- b. Board of Directors of Boggs Rural Life Center, Inc.
 - April Davenport
 - Roger Dermody
 - Sterling Morse

ACTION 5-EC-092513
Celebration of Holy Communion

The Presbyterian Mission Agency Board Executive Committee **VOTED to approve** the celebration of Holy Communion at the following events (**Appendix 3**):

1. Credo Conferences in 2014

<u>Dates</u>	<u>Location</u>
March 9-17, 2014	Solomon Conference Center, Loranger, LA
March 23-31, 2014	Lake Logan Conference Center, Canton, NC
April 27-May 5, 2014	Wooded Glen Conference Center, Henryville, IN
May 12-19, 2014	Solomon Conference Center, Loranger, LA

- Sept. 22-29, 2014 Wooded Glen Conference Center, Henryville, IN
- Oct. 5-13, 2014 Beaver Hollow Conference Center, Java Center, NY
- Oct. 19-27, 2014 Roslyn Conference Center, Richmond, VA
- Nov. 9-17, 2014 Mo Ranch Conference Center, Hunt, TX

2. Closing worship of the Mission Co-Worker Sharing conference being held on Wednesday, August 7, 2013 at Law’s Lodge.
3. Worship services to celebrate the new hymnal’s publication on:

<u>Dates</u>	<u>Location</u>
October 19, 2013	Wayne Presbyterian Church; Wayne, PA
November 2, 2013	First Presbyterian Church Albuquerque, NM
November 5, 2013	First Presbyterian Church Salt Lake City, UT
January 10, 2014	First Presbyterian Church Ft. Worth, TX
February 22, 2014	Central Presbyterian Church; Atlanta, GA
March 15, 2014	Harvey Browne Presbyterian Church; Louisville, KY

4. The Women of Color Consultation on October 11-13, 2013

ACTION 6-EC-092513
Programmatic Emphases

The Executive Committee **VOTED to approve** the following listing of Special Days and Programmatic Emphases for 2015. These days will be listed in the Presbyterian Planning Calendar and other materials. New requests for 2015 are marked with an asterisk (**Appendix 4**).

Dates	Programmatic Emphases or Liturgical Designation	Baptism	Eucharist
January 6	<i>Epiphany of the Lord</i> (Tuesday)		X
January 11	<i>Baptism of the Lord</i>	X	X
January 11	Human Trafficking Awareness Day (Sunday)		

January 18	Week of Prayer for Christian Unity begins/Race Relations		
January 25	Criminal Justice		
February 1	Souper Bowl of Caring		
February 8	Camp and Conference Ministries		
February 15	<i>Transfiguration of the Lord</i>	X	X
February 15	Health Awareness and Prayer for Healing		
February 18	<i>Ash Wednesday</i> (Wednesday)		X
February 22	<i>1st Sunday in Lent</i>		
March 1	<i>2nd Sunday in Lent</i>		
March 6	World Day of Prayer (Friday)		
March 8	<i>3rd Sunday in Lent</i> ; International Women's Day/Celebrate the Gifts of Women		
March 15	<i>4th Sunday in Lent</i> ; Self-Development of People		
March 22	<i>5th Sunday in Lent</i>		
March 29	<i>Passion/Palm Sunday</i>		X
March 29	Justice Advocacy		
March 30	<i>Monday of Holy Week</i>		
March 31	<i>Tuesday of Holy Week</i>		
April 1	<i>Wednesday of Holy Week</i>		
April 2	<i>Maundy Thursday</i>		X
April 3	<i>Good Friday</i>		
April 4	<i>Great Vigil of Easter</i>	X	X
April 5	<i>Resurrection of the Lord/Easter</i> ; One Great Hour of Sharing	X	X

April 16	Holocaust Remembrance Day (Thursday)		
April 22	Earth Day (Wednesday)		
April 24	Armenian Genocide Remembrance Day (Friday)		
May 1	May Friendship Day (Friday)		
May 3	Older Adult Week begins; Wills Emphasis		X
May 7	National Day of Prayer (Thursday)		
May 9	Fair Trade Day (Saturday)		
May 10	Mother's Day		X
May 17	<i>Ascension of the Lord</i>		X
May 22	1001 Worshipping Communities		
May 24	<i>Day of Pentecost</i> ; Pentecost Offering	X	X
May 24	Presbyterian Heritage		X
May 31	<i>Trinity Sunday</i>	X	X
*May 31	Multicultural Church ²		
June 7	Rural Life		
June 14	Disability Inclusion		
June 21	Men of the Church; Father's Day		
*June 28	Active Life ¹		
*July 5	Immigration Sunday ³		
July 19	Smaller Membership Church		
July 26	Metropolitan/Urban Ministry		
August 2	Homelessness/Affordable Housing		
August 6	Hiroshima Day (Thursday)		

August 9	Higher Education/Collegiate Ministries		
August 16	Youth in the Church and World		
August 23	Public Education		
*September 6	Season of Peace begins; Christian Vocation ⁴		
September 7	Labor Day; A Social Creed for the 21st Century (Monday)		
September 13	Christian Education Week begins		
September 20	Theological Education/Seminary		
September 21	International Day of Peace (Monday)		
*September 23	Native American Day (Fall Equinox) (Wednesday) ⁵		
September 24	Global Week of Action against Gun Violence begins (Thursday)		
September 27	Evangelism Sunday		
October 4	World Communion Sunday; Peacemaking Offering		X
October 11	Domestic Violence Awareness		
October 16	World Food Day (Friday)		
October 18	Children's Sabbath		
October 24	United Nations Day (Saturday)		
October 25	Reformation Sunday		
November 1	<i>All Saints' Day</i> (Sunday)		X
November 1	Christian and Citizen; Stewardship Commitment		
November 3	Election Day (Tuesday)		
November 6	World Community Day (Friday)		

November 8	Caregiver Sunday		
November 22	<i>Christ the King/Reign of Christ</i>	X	X
November 26	Thanksgiving Day (Thursday)		
November 29	<i>1st Sunday of Advent</i>		
December 1	World AIDS Day; Presbyterian HIV/AIDS Awareness (Tuesday)		
December 6	<i>2nd Sunday of Advent</i>		
December 10	Human Rights Day (Thursday)		
December 13	<i>3rd Sunday of Advent</i>		
December 20	<i>4th Sunday of Advent; Christmas Joy Offering</i>		
December 24	<i>Christmas Eve</i> (Thursday)		X
December 25	<i>Nativity of Jesus Christ/Christmas Day</i> (Friday)		X

ACTION 7-EC-092513
Changes to the Manual of Operations

The Executive Committee **VOTED to approve** the following changes to the *Presbyterian Mission Agency Manual of Operations (Appendix 5)*:

- a. The addition of the “Program Evaluation Process,” as Appendix 12 to the *Presbyterian Mission Agency Manual of Operations*.
- b. In response to the directive of the 220th General Assembly (2012), include the recommendation that the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees in the *Presbyterian Mission Agency Manual of Operations* Appendix 1, Section B., paragraph 3., “General Assembly Advisory and Advocacy Committees.” (Addition is underlined.)
 - B. Advocacy Committee for Racial Ethnic Concerns (ACREC)
 3. Access

The Advocacy Committee for Racial Ethnic Concerns shall have direct access to the General Assembly and the Presbyterian Mission Agency Board. In accordance with the recommendation of the 220th General Assembly (2012), the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees for strategic reflection and anticipation concerning racial ethnic concerns.

Access to the General Assembly and the Presbyterian Mission Agency Board shall be in the form of policy statements, resolutions, study papers, racial involvement reports, a yearly narrative report, Advice and Counsel Memoranda, and other appropriate correspondence. Advice and Counsel Memoranda shall be developed in consultation with other advisory and advocacy committees as appropriate.

The committee shall submit its General Assembly report to the Presbyterian Mission Agency Board Executive Committee for review and possible comments by the Presbyterian Mission Agency Board.

- c. In response to the directive of the 220th General Assembly (2012), include the recommendation that the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees in the *Presbyterian Mission Agency Manual of Operations* Appendix 1, Section C., paragraph 3., “General Assembly Advisory and Advocacy Committees.” (Addition is underlined.)

C. Advocacy Committee for Women’s Concerns (ACWC)

3. Access

The Advocacy Committee for Women’s Concerns shall have direct access to the General Assembly and the Presbyterian Mission Agency Board. In accordance with the recommendation of the 220th General Assembly (2012), the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees for strategic reflection and anticipation concerning women’s concerns.

Access to the General Assembly and the Presbyterian Mission Agency Board shall be in the form of policy statements, resolutions, study papers, a yearly narrative report, Advice and Counsel Memoranda. Advice and Counsel Memoranda, and other appropriate correspondence shall be developed in consultation with other advisory and advocacy committees as appropriate.

The committee shall submit its General Assembly report to the Presbyterian Mission Agency Board Executive Committee for review and possible comments by the Presbyterian Mission Agency Board.

- d. Authorize the chair and vice-chair of the Board to review and approve requests to celebrate Holy Communion in between regular meetings of the Executive Committee and report any approvals at the next meeting.
- e. Add the above to duties of Chair and Vice-Chair in Appendix 1B of the *Presbyterian Mission Agency Manual of Operations*.

**REPORT OF THE BOARD
NOMINATING &
GOVERNANCE
SUBCOMMITTEE**

ACTION 8-EC-092513
*MRTI Description in the
Manual of Operations*

The Executive Committee **VOTED to approve** the following recommendations of the Board Nominating and Governance Subcommittee:

- 1. Amend the description of the Mission Responsibility Through Investment Committee (MRTI) in the *Presbyterian Mission Agency Manual of Operations*, Appendix 1F, Section III.A. in the following manner (additions are shown underlined and deletions are shown with a strike through):**

A. Mission Responsibility Through Investment Committee (MRTI)

The Committee on Mission Responsibility Through Investment (MRTI) is responsible for implementing General Assembly policy related to mission responsibility through investment. MRTI assists the church at all levels to utilize its investments as key instruments to promote its mission goals in society. MRTI provides leadership for effective engagement of the private sector in partnership with ecumenical colleagues in the United States, and in collaboration with indigenous churches, ecumenical bodies and local groups in other nations

1. Budget

The budget for MRTI is developed by staff and proposed to the Presbyterian Mission Agency Board for approval by the General Assembly.

2. Composition:

MRTI is composed of:

- two elected representatives named by each of its member agencies:
 - Presbyterian Mission Agency Board,
 - Board of Pensions and
 - Presbyterian Church(USA) Foundation/New Covenant Trust Company), and
- one representative each from the elected membership of:
 - the Advisory Committee on Social Witness Policy,
 - the Advocacy Committee on Women's Concerns and
 - the Advocacy Committee on Racial Ethnic Concerns.

In addition, the General Assembly elects three At-Large members bringing MRTI's total membership to 12 persons.

3. Relation to the General Assembly and the Presbyterian Mission Agency Board

Nominated by the General Assembly Nominating Committee and elected by the General Assembly, this committee reports to the Presbyterian Mission Agency Board's Justice Committee.

4. Staffing Relationship and Lodgment:

Staffing for MRTI is provided by Compassion, Peace and Justice Ministry Area of the Presbyterian Mission Agency.

5. Assigned Functions:

MRTI's primary function is to develop and implement a coordinated strategy for the General Assembly's Investment Policies and Guidelines for the General Assembly and for subsequent General Assembly action related to investment or divestment. Specific assigned functions include:

- 1) recommend, as needed, revisions or additions to the General Assembly's Investment Policies and Guidelines (for use by the Board of Pensions, Presbyterian Church (USA) Foundation, Inc., New Covenant Trust Company; and other fiduciaries within the church family) designed to reach mission goals of the General Assembly,
- 2) recommend to the Presbyterian Mission Agency Board specific actions on the exercise of investor rights and responsibilities such as proxy voting, initial filing of shareholder resolutions, and joining with other shareholders in litigation calling for regulatory oversight or other forms of redress,
- 3) recommend to appropriate ministry areas or related bodies, middle governing bodies, institutions and communicant members of the Presbyterian Church (USA) ways and means to carry out General Assembly investment policies respecting social concerns, including the voting of proxies on shareholder resolutions,
- 4) appoint representatives to ecumenical organizations through which the Presbyterian Church (USA) seeks to advance its work in the area of mission responsibility through investments, and (5) assist Compassion, Peace and Justice in coordinating corporate responsibility concerns with mission program and strategies on economic and social justice.

ACTION 9-EC-092513
*PDAAC Description in
the Manual of Operations*

2. **Amend the description of the Presbyterian Disaster Assistance Advisory Committee (PDAAC) in the *Presbyterian Mission Agency Manual of Operations*, Appendix 1F, Section III.C. in the following manner (additions are shown underlined and deletions are shown with a strike through):**

C. Presbyterian Disaster Assistance Advisory Committee (PDAAC)

1. Purpose

The purpose of the Presbyterian Disaster Assistance Advisory Committee is to review the work of Presbyterian Disaster Assistance and give policy advice. Presbyterian Disaster Assistance "is a ministry of relief and response to national and international disasters, aid to refugees and displaced persons, refugee resettlement and efforts toward development." This ministry is "carried out through ecumenical partnerships, related church agencies, mid-councils, and congregations." Nominated by the General Assembly Nominating Committee and elected by the General Assembly. This committee reports to the Presbyterian Mission Agency Board's Justice Committee.

2. Budget

The budget for Presbyterian Disaster Assistance is developed by staff and proposed to the Presbyterian Mission Agency Board for approval by the General Assembly.

3. Composition

The Presbyterian Disaster Assistance Advisory Committee is comprised of seven (7) At-Large members, nominated by the General Assembly Nominating Committee and elected by the General Assembly. Members serve a one four-year term and are eligible for consideration to one additional term.

4. Accountability

This committee reports to the Presbyterian Mission Agency Board's Justice Committee.

5. Staff Accountability and Lodgment

Staff responsible for planning and coordinating the work of Presbyterian Disaster Assistance are appointed by and accountable to the Director of the Compassion, Peace & Justice Ministry Area.

6. Assigned Functions

- 1) Assist in setting strategic program direction
- 2) Contribute knowledge and expertise in disaster relief
- 3) Ensure that Presbyterian Disaster Assistance is strategically aligned with the priorities of the Presbyterian Mission Agency.

- 4) Promote and interpret the One Great Hour of Sharing Offering;
- 5) Provide advice concerning expenditure of designated funds over \$500,000 in response to large scale disasters.
- 6) Provide input on the development of an annual budget
- 7) Work with staff to develop and implement communication and fund-raising strategies.

ACTION 10-EC-092513
*PHPAC Description in
the Manual of Operations*

3. Amend the description of the Presbyterian Hunger Program Advisory Committee (PHPAC) in the *Presbyterian Mission Agency Manual of Operations*, Appendix 1F, Section III.D. in the following manner (additions are shown underlined and deletions are shown with a strike through):

1. Presbyterian Hunger Program Advisory Committee (PHPAC)

1. Purpose

The purpose of the Presbyterian Hunger Program Advisory Committee is to guide the church's response to hunger and its underlying causes.

2. Budget

The budget for the Presbyterian Hunger Program is developed by staff and proposed to the Presbyterian Mission Agency Board for approval by the General Assembly.

3. Staff Relationships and Lodgment

Staff responsible for planning and coordinating the work of the Presbyterian Hunger Program are appointed by and accountable to the Director of Compassion, Peace and Justice.

4. Relation to the General Assembly and the Presbyterian Mission Agency Board

Nominated by the General Assembly Nominating Committee and elected by the General Assembly, this committee reports to the Presbyterian Mission Agency Board's Justice Committee, typically in the form of minutes and changes to the PHP Advisory Committee Operating Guidelines.

5. Assigned Functions

The committee carries out the following tasks:

- a. Recommend Presbyterian Hunger Program operating guidelines guidelines in concordance with PMA goals and

work plan

- b. Recommend policies, procedures and guidelines that govern the Presbyterian Hunger Program grant process
- c. Review grant requests and make funding (grant) decisions within the approved guidelines
- d. Promote the One Great Hour of Sharing Offering through highlighting the work of the Presbyterian Hunger Program, Self-Development of Peoples and Presbyterian Disaster Assistance.
- e. Promote Presbyterian Hunger Program initiatives in congregations and presbyteries
- f. Suggest the development of programs and strategies for implementing the "Common Affirmation on Global Hunger," and other General Assembly policies related to hunger and poverty.

ACTION 11-EC-092513
*Generative Role of Board
Members*

4. Approve the following change to the Manual of Operations, Appendix 1: Presbyterian Mission Agency Board Organization, Section II F. c. 4:

STRIKE the phrase “loyalty and care” at the end of item 4 and ADD the following language: “loyalty, care, and of providing fiduciary, generative, and strategic leadership necessary for guiding and directing the Presbyterian Mission Agency’s work.”

So that the phrase would read:

4) Informed and honest participation, including appropriate inquiry, in all meetings of the Presbyterian Mission Agency Board and its related committees to fulfill the member’s duties of ~~loyalty and care~~ loyalty, care, and of providing fiduciary, generative, and strategic leadership necessary for guiding and directing the Presbyterian Mission Agency’s work.

Rationale

At its April, 2013, meeting, the Presbyterian Mission Agency Board received and acted upon the report of the Governance Task Force, and in so doing approved a list of board member responsibilities as part of the Elected Member Job Description in Appendix 1 of the Manual of Operations.

The relevant action approved was to insert the following language into the Appendix:

c. Member Responsibilities:

In addition to adherence to the Board covenant, to be faithful and accountable in the following ways:

- 1) Active involvement in a Presbyterian Church (U.S.A.) congregation and commitment to a personal discipline of spiritual growth*
- 2) Knowledge of and commitment to the mission, goals, and policies of the Presbyterian Church (U.S.A), the Presbyterian Mission Agency and its Board.*
- 3) Openness to new vision and direction emerging within the life of the church*
- 4) Informed and honest participation, including appropriate inquiry, in all meetings of the Presbyterian Mission Agency Board and its related committees to fulfill the member's duties of loyalty and care.*
- 5) Attendance and participation in all events on the agenda of board meetings.*
- 6) Faithful discipleship regarding stewardship, confidentiality, and leadership roles, acting in the best interests of the Presbyterian Mission Agency.*
- 7) Positive and active interpretation of the work of the Presbyterian Mission Agency to congregations and councils of the church through presentations and other communications.*
- 8) Provide and promote financial support through gifts to some or all of the following: congregation or presbytery, and the Presbyterian Mission Agency (including any of its ministries).*
- 9) Provide constructive feedback in response to surveys and evaluations relating to the Presbyterian Mission Agency Board*

At the April, 2013, board meeting, some members felt that these responsibilities did not include sufficient focus on the larger generative responsibilities of leading General Assembly mission at the “big picture” level. Some sought to amend #2, other sought to amend #3. In the end, the matter was referred to the Board Nominating and Governance Subcommittee.

In considering a change, care should be exercised so that the Presbyterian Mission Agency does not pretend to offer guidance beyond its particular scope and work, neither to the work of individual congregations, nor to the mission of other General Assembly entities or councils of the church.

At the same time, elected members of the Presbyterian Mission Agency Board have a responsibility to guide and direct the particular work of the Mission Agency, including evaluation, oversight and ongoing development

of its Mission Work Plan. Board members should attend, as part of their ongoing responsibility, to the ways in which their leadership includes generating vision and direction for the agency and its staff.

The Presbyterian Mission Agency Board member job description, and in particular the section under member responsibilities, encourages members to be aware of the mission, goals, and policies of the Presbyterian Church (U.S.A), the Presbyterian Mission Agency and its Board (number 2), to be open to new vision and direction emerging within the life of the church at large (number 3), and to use this information to honestly participate in the meetings and work of the Board. What is missing is an explicit expectation to use the awareness of current mission goals and policies and the openness to new vision in the church to direct the work of the Agency. This language adds this explicit expectation for elected board members.

**REPORT OF THE
PERSONNEL**

SUBCOMMITTEE

ACTION 12-EC-092513

*Authorize PMAB to Make
Final Decisions
Regarding High Level
Structure of the PMA
Staff Organization*

The Executive Committee **VOTED to approve** the following recommendations of the Personnel Subcommittee (**Appendix 6**):

- 1. That the Executive Committee propose, for approval by the Presbyterian Mission Agency Board and the 221st General Assembly (2014), changes to the *Manual of Operations* which would authorize the Presbyterian Mission Agency Board to make final decisions regarding the high level structure of the Presbyterian Mission Agency staff organization:**

Amend Section V: “Presbyterian Mission Agency Staffing” as follows:

V. Presbyterian Mission Agency Staffing

- A. The Presbyterian Mission Agency ~~Board~~ fulfills its work, in part, through staff led by the Executive Director. ~~The Executive Director carries out responsibilities with staff in the following ministries: Mission, Communications and Funds Development, Shared Services; and the Office of the Executive Director.~~ For the Presbyterian Mission Agency staff organization, refer to Appendix 2A.
- B. ~~Between meetings of the General Assembly, t~~ The Presbyterian Mission Agency Board, upon recommendation of the Executive Director, is authorized to restructure the staff organization, always in alignment with the mission direction of the General Assembly. Any such organizational changes will be reported to the next General Assembly.

- 2. That the Executive Committee propose, for approval by the Presbyterian Mission Agency Board, changes to *Manual of Operations*, Appendix 2A and 2B, which describe the staff organization:**

ACTION 13-EC-092513

Description of Staff

Amend Appendix 2A and 2B as follows:

Appendix 2A: Presbyterian Mission Agency Staff Organization

The Executive Director carries out responsibilities with staff in the following ministries: the Office of the Executive Director, Mission, Shared Services, Communications and Funds Development.

I. Mission Administration

A. Office of the Executive Director

The primary purpose of the office is to provide overall leadership and support for the mission of the Presbyterian Church (U.S.A.) working with and through the Presbyterian Mission Agency Board and the ~~General Assembly~~ Ministries. The office is divided into mission administration areas, one of which is shared with the Office of the General Assembly:

1. Advocacy Committee Support which includes, Advocacy Committee for Racial Ethnic Concerns, and Advocacy Committee for Women's Concerns.
2. Human Resources
3. Internal Audit
4. Legal & Risk Management
5. Policy, Administration and Board Support

B. Shared with the Office of the General Assembly

1. Mid Council Relations

C. Deputy Executive Directors

The ~~General Assembly~~ Ministries are led by two Deputy Executive Directors and two Senior Directors, reporting to the Executive Director.

1. Deputy Executive Director for Mission
 - a. Evangelism and Church Growth
 - b. Compassion, Peace and Justice
 - c. Racial Ethnic and Women's Ministries/Presbyterian Women
 - d. Theology, Worship and Education
 - e. World Mission
 - f. Research Services
2. Deputy Executive Director for Shared Services
 - a. Finance and Accounting
 - b. Information Technology
 - c. Presbyterian Center Services
 - d. Presbyterian Distribution Services

3. Senior Director for Communications
 - a. Mission Communications
 - b. Communications Services

4. Senior Director for Funds Development Ministry
 - a. Major Gifts
 - b. Church Support
 - c. Special Offerings and Appeal
 - d. Relationship and Development Operations

II. Changes to the staff structure

- A. Changes to the ministry area structure of the Presbyterian Mission Agency (Communications, Funds Development, Mission, Office of the Executive Director, and Shared Services) must be approved by the Presbyterian Mission Agency Board, upon recommendation by the Executive Committee and the Executive Director.

- B. Changes to the structure within a ministry area must be approved by the Presbyterian Mission Agency Board Executive Committee, upon recommendation by the Executive Director.

APPENDIX 2B: Ministries

I. Mission Ministries:

A. Evangelism and Church Growth

The Evangelism and Church Growth Ministry equips, empowers, and inspires individuals, congregations and governing bodies to share their personal faith in Christ and to become connected to a community of faith. This work is done in partnership with synods and presbyteries. Work area offices carry out this ministry by coaching and training leaders to plant new churches, to transform existing congregations, and to effectively share and live out the Gospel in our increasingly multicultural world.

B. Compassion, Peace and Justice

The Compassion, Peace and Justice Ministry seeks to support, assist and involve congregations and mid councils in ministries of compassion, justice, and peacemaking. This ministry responds to disasters, provides support for sustainable community development, and works to alleviate hunger and poverty nationally and around the world. It also addresses injustice in all arenas of life and advocates for just and peaceful solutions to situations of violence, conflict and oppression. This

work is done in collaboration with mid councils, partner churches, ecumenical partners and community-based organizations. Work areas and offices carry out this ministry in a variety of ways, providing resources, supporting networks, sponsoring events that equip congregations to witness to God's healing and reconciling activity in the world.

C. Racial Ethnic and Women's Ministries/Presbyterian Women

The Racial Ethnic and Women Ministries/Presbyterian Women Ministry seek to develop leaders, to work for racial and gender justice and equality, and to cultivate Presbyterian communities of faith that truly reflect the increasing multicultural makeup of our society. Work areas and offices carry out this ministry through networks, events, publications, communication, advocacy, and financial support.

D. Theology, Worship, and Education

The Theology, Worship, and Education Ministry assists the whole church in its common calling to explore the riches of the gospel, worship the one Triune God, and strengthen the ministries of the church. In partnership with congregations, presbyteries, and seminaries, Theology, Worship, and Education develops educational materials, worship resources, leader development programs, spiritual enrichment processes, and theological studies that support the church's faith and life. This Ministry also bears responsibility for Faith and Order ecumenical work on behalf of the entire Presbyterian Mission Agency.

E. World Mission

The World Mission Ministry carries on the Presbyterian calling and tradition of sending missionaries, sharing and living out the gospel, and supporting partner Christian ministries around the globe. Work areas and offices in this ministry include supporting dozens of partner churches in many countries, working with international ecumenical bodies, and sending hundreds of full time, part time, and volunteer mission personnel to over 60 countries around the world. World Mission supports mission involvement throughout the PC(USA) by providing mission education, networking opportunities, opportunities to volunteer nationally, and leadership development for young adults serving nationally and internationally.

II. Support Ministries

A. Communications Ministry

Communications Ministry communicates the mission and ministry of the Presbyterian Mission Agency Board and the role and activities regarding mission in the PC(USA).

B. Funds Development Ministry

Funds Development Ministry encourages, implements, and guides stewardship and giving to fund the Presbyterian Mission Agency and the mission and ministry of connectional entities and agencies of the PC(USA).

C. Shared Services

Shared Services Ministry faithfully receives, records, and reconciles contributions offered to the church from congregations and presbyteries. Shared Services assists the ministry areas in budgeting, disbursing, documenting, and financial reporting. Shared Services prints, packages, mails, and distributes denominational materials to congregations, mid councils, and to mission fields across the nation and the world. Shared Services also provides support for, information technology, property management, and Presbyterian Center operations.

III. Amendments to these Descriptions

Amendments to these descriptions of the staff structure components may be approved by the Presbyterian Mission Agency Executive Committee upon recommendation by the Executive Director.

FUTURE BOARD MEETINGS

Mr. Barry Creech presented options for alternate Board meeting arrangements. A survey (**Appendix 7**) will be distributed to all Board members to seek their input. Board members will be asked to complete the survey before leaving the meeting.

BOARD DEVELOPMENT

As part of Board development for the Executive Committee, Ms. Noelle Royer and Mr. Schramm reviewed and reflected on the chapters “Giving Way to Passion” and “Lighting a Spark,” from the book *The Art of Possibility*, by Benjamin and Rosamund Zander.

ADVISORY AND ADVOCACY COMMITTEE REPORTS

Mr. Raafat Zaki, chair of the Advisory Committee on Social Witness Policy, Ms. Carmen Rosario, chair of the Advocacy Committee for Racial Ethnic Concerns, and Ms. Courtney Hoekstra, staff to the Advocacy Committee for Women’s Concerns, gave a brief report on the work of their committee and possible topics for the 221st General Assembly (2014) (**Appendices 8&9**).

FINANCIAL REPORTS

Ms. Earline Williams presented the year-to-date financial report since July 2013. The report revealed that undesignated giving is less than planned as were expenditures. The Budget Plan 2015 & 2016 will focus on ministries with high measurable impact and high alignment with the six directional goals. (**Appendix 10**)

**COMMUNICATIONS
MINISTRY UPDATE**

Ms. Linda Valentine gave an update on the hiring process for the Director of Communications and reported on the 2013 Big Tent event that was held on August 1-3 in Louisville, Kentucky.

**FUNDS DEVELOPMENT
MINISTRY REPORT**

Ms. Terri Bate, Senior Director for Funds Development, presented the year-to-date World Mission Funds Development Report since July 31, 2013 (**Appendix 11**), and Mr. Sam Locke, Director of Special Offerings, presented the Special Offerings Report for January – July 2013 (**Appendix 12**).

**2014 GENERAL
ASSEMBLY INITIATIVES**

Roger Dermody presented the following as potential initiatives that the Presbyterian Mission agency could bring to the 221st General Assembly (2014):

- Season of Service for a Lifetime of Change
- Educate a Child, Transform the World

A progress report on the 220th General Assembly (2012) initiative, “1001 New worshipping Communities,” will also be presented to the Assembly in 2014.

**GENERAL ASSEMBLY
REVIEW SELF-STUDY**

Mr. Barry Creech reported that the Presbyterian Mission Agency will be reviewed by the General Assembly in 2016. A self-study will be prepared for Board approval as part of this process.

The agency review committee’s role will be to examine the agency’s:

- Church Relatedness
- Policies and Program Effectiveness
- Collaboration with Other Agencies

**RESTRICTED FUNDS
OVERSIGHT
SUBCOMMITTEE
REPORT
ACTION 14-EC-092513**

The Executive Committee **VOTED to recommend** that the Presbyterian Mission Agency Board approve the list of General Assembly Mission restricted funds grants (**Appendix 13**).

**2013 General Assembly Mission
Restricted Funds
Grant Recommendations**

Synod	Presbytery	Applicant	Fund Number	Fund Restriction	Amount Granted
Southwest	Grand Canyon	Scottsdale Presbyterian Church; Scottsdale, AZ	58189	To be used for medical research where most needed	\$ 18,800
Living Waters	Western Kentucky	Presbyterian Church of Henderson (on behalf of Brain Injury Adventure Camp); Henderson, KY	58529	Used to provide for any educational opportunities which support the work of individuals who are involved in any way in ministry that benefits those who have mental retardation or other mentally or physically disabling conditions; this income may also be used to support ministry which specifically benefits those who have mental retardation or other mentally or physically disabling conditions	1,133
Mid-America	John Calvin	First Presbyterian Church; Chanute, KS	58879	Mission work among Chinese and Spanish Americans	1,572
South Atlantic	St. Augustine	Highlands Presbyterian Church; Gainesville, FL	59239	Mission program with preference given to advocacy for environment and evangelism	2,412
Mid-Atlantic	Eastern Virginia	Great Bridge Presbyterian Church (on behalf of Chesapeake Area Shelter Team); Chesapeake, VA	59251	Mission support within the U.S.	1,152
Southwest	de Cristo	Presbytery de Cristo; Tucson, AZ	70047	Train ministers for preaching and teaching the Bible, Western U.S. area	67,200
				Total Amount Granted	\$ 92,269

REVIEW OF COMMITTEE BUSINESS

The chairs of each of the Mission Committees highlighted the business expected before their particular committees for this meeting.

ACTION 15-EC-092513
Convene in Closed Session

The Executive Committee **VOTED to convene** in closed session at 1:35 p.m. to discuss personnel and property matters with only members of the Executive Committee and the following individuals:

- Linda Valentine
- Josephene Stewart
- Barry Creech
- Earline Williams
- Martha Clark
- April Davenport
- Mike Kirk

- Roger Dermody
- Susan Abraham
- Dana Dages

ACTION 16-EC-092513 The Executive Committee **VOTED to rise** from closed session 1:46 p.m. No actions were taken in closed session.
Rise from Closed Session

ACTION 17-EC-092513 The Executive Committee **VOTED to convene** in closed session at 1:47 p.m. to discuss personnel matters with only members of the Executive Committee and the following individuals:
Convene in Closed Session

- Linda Valentine
- Martha Clark

ACTION 18-EC-092513 The Executive Committee **VOTED to rise** from closed session at 2:00 p.m. There are no actions to report from this closed session.
Rise from Closed Session

CLOSING PRAYER & ADJOURNMENT There being no further business, the meeting of the Executive Committee was closed with prayer.

Mr. Matthew Schramm

Chair, Presbyterian Mission Agency Board

Ms. Linda Valentine

Executive Director, Presbyterian Mission Agency

Draft – September 23, 2013

**ITEM H.100
PRESBYTERIAN MISSION AGENCY BOARD**

Item H.100

**Executive Committee
September 25, 2013
*Marriott Louisville East
1903 Embassy Square Blvd.
Louisville, KY 40299
502-491-1184***

**Room – Commonwealth B
AGENDA**

8:30 a.m. Welcome/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 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.

8:40 a.m. Review and Adopt Agenda – H.100

Matthew Schramm

Approval of Minutes – H.101

- April 10, 2013
- June 12, 2013
- June 24, 2013
- August 1-3, 2013
- September 4, 2013

Appointments by the Chair – H.102

Celebration of Holy Communion – H.103

Programmatic Emphases – H.104

Item H.100

8:50 a.m.	Changes to the Manual of Operations – H.105	<i>Barry Creech</i>
9:00 a.m.	Report of the Board Nominating and Governance Subcommittee – H.106	<i>Steve Aeschbacher</i>
9:15 a.m.	Report of the Personnel Subcommittee – H.107	<i>Arthur Canada</i>
9:30 a.m.	Survey Regarding Future Board Meetings – H.200	<i>Barry Creech</i>
9:40 a.m.	Board Development: <i>“The Art of Possibility”</i> <ul style="list-style-type: none">• Giving Way to Passion – <i>Noelle Royer</i>• Lighting a Spark – <i>Matthew Schramm</i>	
10:15 a.m.	BREAK	
10:30 a.m.	Advisory Committee on Social Witness Policy (ACSWP)	<i>Raafat Zaki</i>
10:45 a.m.	Advocacy Committee for Racial Ethnic Concerns (ACREC)	<i>Carmen Rosario</i>
11:00 a.m.	Advocacy Committee for Women’s Concerns (ACWC)	<i>Belinda Rice</i>
11:15 a.m.	Financial Reports	<i>Earline Williams</i>
11:30 a.m.	Communications Ministry Update	<i>Linda Valentine</i>
11:45 a.m.	Funds Development Ministry Report – B.208 & B.209	<i>Terri Bate</i>
12:00 p.m.	LUNCH	
1:00 p.m.	2014 General Assembly Initiatives	<i>Roger Dermody</i>
1:15 p.m.	General Assembly Review Self-Study	<i>Barry Creech</i>
1:30 p.m.	Restricted Funds Oversight Subcommittee Report	<i>April Davenport</i>
1:35 p.m.	Review of Committee Business: <ul style="list-style-type: none">➤ Leadership➤ Justice➤ Worshiping Communities➤ Finance<ul style="list-style-type: none">• Incorporation Criteria	<i>Joyce Smith</i> <i>Noelle Royer</i> <i>Mihee Kim-Kort</i> <i>Bill Capel</i>
2:00 p.m.	Closed Session	
2:30 p.m.	Closing Prayer and Adjournment	

**ITEM H.102
 FOR ACTION**

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

Subject: Nominations and Appointments by the chair of the Presbyterian Mission Agency Board.

Recommendation:

1. **That the Executive Committee recommend that the Presbyterian Mission Agency Board approve and forward to the Board of National Missions for action the nomination of Betty Jones to serve as the Presbyterian Mission Agency Board representative on the Jarvie Commonweal Service Committee, for a second three-year term beginning January 1, 2014.**

Background: According to the Agreement of Understanding, the Presbyterian Mission Agency Board nominates four representatives for appointment to the Jarvie Commonweal Service Committee by the Foundation Board functioning as the Board of National Missions.

Betty Jones’s term ends 12/31/13, but she can be re-nominated to serve an additional 3-year term to provide continuity in knowledge about and support of the Individual Service Program’s work.

Following are the terms for the JCSC members who represent the Board:

- Rev. Jon Brown ‘14
- Ms. Betty Jones ’13
- Ms. Sara P. Lisherness’15 (ex-officio)
- Rev. Patrick H. O’Connor ’14, as the seat on the JCSC that Jarvie’s Executive Director/CEO nominates to the PMAB

2. **That the Executive Committee ratify the following appointments by the chair:**

- a. **The Restricted Funds Oversight Subcommittee (RFOSC)**
 - **Glen Snider, Class of 2015**
(re-appointment effective following the September 2013 Board meeting)

Background: From the *Presbyterian Mission Agency Manual of Operations*: The Presbyterian Mission Agency Board Restricted Funds Oversight Subcommittee shall be composed of four (4) voting members of the Presbyterian Mission Agency Board and one co-opted member with special expertise, representing a presbytery or congregation. The council chair shall annually appoint a Board voting member of the committee as chair of the committee.

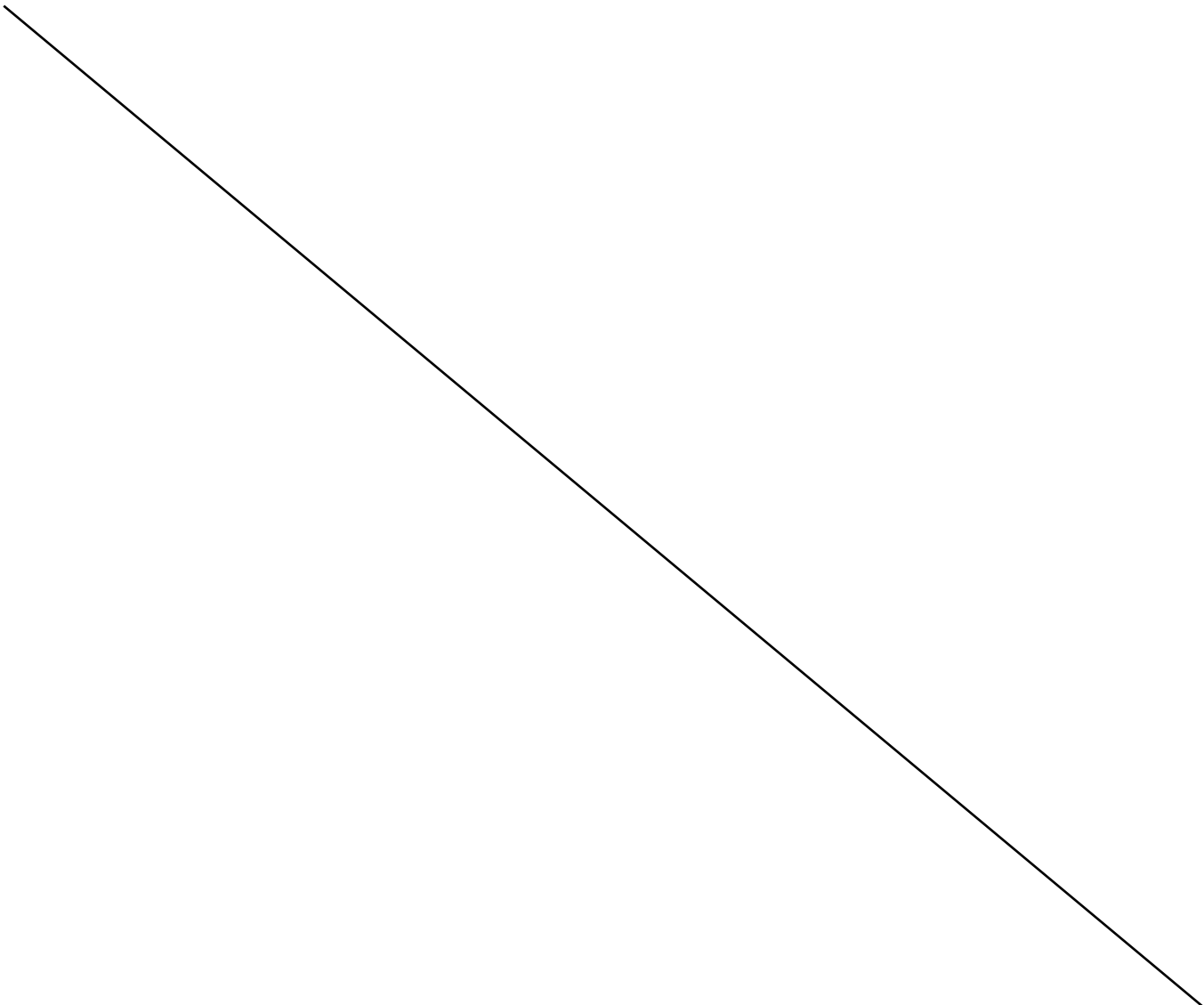
Other Board members on the RFOSC:

- Melissa DeRosia ‘14
- Alan Ford ‘14, co-opted member
- Kevin Yoho ‘14

b. Board of Directors of Boggs Rural Life Center, Inc.

- **April Davenport**
- **Roger Dermody**
- **Sterling Morse**

Background: Boggs Rural Life Center, Inc. (“**BRLC**”) and the General Assembly Council, acting as agent of the Presbyterian Church (U.S.A.), entered into a Covenant in 1994 which is still in effect. The Covenant calls for the Presbyterian Church (U.S.A.) to be represented on the Board of Directors of BRLC via appointments from the General Assembly Council (now Presbyterian Mission Agency Board (“**PMAB**”)) of staff or elected, the Synod of South Atlantic, the Presbytery of Northeast Georgia, and the joint sessions of the John I. Blackburn Presbyterian Church and the Westminster Presbyterian Church. The parish no longer exists. The listed Presbyterian Mission Agency staff have been in conversation with the presbytery and have visited BRLC in 2013. Based on requests from BRLC and the Boggs Academy National Alumni Association, Inc., staff recommends the PMAB seats be filled. The synod and presbytery will also be filling their board seats in the fall.



**ITEM H.103
FOR ACTION**

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

Subject: Celebration of Holy Communion

Recommendations:

That the Presbyterian Mission Agency Board Executive Committee approve the celebration of Holy Communion at the following events:

1. Credo Conferences in 2014.

2014 Dates

March 9-17, 2014
 March 23-31, 2014
 April 27-May 5, 2014
 May 12-19, 2014
 Sept. 22-29, 2014
 Oct. 5-13, 2014
 Oct. 19-27, 2014
 Nov. 9-17, 2014

Location

Solomon Conference Center, Loranger, LA
 Lake Logan Conference Center, Canton, NC
 Wooded Glen Conference Center, Henryville, IN
 Solomon Conference Center, Loranger, LA
 Wooded Glen Conference Center, Henryville, IN
 Beaver Hollow Conference Center, Java Center, NY
 Roslyn Conference Center, Richmond, VA
 Mo Ranch Conference Center, Hunt, TX

Background:

The Board of Pensions on behalf of the Presbyterian CREDO program requests permission to serve communion at Presbyterian CREDO conferences offered on the above dates. Each team is comprised of eight faculty members. All officiants and servers are ordained Teaching Elders and Ruling Elders in the Presbyterian Church (U.S.A).

As history, Presbyterian CREDO was begun in 2005 by adopting and adapting the model of CREDO, Inc., a program of the Episcopal Church. As of June, 2013, we have offered 46 conferences for over 1,000 of our clergy and Presbytery staff. Each conference is eight days in length, and the rhythm of each day includes worship, plenary sessions, workshops, individual consultations, some fun activities, and time for reflection and discernment. Conferences are designed to offer renewal and retreat for participants and an opportunity to be attentive to the workings of the Holy Spirit within them. We focus on four component areas: Spiritual Development, Vocation, Health and Finance.

2. Closing worship of the Mission Co-Worker Sharing conference being held on Wednesday, August 7, 2013 at Law's Lodge.

The event included 32 Mission Co-Workers and 10 staff from the Presbyterian Center. Closing worship was presided over by an ordained Teaching Elder.

3. Worship services to celebrate the new hymnal's publication on:

<u>Dates</u>	<u>Location</u>
October 19, 2013	Wayne Presbyterian Church; Wayne, PA
November 2, 2013	First Presbyterian Church Albuquerque, NM
November 5, 2013	First Presbyterian Church Salt Lake City, UT
January 10, 2014	First Presbyterian Church Ft. Worth, TX
February 22, 2014	Central Presbyterian Church; Atlanta, GA
March 15, 2014	Harvey Browne Presbyterian Church; Louisville, KY

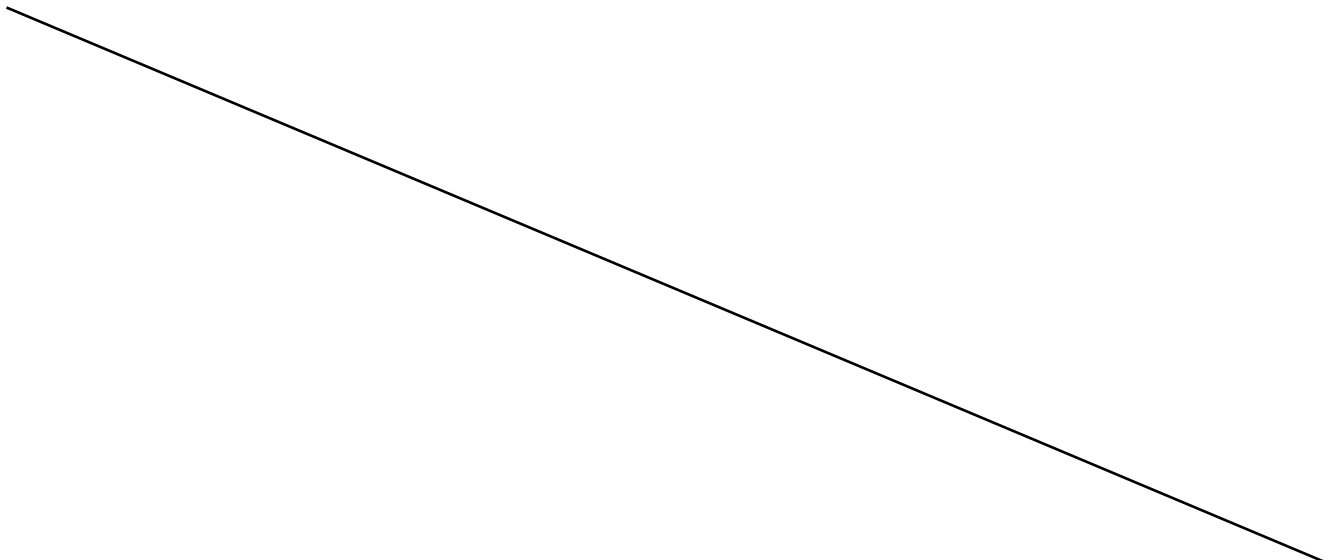
Background:

Presbyterian Publishing Corporation (PPC), along with Presbyterian Association of Musicians and the Office of Theology & Worship, is hosting six national events to celebrate the new hymnal's publication. PPC will have multiple worship services at each event, concluding with a full "Service for the Lord's Day" that will include communion. Local ruling elders will be involved. David Gambrell and Meg Flannagan will be the primary teaching elders and co-officiants at each event.

4. The Women of Color Consultation on October 11-13, 2013

Background:

The Women of Color Consultation sponsored by the ministry area Gender and Racial Justice (RE&WM/PW) will be held on October 11-13, 2013 in Louisville, Kentucky. The planning Committee is requesting permission to hold communion each day during the consultation. Reverend Nancy Benson-Nicol will serve communion.



**ITEM H.104
FOR ACTION**

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

Subject: 2015 Programmatic Emphases–Liturgical

Recommendation: That the Executive Committee approve the following listing of Special Days and Programmatic Emphases for 2015. These days will be listed in the Presbyterian Planning Calendar and other materials. New requests for 2015 are marked with an asterisk.

Dates	Programmatic Emphases or Liturgical Designation	Baptism	Eucharist
January 6	<i>Epiphany of the Lord</i> (Tuesday)		X
January 11	<i>Baptism of the Lord</i>	X	X
January 11	Human Trafficking Awareness Day (Sunday)		
January 18	Week of Prayer for Christian Unity begins/Race Relations		
January 25	Criminal Justice		
February 1	Souper Bowl of Caring		
February 8	Camp and Conference Ministries		
February 15	<i>Transfiguration of the Lord</i>	X	X
February 15	Health Awareness and Prayer for Healing		
February 18	<i>Ash Wednesday</i> (Wednesday)		X
February 22	<i>1st Sunday in Lent</i>		
March 1	<i>2nd Sunday in Lent</i>		
March 6	World Day of Prayer (Friday)		
March 8	<i>3rd Sunday in Lent</i> ; International Women's Day/Celebrate the Gifts of Women		
March 15	<i>4th Sunday in Lent</i> ; Self-Development of People		
March 22	<i>5th Sunday in Lent</i>		
March 29	<i>Passion/Palm Sunday</i>		X
March 29	Justice Advocacy		
March 30	<i>Monday of Holy Week</i>		
March 31	<i>Tuesday of Holy Week</i>		
April 1	<i>Wednesday of Holy Week</i>		
April 2	<i>Maundy Thursday</i>		X
April 3	<i>Good Friday</i>		
April 4	<i>Great Vigil of Easter</i>	X	X
April 5	<i>Resurrection of the Lord/Easter</i> ; One Great Hour of Sharing	X	X
April 16	Holocaust Remembrance Day (Thursday)		
April 22	Earth Day (Wednesday)		
April 24	Armenian Genocide Remembrance Day (Friday)		
May 1	May Friendship Day (Friday)		
May 3	Older Adult Week begins; Wills Emphasis		X
May 7	National Day of Prayer (Thursday)		
May 9	Fair Trade Day (Saturday)		

Presbyterian Mission Agency Board
September 25, 2013
Minutes of the Executive Committee
Appendix 4 - Page 2 of 4

May 10	Mother's Day		X
May 17	<i>Ascension of the Lord</i>		X
May 22	1001 Worshiping Communities		
May 24	<i>Day of Pentecost</i> ; Pentecost Offering	X	X
May 24	Presbyterian Heritage		X
May 31	<i>Trinity Sunday</i>	X	X
*May 31	Multicultural Church ²		
June 7	Rural Life		
June 14	Disability Inclusion		
June 21	Men of the Church; Father's Day		
*June 28	Active Life ¹		
*July 5	Immigration Sunday ³		
July 19	Smaller Membership Church		
July 26	Metropolitan/Urban Ministry		
August 2	Homelessness/Affordable Housing		
August 6	Hiroshima Day (Thursday)		
August 9	Higher Education/Collegiate Ministries		
August 16	Youth in the Church and World		
August 23	Public Education		
*September 6	Season of Peace begins; Christian Vocation ⁴		
September 7	Labor Day; A Social Creed for the 21st Century (Monday)		
September 13	Christian Education Week begins		
September 20	Theological Education/Seminary		
September 21	International Day of Peace (Monday)		
*September 23	Native American Day (Fall Equinox) (Wednesday) ⁵		
September 24	Global Week of Action against Gun Violence begins (Thursday)		
September 27	Evangelism Sunday		
October 4	World Communion Sunday; Peacemaking Offering		X
October 11	Domestic Violence Awareness		
October 16	World Food Day (Friday)		
October 18	Children's Sabbath		
October 24	United Nations Day (Saturday)		
October 25	Reformation Sunday		
November 1	<i>All Saints' Day</i> (Sunday)		X
November 1	Christian and Citizen; Stewardship Commitment		
November 3	Election Day (Tuesday)		
November 6	World Community Day (Friday)		
November 8	Caregiver Sunday		
November 22	<i>Christ the King/Reign of Christ</i>	X	X
November 26	Thanksgiving Day (Thursday)		
November 29	<i>1st Sunday of Advent</i>		
December 1	World AIDS Day; Presbyterian HIV/AIDS Awareness (Tuesday)		
December 6	<i>2nd Sunday of Advent</i>		
December 10	Human Rights Day (Thursday)		
December 13	<i>3rd Sunday of Advent</i>		
December 20	<i>4th Sunday of Advent</i> ; Christmas Joy Offering		
December 24	<i>Christmas Eve</i> (Thursday)		X
December 25	<i>Nativity of Jesus Christ/Christmas Day</i> (Friday)		X

Background: The following guidelines were approved at the September 2005 meeting of the General Assembly Mission Council (now Presbyterian Mission Agency Board).

Guidelines for programmatic emphases: the Presbyterian Planning Calendar

The life and worship of the local church finds its rhythm in the seasons of the church year as they reflect the life of the Lord and relate to our faith narrative found in Scripture. At the same time, the people of God do not live in isolation. The context of Christian ministry and worship is the world in which we live. The faith community proclaims that God is sovereign over all creation, acts in history, is revealed in Scripture and is at work in our world today. Each congregation has the responsibility through its session to respond to the work of God's Spirit in the life of the community, presbytery and region. Our sense of Christian vocation leads us in a variety of responses through mission service and spiritual formation. Programmatic emphases are those opportunities for churchwide participation and focus on the whole church's mission together.

The following criteria reflect the theological and liturgical grounding in which our programmatic emphases are rooted.

1. Approved emphases will demonstrate a commitment to the liturgical calendar, the lectionary and the programmatic needs of the denomination.
2. The church's liturgical calendar—with particular attention to Advent and Christmas, the Season of Lent and Easter Sunday, as well as historic feasts of Epiphany, the Transfiguration, the Day of Pentecost, Trinity Sunday and the Festival of Christ the King—provides a historical and theological framework for shaping the rhythm and life of our church.
3. Ecumenically shared emphases will receive primary consideration.
4. The Mission Work Plan of the General Assembly Mission Council provides a framework for understanding churchwide mission. In order to give substance and meaning to these designated observances, programmatic emphases should relate to and be supported by the Mission Work Plan.
5. In order to be fair to all General Assembly Mission Council programs, requests will be reviewed for overlap and redundancy. Each program team will normally have no more than one programmatic emphasis and is responsible for providing interpretive resources.
6. Since the church in God's world must be cognizant of its relationship with other world religions and the culture in which it exists, major Jewish, Islamic and secular holidays also will be included.

Invitations, forms, and guidelines were sent to all ministry area directors and coordinators, leaders of the six General Assembly agencies, and leaders of covenant networks asking them to provide rationale and comments if they had requests for continuing existing special days or were seeking to add new special days.

New Requests:

¹**Active Life.** This request is a new initiative of 1001 Worshiping Communities from Evangelism & Church Growth. The goal is to encourage action, evangelism, and inclusion of all certifying churches in healthy living, play, inclusivity, community involvement, and active faith.

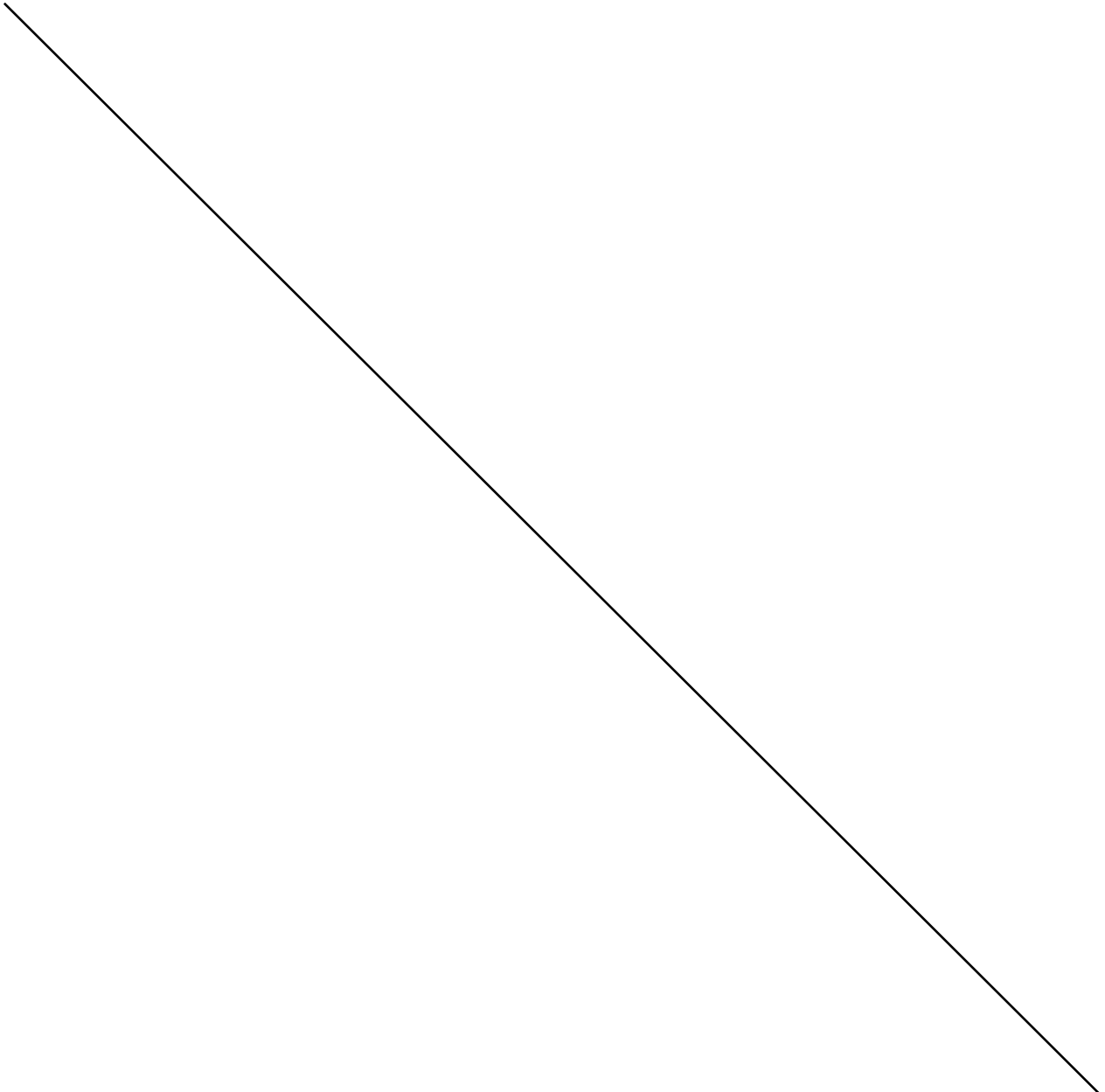
Change of Date Requests:

²**Multicultural Church.** This is a request to change the date from April 26 to May 31, 2015, as it follows Pentecost on May 24. Pentecost marks the true beginning of the church as a multiracial/multilingual and multicultural/multinational community of faith.

³**Immigration Sunday.** This is a request to change the date from April 26 to July 5, 2015, as GA policy mandates that we hold immigration Sunday the first Sunday of July.

⁴**Christian Vocation.** Christian Vocation Sunday is usually the Sunday of the Labor Day weekend – the reasoning that vocational discernment and the fulfillment of calling are reflected in labor and rest from labor. Therefore, Christian Vocation Sunday would be September 6, 2015, not August 30, 2015.

⁵**Native American Day.** This is already an approved programmatic emphasis. This is a request to change the date to September 23, Fall Equinox.



**ITEM H.105
 FOR ACTION**

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

I. FOR ACTION:
Subject: Changes to the Manual of Operations

Recommendations:
That the Executive Committee:

- a. Approve the addition of the “Program Evaluation Process,” as Appendix 12 to the *Presbyterian Mission Agency Manual of Operations*. See attached.

Background:

Interest in program evaluation has a long history in the Presbyterian Mission Agency. In early 2005, a task force of Presbyterian Mission Agency Board members explored a variety of options for “Performance Excellence at All Levels,” but none were good fit with the full variety of Presbyterian Mission Agency programs.

The design of a program evaluation process was referred to staff for follow-up. A placeholder for the description of the process was created as an appendix to the Manual of Operations.

In the years that have followed, staff have been perfecting a program evaluation process, consistent with the mandate to review each Presbyterian Mission Agency program on a quadrennial basis.

As of August 2013, the program evaluation process has been tested through six cycles, including twenty-two programs. Five reviews are underway, in the seventh cycle of the process. Staff have refined the process through the cycles and are ready to fill that placeholder spot in the Manual of Operations with this brief description.

- b. In response to the directive of the 220th General Assembly (2012), include the recommendation that the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees in the *Presbyterian Mission Agency Manual of Operations* Appendix 1, Section B., paragraph 3., “General Assembly Advisory and Advocacy Committees.” (Addition is underlined.)

B. Advocacy Committee for Racial Ethnic Concerns (ACREC)

3. Access

The Advocacy Committee for Racial Ethnic Concerns shall have direct access to the General Assembly and the Presbyterian Mission Agency Board. In accordance with the recommendation of the 220th General Assembly (2012), the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees for strategic reflection and anticipation concerning racial ethnic concerns.

Access to the General Assembly and the Presbyterian Mission Agency Board shall be in the form of policy statements, resolutions, study papers, racial involvement reports, a yearly narrative report, Advice and Counsel Memoranda, and other appropriate correspondence. Advice and Counsel Memoranda shall be developed in consultation with other advisory and advocacy committees as appropriate.

The committee shall submit its General Assembly report to the Presbyterian Mission Agency Board Executive Committee for review and possible comments by the Presbyterian Mission Agency Board.

- c. In response to the directive of the 220th General Assembly (2012), include the recommendation that the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees in the *Presbyterian Mission Agency Manual of Operations* Appendix 1, Section C., paragraph 3., “General Assembly Advisory and Advocacy Committees.” (Addition is underlined.)

C. Advocacy Committee for Women’s Concerns (ACWC)

3. Access

The Advocacy Committee for Women’s Concerns shall have direct access to the General Assembly and the Presbyterian Mission Agency Board. In accordance with the recommendation of the 220th General Assembly (2012), the Presbyterian Mission Agency Board shall meet at least once every two years with the elected leadership of the advocacy committees for strategic reflection and anticipation concerning women’s concerns.

Access to the General Assembly and the Presbyterian Mission Agency Board shall be in the form of policy statements, resolutions, study papers, a yearly narrative report, Advice and Counsel Memoranda. Advice and Counsel Memoranda, and other appropriate correspondence shall be developed in consultation with other advisory and advocacy committees as appropriate.

The committee shall submit its General Assembly report to the Presbyterian Mission Agency Board Executive Committee for review and possible comments by the Presbyterian Mission Agency Board.

Background:

The 220th General Assembly (2012) approved the recommendation of the Advisory and Advocacy Review Committee to “Instruct the GAMC to meet at least once every two years with the elected leadership of the advocacy committees.” Including this recommendation in the *Presbyterian Mission Agency Manual of Operations* will not only serve as a reminder to follow up on this directive of the General Assembly, but also emphasize the importance of the meeting between the Board and the Advocacy Committees to deliberate and collaborate on racial ethnic and women’s concerns.

- d. **Authorize the chair and vice-chair of the Board to review and approve requests to celebrate Holy Communion in between regular meetings of the Executive Committee and report any approvals at the next meeting.**
- e. **Add the above to duties of Chair and Vice-Chair in Appendix 1B of the *Presbyterian Mission Agency Manual of Operations*.**

Background:

One of the responsibilities of the Executive Committee, as stipulated in the *Presbyterian Mission Agency Manual of Operations*, is to “Review and act upon all requests to celebrate Holy Communion.” In the past few months, several groups have sent requests to the Executive Committee with very little advance notice. Giving the chair and vice-chair the authority to approve these requests will prevent the need to call special meetings to approve last minute requests for approval to serve Holy Communion.

II. FOR INFORMATION:

1. Gift Acceptance Policy

The “Gift Acceptance Policy” requires that the Policy “be reviewed annually upon collecting feedback from Presbyterian Mission Agency Staff. Changes will be submitted to the Presbyterian Mission Agency Board for approval, through the Board’s Executive Committee.”

The Leadership Cabinet would like to report that the Policy was reviewed by staff and recommend that no changes be made at this time.

2. Minutes of Advocacy Committee Meetings

Staff of the Executive Director’s Office reviewed the Minutes of the Advocacy Committee for Racial Ethnic Concerns and the Advocacy Committee for Women’s Concerns for the years 2011 and 2012.

Advocacy Committee for Racial Ethnic Concerns:

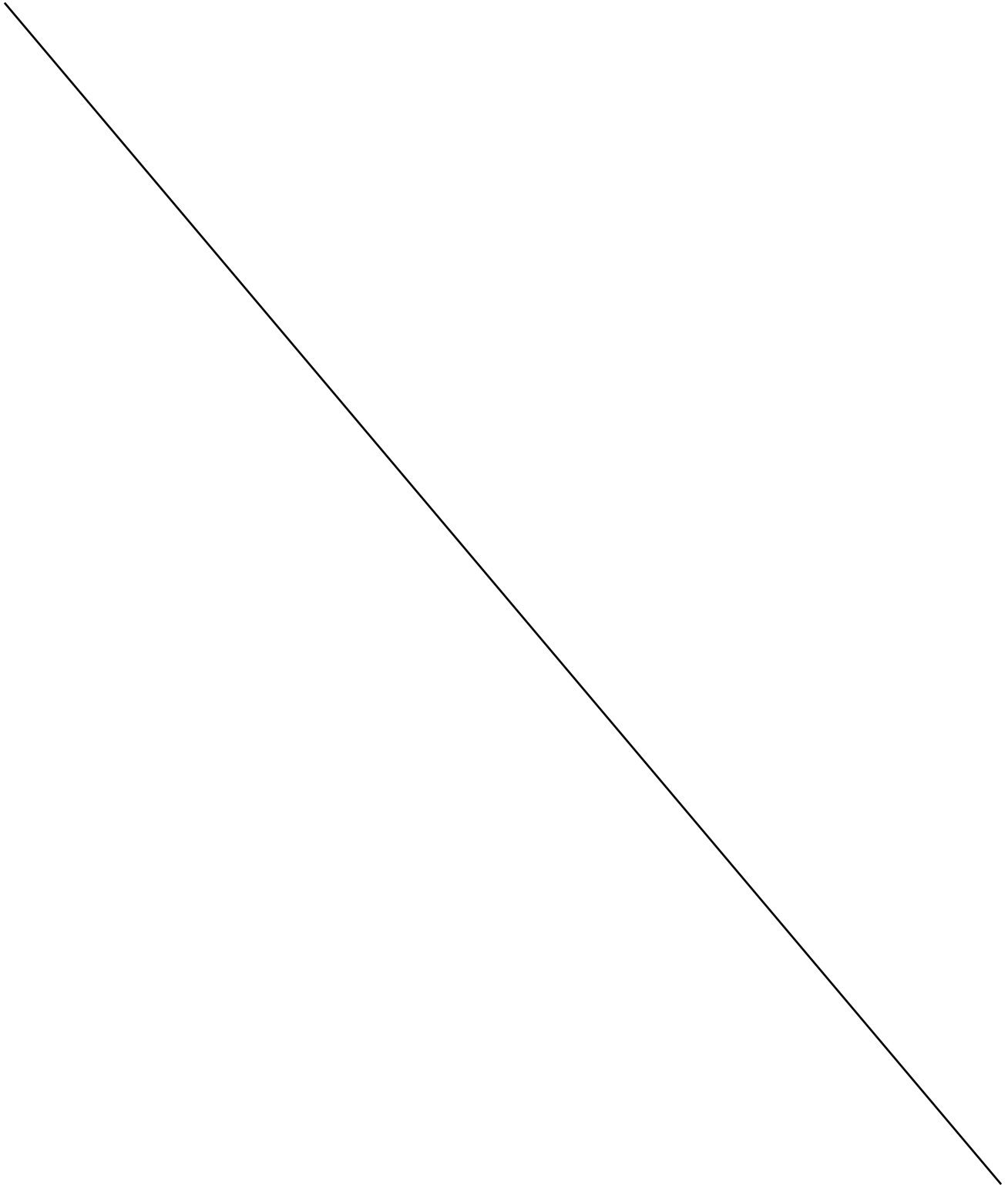
- March 3-5, 2011
- July 21-23, 2011
- November 10-12, 2011
- August 22-25, 2012

Advocacy Committee for Women’s Concerns:

- March 23-24, 2011

- September 15-17, 2011
- January 17-19, 2012
- September 5-7, 2012

The minutes reviewed were, for the most part, in compliance with the established guidelines. Corrections were noted and suggestions were offered for future minutes.



Program Evaluation Process

The Program Evaluation Process is a systematic method to review and evaluate the goals, objectives, and activities of all programs and program areas of the Presbyterian Mission Agency. All programs and program areas will be reviewed at least once within a 4-year rotation period to determine how well the goals and objectives are being achieved and if they are in alignment with the Presbyterian Mission Agency's Mission Work Plan.

The following data will be gathered to complete the evaluation:

- the purpose statement of the program,
- the Mission Work Plan objectives/activities related to this program/program area
- financial data,
- feedback from constituency groups (NOTE: Constituent groups will include both those who are using and benefitting from the program and those who are not using and benefitting but potentially could be), Research Services will Invite the constituents, peers, and at least two Presbyterian Mission Agency Board members to complete the survey. Responses will be returned directly to Research Services for compilation and summary of the results.

Once the above data has been compiled, the supervising director for the area being evaluated will convene appropriate staff to discuss the following questions:

- a. How well is the program accomplishing its purpose?
- b. What impact is the program having?
- c. Is the program cost effective? How so? Or why not?
- d. Is the program well managed? How so? Or why not?
- e. Is the program adequately resourced (funds, staff, etc.)? How so? or Why not?
- f. To what extent does the program help the PMA achieve its directional goals?
- g. If \$100,000 in new funds were available, would we invest in this program? Why or why not?
- h. Is the PMA best suited to do this work or does it/can it be done at another level?
- i. What recommendations are noted and need to be shared from this program's evaluation?

Using the responses to the above nine questions, the supervising director will prepare an executive summary to be discussed cross-functionally at a meeting of the Strategy Coordination Leadership Team.

Discussion will:

- a. acknowledge the program's progress/accomplishments with gratitude
- b. recommend program improvement(s)
- c. initiate a more extensive evaluation, if necessary
- d. determine any further follow-up actions

The executive summary of each Program Evaluation will be available to the Presbyterian Mission Agency Board as requested through the Executive Director's Office.

**ITEM H.107
 FOR ACTION**

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

Subject: Report of the Personnel Subcommittee

Action Item:

Subject: Authorization to Make Changes in the Staffing Structure

Recommendation:

1. **The Personnel Subcommittee recommends that the Executive Committee propose, for approval by the Presbyterian Mission Agency Board and the 221st General Assembly (2014), changes to the *Manual of Operations* which would authorize the Presbyterian Mission Agency Board to make final decisions regarding the high level structure of the Presbyterian Mission Agency staff organization:**

Amend Section V: “Presbyterian Mission Agency Staffing” as follows:

V. Presbyterian Mission Agency Staffing

- A. ~~The Presbyterian Mission Agency Board fulfills its work, in part, through staff led by the Executive Director. The Executive Director carries out responsibilities with staff in the following ministries: Mission, Communications and Funds Development, Shared Services; and the Office of the Executive Director. For the Presbyterian Mission Agency staff organization, refer to Appendix 2A.~~
- B. ~~Between meetings of the General Assembly, t~~ **The Presbyterian Mission Agency Board, upon recommendation of the Executive Director, is authorized to restructure the staff organization, always in alignment with the mission direction of the General Assembly. Any such organizational changes will be reported to the next General Assembly.**

Rationale:

The Manual of Operations consists of two sections: a Manual –policy direction under the purview of the General Assembly, and Appendices – operational guidance under the purview of the Presbyterian Mission Agency Board. The General Assembly must approve any changes to the Manual section. The Appendices may be amended by the Presbyterian Mission Agency Board provided that a report outlining any changes is submitted to each General Assembly for information.

The proposed changes are in the Manual section, and therefore require General Assembly approval. As required by the Manual of Operations, these amendments are in compliance with the

Book of Order, the General Assembly Deliverances, the Organization for Mission, and the Standing Rules of the General Assembly.

The Manual of Operations is clear that "...the Presbyterian Mission Agency Board is authorized to restructure the staff organization, always in alignment with the mission direction of the General Assembly." It is also clear that the Presbyterian Mission Agency Board must report such changes to the General Assembly.

However, other phrases, in this same section, obscure that authority, by detailing the high level structure of the Presbyterian Mission Agency (Mission, Communications and Funds Development, Shared Services and the Office of the Executive Director) in a section of the Manual that only the General Assembly can amend.

The proposed change brings the Presbyterian Mission Agency in line with the other five General Assembly agencies. In each case, the high level structure of the staffing organization is determined either the agency's board (elected by the General Assembly) or senior executive (elected or confirmed by the General Assembly.)

2. **The Personnel Subcommittee recommends that the Executive Committee propose, for approval by the Presbyterian Mission Agency Board, changes to *Manual of Operations*, Appendix 2A and 2B, which describe the staff organization:**

Amend Appendix 2A and 2B as follows:

Appendix 2A: Presbyterian Mission Agency Staff Organization

The Executive Director carries out responsibilities with staff in the following ministries: the Office of the Executive Director, Mission, Shared Services, Communications and Funds Development.

I. Mission Administration

A. Office of the Executive Director

The primary purpose of the office is to provide overall leadership and support for the mission of the Presbyterian Church (U.S.A.) working with and through the Presbyterian Mission Agency Board and the ~~General Assembly~~ Ministries. The office is divided into mission administration areas, one of which is shared with the Office of the General Assembly:

1. **Advocacy Committee Support which includes, Advocacy Committee for Racial Ethnic Concerns, and Advocacy Committee for Women's Concerns.**
2. **Human Resources**
3. **Internal Audit**
4. **Legal & Risk Management**
5. **Policy, Administration and Board Support**

B. Shared with the Office of the General Assembly

1. **Mid Council Relations**

C. Deputy Executive Directors

~~The General Assembly~~ Ministries are led by two Deputy Executive Directors and two Senior Directors, reporting to the Executive Director.

1. Deputy Executive Director for Mission
 - a. Evangelism and Church Growth
 - b. Compassion, Peace and Justice
 - c. Racial Ethnic and Women's Ministries/Presbyterian Women
 - d. Theology, Worship and Education
 - e. World Mission
 - f. Research Services
2. Deputy Executive Director for Shared Services
 - a. Finance and Accounting
 - b. Information Technology
 - c. Presbyterian Center Services
 - d. Presbyterian Distribution Services
3. Senior Director for Communications
 - a. Mission Communications
 - b. Communications Services
4. Senior Director for Funds Development Ministry
 - a. Major Gifts
 - b. Church Support
 - c. Special Offerings and Appeal
 - d. Relationship and Development Operations

II. Changes to the staff structure

- A. Changes to the ministry area structure of the Presbyterian Mission Agency (Communications, Funds Development, Mission, Office of the Executive Director, and Shared Services) must be approved by the Presbyterian Mission Agency Board, upon recommendation by the Executive Committee and the Executive Director.
- B. Changes to the structure within a ministry area must be approved by the Presbyterian Mission Agency Board Executive Committee, upon recommendation by the Executive Director.

APPENDIX 2B: Ministries

I. Mission Ministries:

A. Evangelism and Church Growth

The Evangelism and Church Growth Ministry equips, empowers, and inspires individuals, congregations and governing bodies to share their personal faith in Christ and to become connected to a community of faith. This work is done in partnership with synods and presbyteries. Work area offices carry out this ministry by coaching and training leaders to plant new churches, to transform existing congregations, and to effectively share and live out the Gospel in our increasingly multicultural world.

B. Compassion, Peace and Justice

The Compassion, Peace and Justice Ministry seeks to support, assist and involve congregations and mid councils in ministries of compassion, justice, and peacemaking. This ministry responds to disasters, provides support for sustainable community development, and works to alleviate hunger and poverty nationally and around the world. It also addresses injustice in all arenas of life and advocates for just and peaceful solutions to situations of violence, conflict and oppression. This work is done in collaboration with mid councils, partner churches, ecumenical partners and community-based organizations. Work areas and offices carry out this ministry in a variety of ways, providing resources, supporting networks, sponsoring events that equip congregations to witness to God's healing and reconciling activity in the world.

C. Racial Ethnic and Women's Ministries/Presbyterian Women

The Racial Ethnic and Women Ministries/Presbyterian Women Ministry seek to develop leaders, to work for racial and gender justice and equality, and to cultivate Presbyterian communities of faith that truly reflect the increasing multicultural makeup of our society. Work areas and offices carry out this ministry through networks, events, publications, communication, advocacy, and financial support.

D. Theology, Worship, and Education

The Theology, Worship, and Education Ministry assists the whole church in its common calling to explore the riches of the gospel, worship the one Triune God, and strengthen the ministries of the church. In partnership with congregations, presbyteries, and seminaries, Theology, Worship, and Education develops educational materials, worship resources, leader development programs, spiritual enrichment processes, and theological studies that support the church's faith and life. This Ministry also bears responsibility for Faith and Order ecumenical work on behalf of the entire Presbyterian Mission Agency.

E. World Mission

The World Mission Ministry carries on the Presbyterian calling and tradition of sending missionaries, sharing and living out the gospel, and supporting partner Christian ministries around the globe. Work areas and offices in this ministry include supporting dozens of partner churches in many countries, working with international ecumenical bodies, and sending hundreds of full time, part time, and volunteer mission personnel to over 60 countries around the world. World Mission supports mission involvement throughout the PC(USA) by providing mission education, networking opportunities, opportunities to volunteer nationally, and leadership development for young adults serving nationally and internationally.

II. Support Ministries

A. Communications Ministry

Communications Ministry communicates the mission and ministry of the Presbyterian Mission Agency Board and the role and activities regarding mission in the PC(USA).

B. Funds Development Ministry

Funds Development Ministry encourages, implements, and guides stewardship and giving to fund the Presbyterian Mission Agency and the mission and ministry of connectional entities and agencies of the PC(USA).

C. Shared Services

Shared Services Ministry faithfully receives, records, and reconciles contributions offered to the church from congregations and presbyteries. Shared Services assists the ministry areas in budgeting, disbursing, documenting, and financial reporting. Shared Services prints, packages, mails, and distributes denominational materials to congregations, mid councils, and to mission fields across the nation and the world. Shared Services also provides support for, information technology, property management, and Presbyterian Center operations.

III. Amendments to these Descriptions

Amendments to these descriptions of the staff structure components may be approved by the Presbyterian Mission Agency Executive Committee upon recommendation by the Executive Director.

Rationale

The Manual of Operations distinguishes between the role of the Presbyterian Mission Agency Board and the Executive Director. The Board focuses on mission, vision and directional goals, while the Executive Director is charged with implementing the directions of the Board. The Manual of Operations describes the role of the Executive Director with respect to staff, in this way:

“The Executive Director reports to the Presbyterian Mission Agency Board Executive Committee and the Board itself. The Executive Director shall provide direction, leadership, and coordination for the total mission program and shared services including review and evaluation.”

And

“The Presbyterian Mission Agency Board fulfills its work, in part, through staff led by the Executive Director.”

The Presbyterian Mission Agency Board meets five times over a two year period. The Executive Committee meets, by conference call, every other month.

The changes proposed in this motion, allow the Executive Committee to approve changes to the internal structure of the Ministries, while preserving Presbyterian Mission Agency Board responsibility for the high level structure of the Presbyterian Mission Agency. This change will allow the structure of the Presbyterian Mission Agency to be more flexible and nimble to meet the changing needs of the church.

The impact of this revision with respect to changes in the top level structure of the Presbyterian Mission Agency (Communications, Funds Development, Mission Office of the Executive Director and Shared Services) may be seen in the chart below:

Current Process

	Search Committee	Executive Director	Personnel Subcommittee	Executive Committee	Board	General Assembly
Consultation			optional	optional		
Recommendation		X	optional	X	X	
Decision						X

Proposed model: Board as final decision-maker

	Search Committee	Executive Director	Personnel Subcommittee	Executive Committee	Board	General Assembly

PRESBYTERIAN MISSION AGENCY BOARD

September 25, 2013

Minutes of the Executive Committee

Appendix 6 - Page 6 of 7

Consultation			optional	optional		
Recommendation		X	optional	X		
Decision					X	

The impact of this revision with respect to changes in the ministry area structures of the Presbyterian Mission Agency may be seen in the chart below:

Current Process

	Search Committee	Executive Director	Personnel Subcommittee	Executive Committee	Board	General Assembly
Consultation			optional	optional		
Recommendation		X	optional	X		
Decision					X	

Proposed Model: Executive Committee as final decision-maker

	Search Committee	Executive Director	Personnel Subcommittee	Executive Committee	Board	General Assembly
Consultation			optional	optional		
Recommendation		X	optional			
Decision				X		

Information Items:

BOP Medical Dues Information (from the BOP’s web site): At its June 29, 2103 meeting in Philadelphia, the Board of Directors of The Board of Pensions approved an increase in Traditional Program dues, effective January 1, 2014, and a change to the medical dues model, effective January 1, 2015. The direction for medical dues for 2014 and 2015 was determined by the Healthcare Committee at its special meeting in Dallas on May 23. This recommendation was made to the Board of Directors, which authorized the applicable amendments to the Medical Plan.

Traditional Program Medical Dues

2014: The current medical dues model will continue, with dues for the Traditional Program increasing from 21 percent of the member’s effective salary in 2013 to 23 percent in 2014.
 2015: A new medical dues model will take effect, with dues for the Traditional Program set at 24.5 percent for members with covered partners and/or dependent children and 23 percent for member-only coverage. (Member-only coverage would likely be used in situations where members are single or other coverage is available for covered partners and/or dependent children, such as when the covered partner has employer-sponsored coverage.) Employing organizations would have the ability to share with the member none, some, or all of the additional 1.5 percent dues charged for covered partners and/or dependent children. A proposal will be presented to the December 16, 2013 meeting of the Personnel Subcommittee for recommendation to the February 2014 meeting of the Executive Committee meeting.

The potential impact to the Presbyterian Mission Agency 2014 budget is projected to be at least \$474,843.00.

Deductible

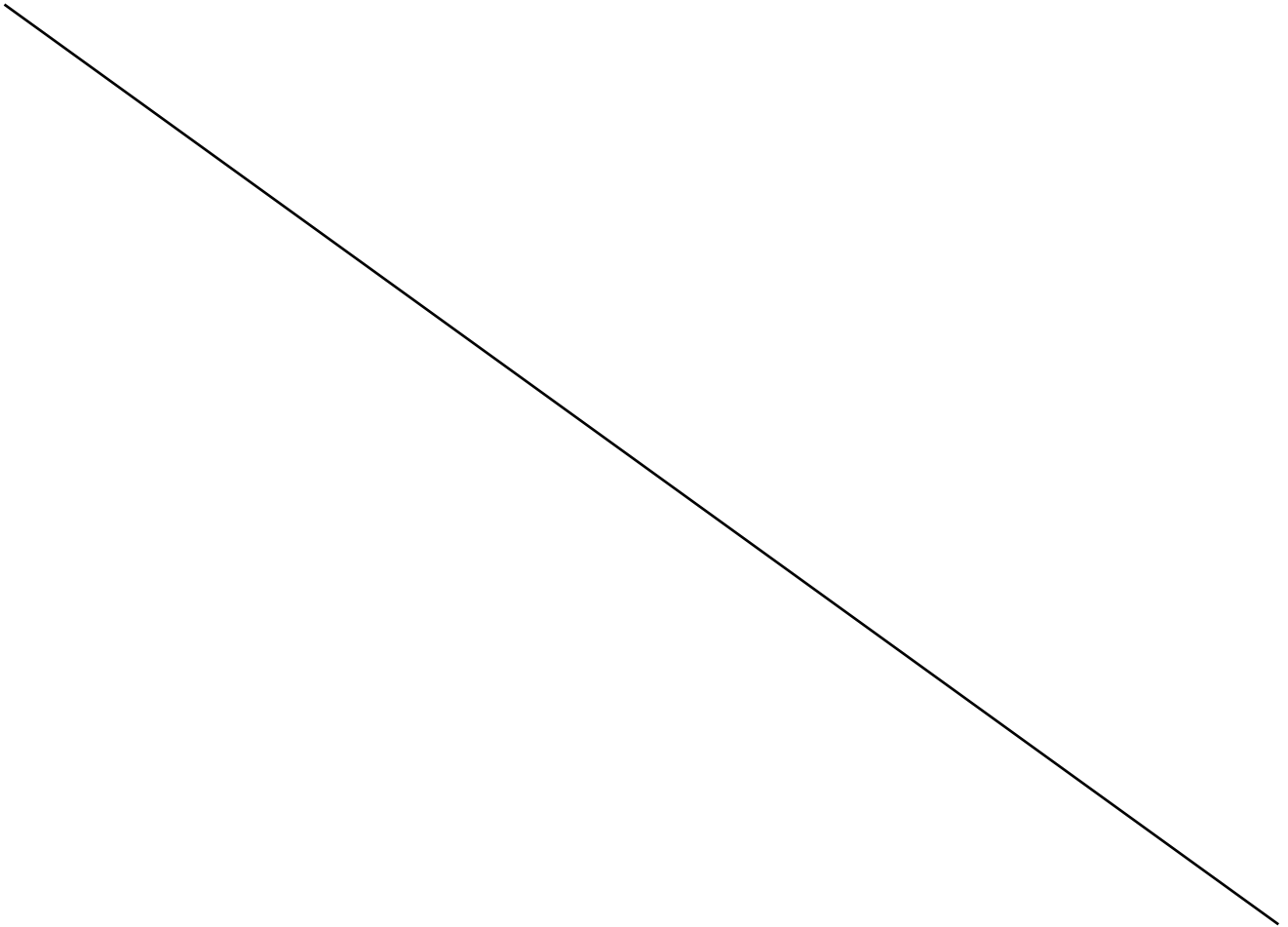
2015: The annual medical deductible for covered services provided in network will increase from 1.25 percent of the member’s effective salary to 1.5 percent in 2015. Members will have the opportunity to reduce their 2015 deductible to 1.0 percent by completing certain “Call to Health”

actions in 2014. The deductible for covered services provided out of network will continue to be 2.5 percent of the member's effective salary through 2015.

Pay Equity: By or before the September Presbyterian Mission Agency Board meeting, Human Resources plans to submit a report on Pay Equity to the Justice Committee, the Personnel Subcommittee, and the Executive Committee.

Annual Evaluation Process: Human Resources completed the process of informing all staff about the new Performance Management process. The process began with the development of the 2013-2016 Mission Work Plan for the Presbyterian Mission Agency which translated from organization goals to department goals down to personal/individual goals and performance objectives. Employees submitted their performance objectives at mid-year to be approved by their supervisor. These goals will be used in the annual evaluation process at the end of 2013 as well as in regular management of job performance. The Presbyterian Mission Agency Compensation Program, effective January 1, 2013, includes both standard annual pay increases for all staff and a pay for performance merit increase, as such increases are allowed by the budget.

Compensation of Vendor Employees: Staff provided information to the ACSWP and the ACWC responding to their concerns regarding compensation provided by vendors to their staff that provide housekeeping and security services at 100 Witherspoon Street. At its June 2013 meeting, the ACSWP voted to request that the Presbyterian Mission Agency add a criterion to its contractor selection process for housekeeping and security staff pertaining to the availability and affordability of healthcare benefits. The ACSWP proposal was submitted to the Chair of the Presbyterian Mission Agency Board and its Executive Director and is under review.



ITEM H.200 FOR INFORMATION

Survey Regarding Future Board Meetings

During the Executive Committee retreat in August, there was conversation about the need to begin thinking differently about the logistics of Board meetings, in order to provide more flexibility in terms of Board member scheduling needs and the availability of per capita funds (which are used to support Board meeting expenses.)

Staff were asked to bring several proposals for alternate Board meeting arrangements for input at the September Board meeting.

The current model for Board meetings is as follows:

Current Model	Tues	Wed	Thu	Fri
Morning	X/T	E/T	C	P
Afternoon	A/T	P	P	T
Evening	X/T	C	X	X
Beds	20	40	40	
A/V expense		AV	AV	AV

A-Audit
 C-Committee
 E-Executive Committee

P-Plenary
 T-Travel
 X-No Meeting

With the exception of the Audit Committee and Executive Committee meetings, this is basically a two-day meeting, over a three-day period. The primary savings from any modifications to Board meeting logistics would come in the area of room nights at the hotel and audio/visual expenses.

In addition, with the current model, there are five meetings in each two year cycle of Board meetings. Each meeting generally follows this same two-day meeting over a three-day period pattern.

The member survey, enclosed below, will seek Board member input on three possible changes:

- Length of Board meetings
- Days of the week for Board meetings
- The possibility of variable meeting types, depending upon where we are in the two-year meeting cycle.

Length of Board meetings

1.5-day meetings over a two-day period

Adding an evening session would allow much of the same work to occur over a two-day period, producing A/V savings, but not significant room nights..

Option A				
Morning	X/T	E/T	C	T
Afternoon	A/T	P	P	X
Evening	X/T	C	P	X
Beds	20	40	40	
A/V expense		AV	AV	

A-Audit
 C-Committee
 E-Executive Committee

P-Plenary
 T-Travel
 X-No Meeting

With a significant re-shuffling of meeting times for the various committees, it might be possible to also produce savings in room nights:

Option B			
Morning	X/T	C	P
Afternoon	A/T	P	P
Evening	E/T	P	T
Beds	40	40	?
A/V expense		AV	AV

A-Audit
C-Committee
E-Executive Committee

P-Plenary
T-Travel
X-No Meeting

If a plenary session could be eliminated, this model could be squeezed even further:

Option C			
Morning	X	E	P
Afternoon	A/T	P	P
Evening	X/T	C	T
Beds	20	40	?
A/V expense		AV	AV

A-Audit
C-Committee
E-Executive Committee

P-Plenary
T-Travel
X-No Meeting

One-day meeting over a two-day period

Reducing the meeting length even further becomes very difficult. With the elimination of an additional plenary session, this model might be possible, but it would be a very compressed meeting.

Option D			
Morning	X	E	P
Afternoon	A/T	P	T
Evening	X/T	C	X
Beds	20	40	
A/V expense		AV	AV

A-Audit
C-Committee
E-Executive Committee

P-Plenary
T-Travel
X-No Meeting

Days of the week for Board meetings

The basic variable for the days of the week for Board meetings, once the length of meeting is determined, revolves around which day of the week the meeting ends. The current pattern ends meetings on Friday. An option to consider would be, regardless of meeting length, ending meetings on a Saturday.

Ending the meeting on a Saturday would moves one day of the meeting schedule out of the standard work week, and into the weekend. Recent meeting patterns have attempted to allow members to travel home on Friday afternoon, or Saturday morning, if necessary, to ensure that all members were home by Sunday. This model has been convenient for teaching elders, but may not be the best model for ruling elders, many of whom are required to use vacation time to attend meetings during the week.

Variable Meeting Lengths

The current model of Board meetings has five meetings in each two year cycle, from GA to GA. Each meeting has the same pattern:

Tuesday	Wednesday	Thursday	Friday
Audit Committee	Executive Committee	Committees	Plenary
	Plenary Session	Plenary	
	Committee dinners	Informal time	

However, in terms of the key tasks for each meeting in the cycle, the load varies from meeting to meeting:

Meeting	Key Tasks
1 st meeting – Fall after GA	New member orientation New leadership/new committees GA Referrals Teambuilding Budget adjustments
2 nd meeting – Winter/Spring after GA	Teambuilding Monitor progress
3 rd meeting – Fall before GA	Monitor progress
4 th meeting – Winter before GA	Approve reports to GA Approve mission direction for budget planning Approve Responses to Referrals Elect board and committee leadership
5 th meeting – Spring before GA	Approve Budget Approve Comments on GA business

Therefore, one option that the Board might wish to consider is whether it would be useful to adapt the length and structure of meetings to match the anticipated load of business. When there is a lot of business, then having sufficient committee time would be useful in working through those details. When there is little business, then focusing time in committees for generative purposes or in plenary for leadership development purposes might be more appropriate.

One model for variable length meetings might be:

Meeting	Meeting Design
1 st meeting – Fall after GA	Mostly committee time – focused on orienting new members and building relationships within the committees Brief plenary
2 nd meeting – Winter/Spring after GA	Mostly plenary time – focused on monitoring progress with the Mission Work Plan
3 rd meeting – Fall before GA	Mostly plenary time – focused on monitoring implementation of Mission Work Plan
4 th meeting – Winter before GA	(Current format) Committee time Plenary time
5 th meeting – Spring before GA	(Current format) Committee time Plenary time

A key consideration for making this model work would be regular conference calls for committees to tend to the routine items of business that regularly occur.

The survey on the next page will be used to test Board member interest in these options.

Survey on Presbyterian Mission Agency Board Meeting Formats
September 2013

Please complete this survey and return it to staff in the Executive Director's Office.

1) Board meeting length

Currently Board meetings are 2 days long over a period of three days (from 3pm on day 1 to noon on day 3). Other meeting models are possible. Would you be interested in trying:

- a) 1.5 days of meetings over a 2 day period (from noon on day 1 through the end of day 2)?
Yes No
- b) 1.5 days of meetings over a 2 day period (from the morning of day 1 through noon of day 2)?
Yes No
- c) 1.5 days of meetings over a 2 day period (from noon of day 1 through late afternoon of day 2)?
Yes No
- d) 1 day meeting over two days (e.g. from noon of day 1 through noon of day 2)?
Yes No

2) Days of the Week for Board Meetings

Currently Board meetings end on Fridays at noon. Indicate your preference for the days of the week on which meetings should end.

Sunday <input type="checkbox"/>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>
---------------------------------	---------------------------------	----------------------------------	------------------------------------	-----------------------------------	---------------------------------	-----------------------------------

3) Variable length meetings

Currently every Board meeting has the same format: one half-day of plenary, one half-day of committees, and then two half-days of plenaries.

Other models are possible, such as a meeting model which uses different formats for meetings in different stages of the two year meeting cycle, resulting in fewer days in meetings during less busy times in the cycle?

For instance:

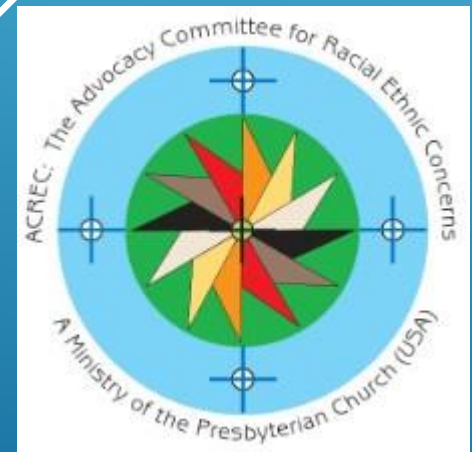
Fall after GA	Winter/Spring after GA	Fall before GA	Winter before GA	Spring before GA
Full-sized meeting, focused on building up committees	Shorter meeting – focused on plenary time	Shorter meeting – focused on plenary time	Full-sized meeting, committee and plenary time	Full-sized meeting, committee and plenary time

Would you be interested in trying a meeting model with variable meeting lengths? Yes No

Add any additional comments on the back side of this form.

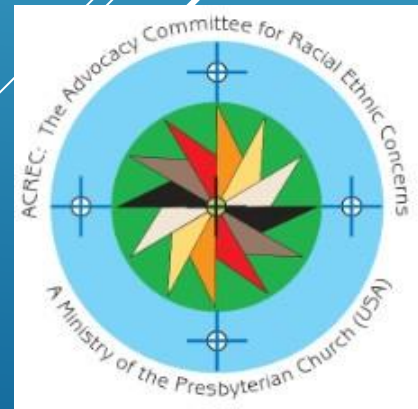
ADVOCACY COMMITTEE FOR RACIAL ETHNIC CONCERN

Presbyterian Mission Agency Board
Executive Committee
September 25, 2013



- ▶ The Advocacy Committee for Racial Ethnic Concerns, called by its acronym, ACREC, is a General Assembly committee called to advocate for full access for all racial-ethnic/immigrant groups to all programs, ministries, middle governing bodies and congregations in the Presbyterian Church by monitoring implementation of policy and corresponding actions, decisions and issues of racial ethnic concerns.

WHAT IS ACREC ?



- ▶ ACREC consists of twelve elected members:
- ▶ Two from each of the following constituencies (of which one shall be from the recognized caucus of that constituency):
 - ▶ African Americans
 - ▶ Asian Americans
 - ▶ Latino/a Americans
 - ▶ Native Americans
 - ▶ Middle Eastern Americans
- ▶ One member at-large
- ▶ One Presbyterian Mission Agency Board member

MEMBERSHIP

- ▶ Since last year ACREC has been working on various areas, among others:
 - ▶ We are doing anti-racism/cultural proficiency training at each of our meetings.
 - ▶ ACREC keeps in touch and hear from the racial ethnic caucuses at every meeting through the reports of the caucus representatives. We are encouraged by the work that the caucuses are doing.
 - ▶ ACREC has met with various staff at the Presbyterian Center. The following **STAFF** met with ACREC at some point during this year: Deb Davies, Office of the General Assembly (OGA), Manager of Facilities/Arrangements, Rhashell Hunter, Director, Racial Ethnic Women's Ministries/Presbyterian Women (REWM/PW); Vince Patton, Racial Ethnic Leadership Development Manager, Lisa Robbins, Director, Human Resources; Linda Valentine, Executive Director, Teresa Waggener, OGA, Co-Manager, Immigration Issues, Charles Wiley, Office of Theology and Worship.

WHAT HAS ACREC BEEN WORKING
ON IN THE LAST YEAR?

- ▶ ACREC had been following up actions of the 220th General Assembly which require ACREC involvement/ monitoring:
 - ▶ National Racial Ethnic Ministries Task Force
 - ▶ Christian and Jews paper
 - ▶ Hispanic National Strategy
 - ▶ Belhar Confession
 - ▶ Office of Immigration:” Being Church together”
 - ▶ Climate for Change: 6 years cultural proficiency plan.

WHAT HAS ACREC BEEN WORKING
ON IN THE LAST YEAR?

- ▶ Current events such as the Trayvon Martin case and the issue of Voting rights

WHAT HAS ACREC BEEN WORKING
ON IN THE LAST YEAR?

At the present time ACREC still working on what to bring for next year GA. This process will not be finalized until our November meeting. We can share some of the possibilities:

Anti-racism: Congregational tools for anti-racism training in various settings.

Calling for mandatory cultural proficiency training churchwide

Response to the referral about Racial Ethnic schools and colleges

Addressing race/ethnicity categories on PIF.

PLANS FOR THE 221 GENERAL ASSEMBLY



How can
ACWC
be the best
ACWC
in the world?

Intersectionality:

The reality for women who suffer not only from gender discrimination, but also experience a range of other power relations such as racial, ethnic, class, among others.

- For instance, most racial ethnic women experience discrimination not only because of their race but also because of their gender; in other words, racial ethnic women live the intersection of gender and race discrimination.

-Hearing and Singing New Songs to God, Report of the Women of Color Consultation Task Force to the 218th General Assembly (2008)



Connecting with women around the church



Presbyterian Mission Agency Board
September 25, 2013
Minutes of the Executive Committee
Appendix 9 – Page 4 of 6

- What do you see as the most pressing women's issues?
- What work are you doing addressing injustices toward women?

Recent topics of focus:

- Food Justice – In conjunction with the Ecumenical Advocacy Days gathering in Washington, D.C.
- Connecting with the Mexican Communion of Reformed and Presbyterian Churches
- Support systems for new clergywomen – first or later career
- Workers' Rights
- Human Trafficking
- Violence against women in the military



Toward General Assembly:

- Self-Study Report & Review

- Human Trafficking: Researching current PC(USA) policy – possible call for more comprehensive policy

- Workers' Rights: Researching current PC(USA) policy in light of Hyatt boycott situation

- Sexual Violence in the Workplace: (In collaboration with ACSWP) Focus on military, but also possibly other vulnerable workforces





Financial Update

Presbyterian Mission Agency

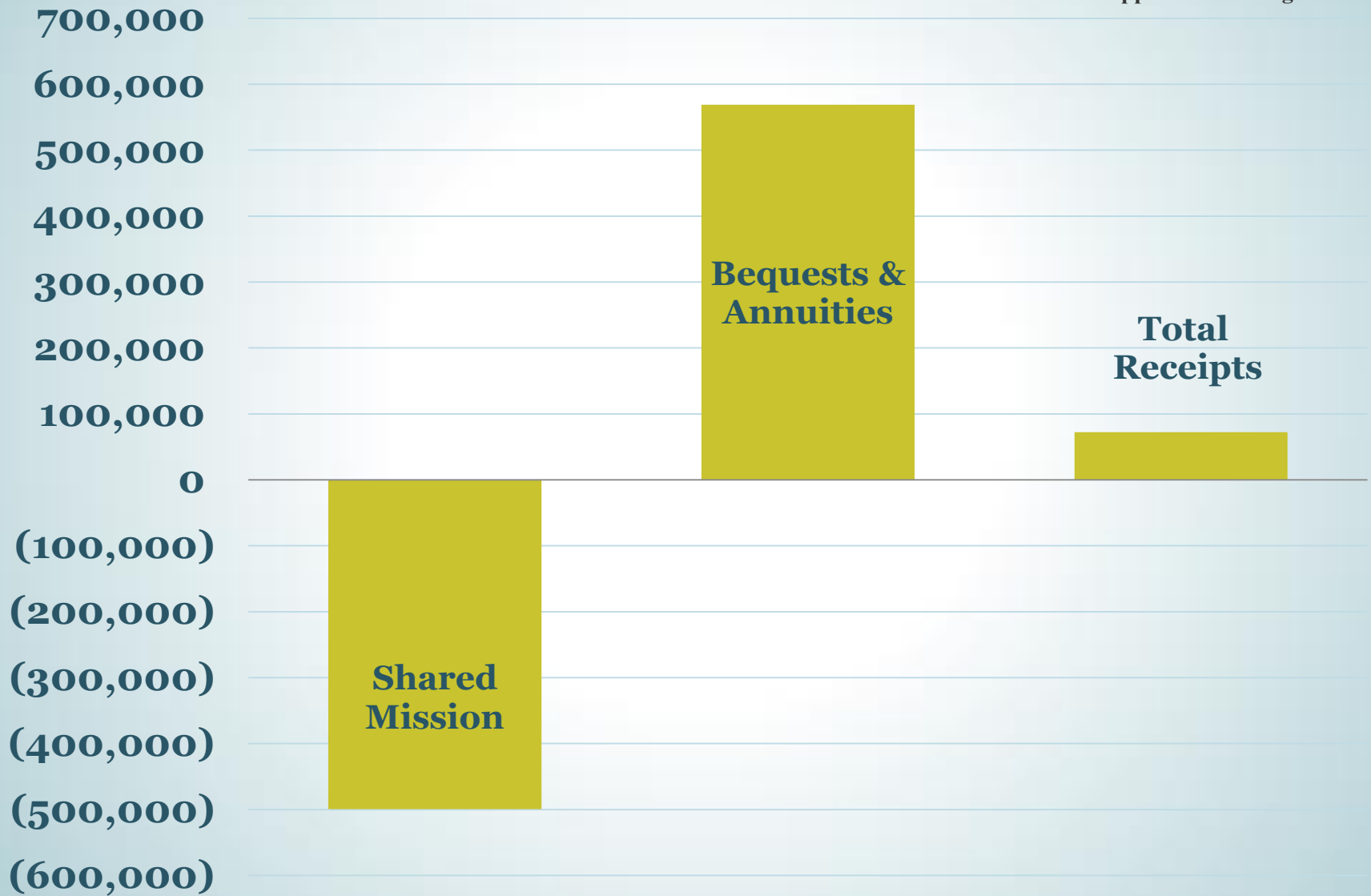
September 25, 2013
Minutes of the Executive Committee
Appendix 10 – Page 3 of 10

July 2013 - YTD Receipts

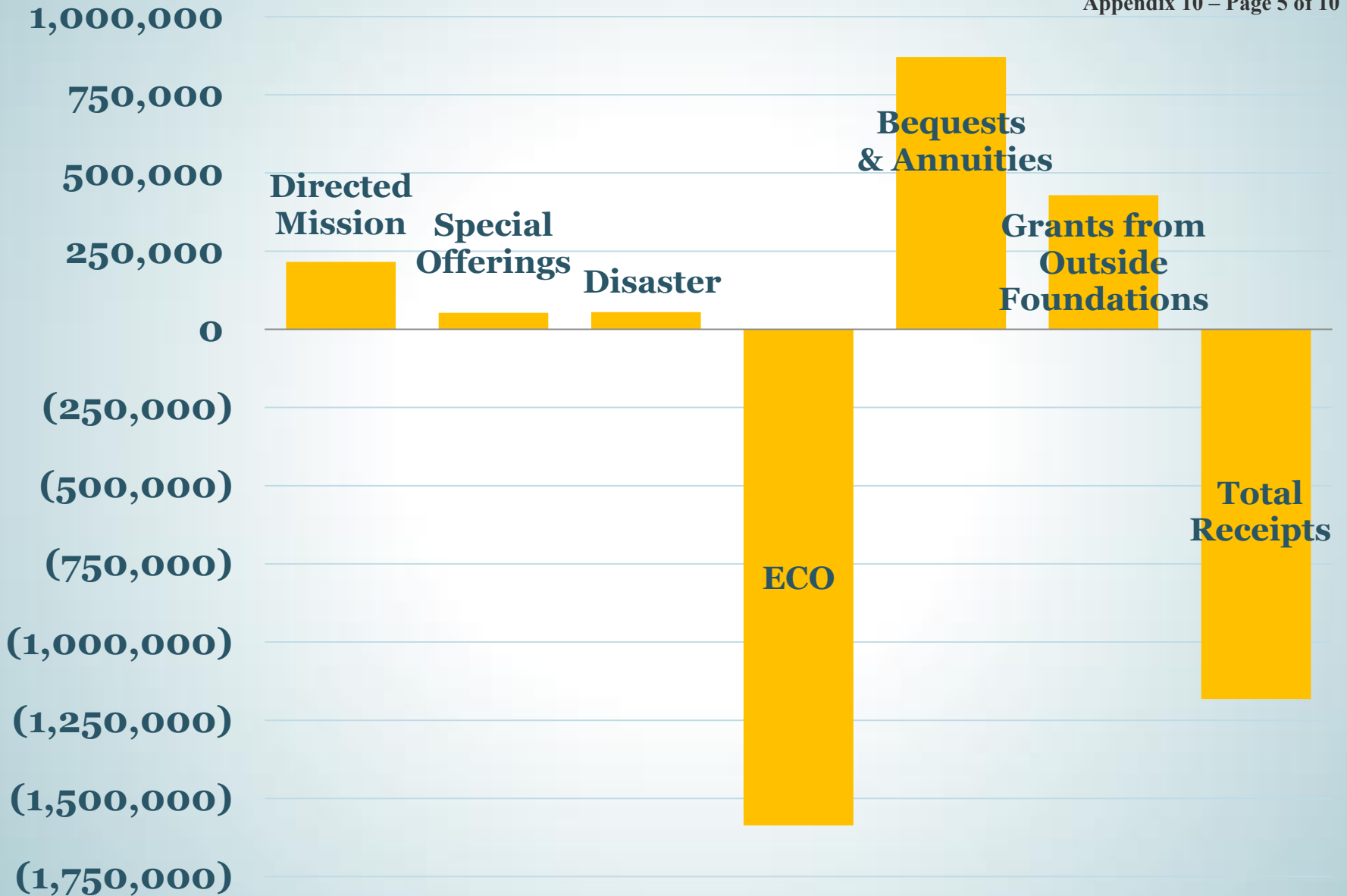


Unrestricted Receipts

Presbyterian Mission Agency Board
September 25, 2013
Minutes of the Executive Committee
Appendix 10 – Page 4 of 10



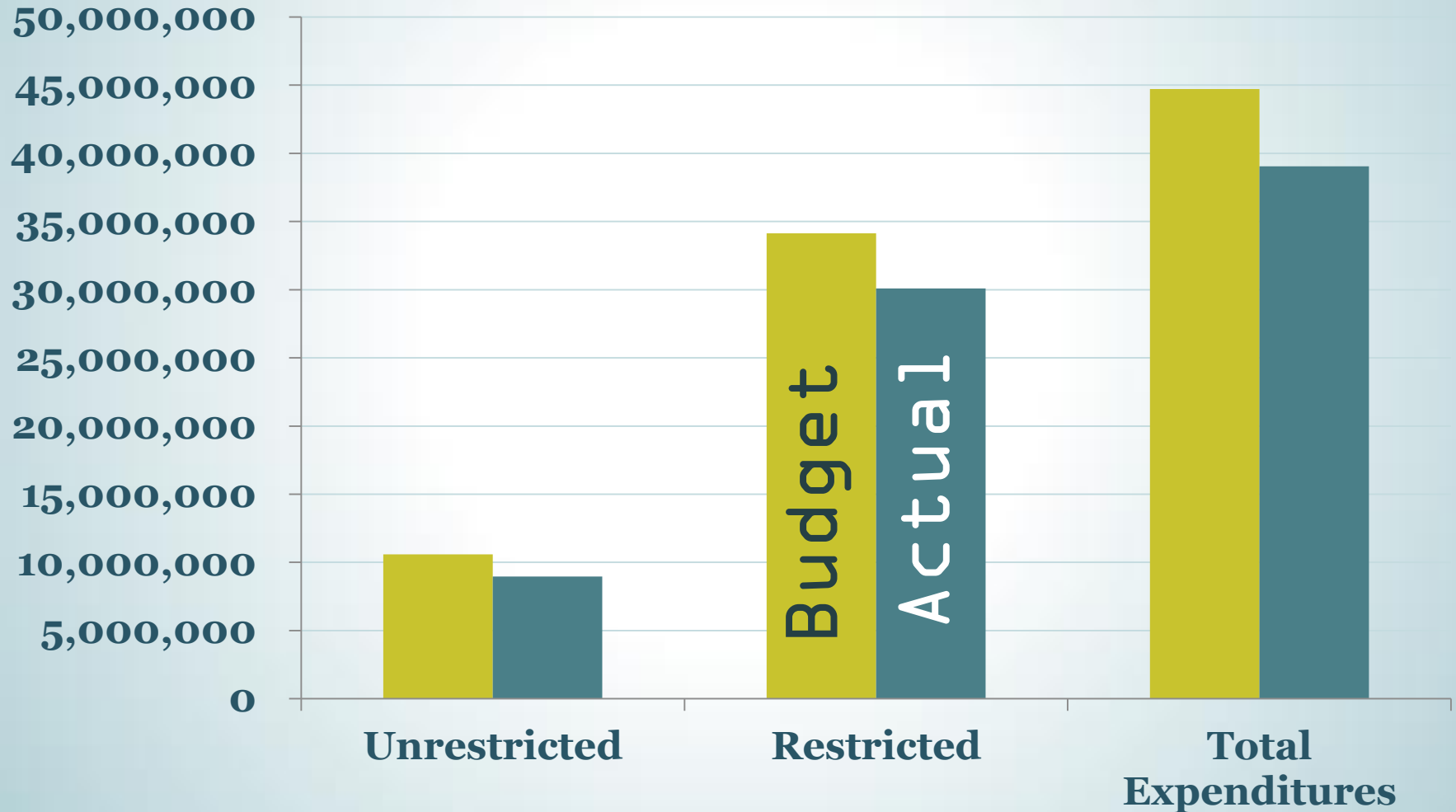
Restricted



Presbyterian Mission Agency

July 2013 - YTD Expenditures

Presbyterian Mission Agency Board
September 25, 2013
Minutes of the Executive Committee
Appendix 10 – Page 6 of 10



Mission/Department	Budget	Actual	% of Budget	Over/(Under) Spent
Deputy Executive Director's Office	823,626	662,392	80.42%	(161,234)
Theology, Worship & Education	4,945,091	4,351,911	88.00%	(593,180)
Evangelism & Church Growth	4,160,067	3,382,649	81.31%	(777,418)
Compassion, Peace & Justice	8,844,070	8,979,382	101.53%	135,312
World Mission	14,170,977	12,081,097	85.25%	(2,089,880)
Racial Ethnic & Women's Ministries	2,938,123	2,353,754	80.11%	(584,369)

YTD July 2013

Presbyterian Mission Program Fund (PMPF)

July 2013

\$3,165,889

Budgeted for Usage

\$1,474,440

Actual Utilization is 47%

Financial Summary

- Undesignated giving is less than planned
- PMA is managing costs YTD (\$1,474,440) planned reserve spending
- Year-end 2013 projected funding gap continues
- Budget Plan 2015 & 2016 will focus on ministries with high measurable impact and high alignment



**ITEM B.208
FOR INFORMATION**

Subject: World Mission Funds Development Report – YTD July 31, 2013

	2013 Annual Goal	YTD 2012	2013 Actual <i>Mission co-Worker Sending and Support</i>	Variance 2012 vs. 2013	
Individuals	\$4,080,000	\$2,562,205	\$971,799	(\$1,590,406)	38%
*Church Support:	<u>\$4,200,000</u>	<u>\$2,189,985</u>	<u>\$2,431,473</u>	<u>\$241,488</u>	111%
Total Revenue	\$8,280,000	\$4,752,190	\$3,403,272	(\$1,348,918)	72%
<i>*(DMS, ECO, MIJHH cash gifts from churches)</i>					
Expenses:					
Fund Raising	\$1,982,471	\$919,783	\$838,713	(\$81,070)	91%
Net Funds:	<u>\$6,297,529</u>	<u>\$3,832,407</u>	<u>\$2,564,559</u>	<u>(\$1,267,849)</u>	67%

Summary:

Our overall total revenue for the sending and support of mission co-workers from January through July 31, 2013 of \$3,403,272 is \$1,348,918 under or 72% of the total revenue for the same period last year. YTD revenue is 41% of the total annual goal of \$8,280,000. Included in the total last year was an anonymous gift of \$1,000,000. In addition there was a one-time gift of \$500,000 made by a major donor during the same period last year. These two gifts alone make up the bulk of the variance in the ytd results.

Our year to date projected fund raising expenses of \$1,156,441 were 58% of the annual budget of \$1,982,471. Actual fund raising expenses of \$838,713 are 73% of YTD projections and are \$317,728 under our target for expenses. This variance is, in part, due to the fact that we currently have two open positions. Our regional development manager positions for the east and for the south are currently vacant.

Total YTD cash to WM stands at \$2,564,559. This is \$1,267,849 or 67% under cash to need during the same period last year. This number reflects 41% of the total annual cash to need goal.

Background:

Individuals

Our total individual giving goal this year is \$4,080,000 which includes both our direct mail and our major gift programs. Our year to date revenue from individuals of \$971,799 is 38% of what was raised YTD during the same time period last year. This accounts for a variance of (\$1,590,406) and as stated in the summary above is attributed to two major gifts totally \$1,500,000 which were received during this time last year, and not repeated in 2013.

We continue to enhance and fine tune our communications to individuals so they are aware of the many ways they are able to make a gift. We continue to work to make it easier for online giving and to that end have done a revamp of our online give button. Individuals are able to give through the WM Giving opportunities catalog, Mission Crossroads magazines which are published three times annually, our direct response program which includes US mail as well as email follow up solicitations, our return thank you program, through our major gift program, and life gifts, or estate gifts through the Presbyterian Foundation.

In our **direct response** efforts, through July 31, 2013 we utilized six direct mail appeals, and received 3,229 gifts from 2,342 donors totaling \$212,842 toward mission co-worker sending and support. This total includes \$12,097 from 178 gifts received in response to our return thank you program. Our average response from the regular direct response program per gift is \$68. (Industry average for direct response is \$25-35.) Our expenses of \$216,710 are 69% of the projected YTD expenses of \$312,662 and reflect a difference of \$95,952.

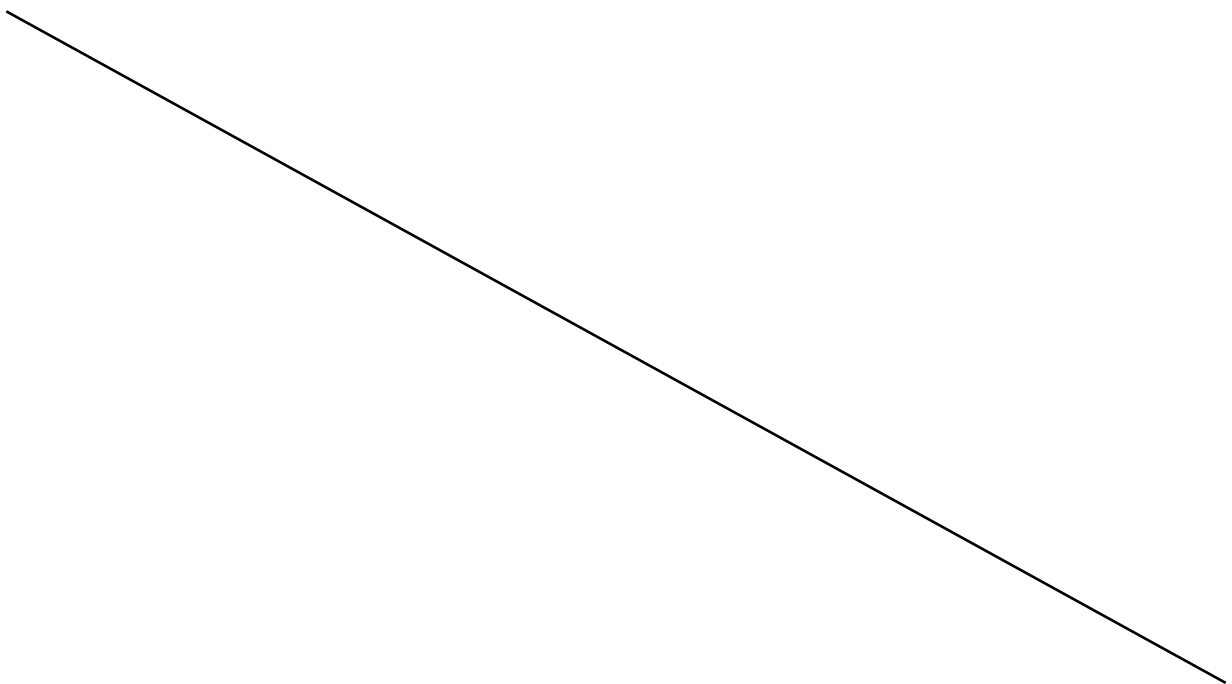
For our **major donor program** our YTD revenue of \$758,957 represents relationships with 493 donors whose average giving is \$1,500, and is 45% of the YTD projected goal of \$1,669,492. We have great opportunity to grow both the number of major donors and the average gift of donors. In the month of July, we upgraded our database research and have identified major donors who have a high capacity and likelihood to give to the mission of the church. We will be contacting these donors through personal calls and visits cultivating their giving. Many of these donors haven't previously been cultivated nor had a personal contact with our funds development staff. We are beginning this process and will see the results in the months to come. We also anticipate that this fall we will have the largest number of proposals presented to date. Many of these donors have been cultivated but haven't had an official proposal presentation. Many of these donors are located in the open territories where we currently lack Regional Development Managers. This allows us to develop new strategies to meet with and present proposals to these donors.

Expenditures of \$372,255 totaled 74% of the projected YTD expenses of \$504,194 and is \$131,939 under the expected expenses for this time frame.

Churches

(Church support combines DMS, ECO and Mission Initiative accounts.)

Our YTD church support revenue of \$2,431,473 is 111% and \$241,488 over revenue of \$2,189,985 received last year during this time. The church support number includes donations from 1,089 churches made to DMS, (\$1,597,858) sending and support ECO/MIJHH (\$833,615). Our YTD expenditures totaled \$249,748 and were 74% of the YTD expense projection of \$339,585 and are \$89,837 under current expected expenses.



**World Mission Fund Raising
Income Statement
July 31, 2013**

	2012 vs 2013				Month to Date Goal thru JULY 31, 2013				Year to date vs Year Goals			
	YTD July 31, 2012	YTD July 31, 2013	2012 vs 2011 Sending and Support	% of Difference	YTD Goal as of July 31, 2013	Actual as of July 31, 2013	Goal vs Actual Sending and Support	% of Goal	Goal/Budget	Actual as of July 31, 2013	Goal vs Actual Sending and Support	% of Goal
Revenue												
*Individuals	2,562,205	971,799	(1,590,406)	38%	2,137,919	971,799	(1,166,120)	45%	4,080,000	971,799	(3,108,201)	24%
**Churches	2,189,985	2,431,473	241,488	111%	2,022,508	2,431,473	408,965	120%	4,200,000	2,431,473	(1,768,527)	58%
Total Revenue	4,752,190	3,403,272	(1,348,918)	72%	4,160,427	3,403,272	(757,155)	82%	8,280,000	3,403,272	(4,876,728)	41%
Expenses												
Major Gifts	570,639	372,255	(198,384)	65%	504,194	372,255	(131,939)	74%	864,333	372,255	(492,078)	43%
Church Support	129,279	249,748	120,469	193%	339,585	249,748	(89,837)	74%	582,146	249,748	(332,398)	43%
Direct Response	219,865	216,710	(3,155)	99%	312,662	216,710	(95,952)	69%	535,992	216,710	(319,282)	40%
Total Direct Expenses	919,783	838,713	(81,070)	91%	1,156,441	838,713	(317,728)	73%	1,982,471	838,713	(1,143,758)	42%
Net Funds Available	3,832,407	2,564,559	(1,267,848)	67%	3,003,986	2,564,559	(439,427)	85%	6,297,529	2,564,559	(3,732,970)	41%
										should be at		58%

***Individuals**

Direct Response	272,691	212,842	(59,849)	78%	468,427	212,842	(255,585)	45%	1,080,000	212,842	(867,158)	20%
Major Gifts	2,289,514	758,957	(1,530,557)	33%	1,669,492	758,957	(910,535)	45%	3,000,000	758,957	(2,241,043)	25%
Total Individuals	2,562,205	971,799	(1,590,406)	38%	2,137,919	971,799	(1,166,120)	45%	4,080,000	971,799	(3,108,201)	24%

****Church Support**

DMS	1,464,824	1,597,858	133,034	109%	1,460,289	1,597,858	137,569	109%	3,150,000	1,597,858	(1,552,142)	51%
ECO (sending/support)	725,161	833,615	108,454	115%	562,219	833,615	271,396	148%	1,050,000	833,615	(216,385)	79%
Total Church Support	2,189,985	2,431,473	241,488	111%	2,022,508	2,431,473	408,965	120%	4,200,000	2,431,473	(1,768,527)	58%

**ITEM B.209
 FOR INFORMATION**

Subject: Special Offerings Report

Special Offering Receipts 2013 YTD (Jan.-July)

	2012	2013	Variance
OGHS	\$4,804,295	\$4,781,000	-0.48%
Pentecost	\$546,802	\$639,496	16.95%
Peacemaking	\$443,797	\$425,496	-4.12%
CJO	\$2,563,375	\$2,583,639	0.79%
Special Offerings	\$1,166.26	\$459	-60.63%
TOTAL	\$8,359,435	\$8,430,089	0.85%

preliminary, subject to audit

* PMA receives 60% of receipts of the Pentecost Offering, 40% is retained in congregations.

** PMA receives 50% of receipts of the Peacemaking Offering, 25% is retained by congregations and 25% is directed to presbyteries and synods.

Promotion/Communications

Our efforts to increase awareness of the Special Offerings through the internet continue to be met with success. Our utilization of sites such as Facebook, Twitter, YouTube, Instagram, Google Plus, and Pinterest enables us to leverage those individual networks, creating thousands of “brand advocates” who then organically spread our message to their own networks. The use of inexpensive YouTube advertisements has been especially beneficial in growing our audience as made evident by the 3,000-plus views online views of the 2013 One Great Hour of Sharing video (as compared to an average of 300-400 views on non-advertised videos).

The beginning of 2013 also saw the implementation of the Pentecost Offering Video Contest, in which churches from all over the denomination submitted youth-produced videos communicating why the Pentecost Offering was important to them as youth and why other churches should also participate in this offering. Three winners were chosen; the first two placers received scholarships for future youth events, and all received public praise and national exposure via our website and social media outlets. On a side note, it was great to be able to meet a few of the scholarship winners (who wouldn’t have been able to attend otherwise) at this year’s Presbyterian Youth Triennium.

The monthly Special Offerings e-newsletter continues to be received warmly by churches and church-goers throughout the denomination. There are many goals we are trying to achieve with the newsletter, including: keeping subscribers up-to-date on what Special Offerings is currently doing (e.g. special events/fundraisers), educating subscribers on the programs and ministries the offerings support, inspiring generosity through emotional investment in the impact made by Special Offerings gifts, providing tips for in-church Special Offerings promotion, and to providing easily-duplicated examples of how individual congregations are utilizing their share of retained Pentecost and Peacemaking Offering receipts.

Special Offerings continues to offer a physical presence at churchwide events and conferences across the country. Through this, we are able to provide “a face behind the brand” and even foster meaningful personal relationships with PC(USA) staff, pastors, and other church leaders – intentionally engaging those who are seen as influential on the national level. A lot of these relationships have been fostered through social media networking, an area in which Special Offerings has been a leader for the PC(USA). The combination of a physical presence at large events and our ability to network online continues to lead to successful fundraisers such as the Louisville Bats game at the start of this year’s Big Tent.

Production and Project Management

The new marketing firm, xiik, has completed a design cycle of three Offerings and is working on the fourth. Xiik has been contracted to design all four Offerings in 2014 to create continuity throughout.

All Offerings include printed and online resources and a series of e-blasts to constituents with information and giving opportunities.

Advertising in Presbyterian publications includes a brochure/mailer “tipped-in” offering the reader a chance to donate if they wish. These same brochure/mailers were sent in packs of 25 to congregations who do **not** receive the current offering, giving those interested constituents the opportunity to support an Offering. Results of these efforts are as follows:

OGHS Outlook tip-in (9 gifts, \$783.79)

OGHS bulletin 13 (a bulletin insert with reply envelope attached) (1,156 gifts, \$78,068.48)

OGHS NonDonor brochure/mailers (15 gifts, \$1,902)

Pentecost Outlook tip-in (6 gifts, \$535)

Pentecost NonDonor brochure/mailers (19 gifts, \$1,066)

These same efforts with the brochure/mailer will be used for the Peacemaking Offering and the Christmas Joy Offering promotion.

Direct Response / Special Offerings

2013 direct response efforts as of August 12, for two of the four Special Offerings have resulted in a total of \$22,030. Efforts included on-line gift tracking for—five (5) e-appeals and one (1) direct mail postcard for One Great Hour of Sharing and, seven (7) e-appeals for Pentecost. Pentecost was promoted through the Presbyterian Youth Triennium due to the General Assembly approval of promoting through Offering seasons.

Special Offering Direct Response 2013 YTD (Jan-August 12)		
Total received	Number of Gifts	Average Gift
\$22,030	231	\$95.37

Disaster Response / Emergency Appeals

Superstorm Sandy efforts began October 30, 2012, with totaled results of \$3,314,570 as of August 12, 2013; this figure consists of 523 text gifts of \$10 each (\$5,230) and \$3,309,340 in gifts received (7,353 gifts at an average of \$450 per gift).

Springs Storms 2013 efforts launched with an e-appeal targeting individuals on May 22, 2013, followed by an e-appeal to organizations, and a *new* dual-mailer to individuals. Because gifts received are being placed into DR000015 (Disaster Relief – USA Disasters & Emergencies), results are being tracking using the date range of May 23 through current). As of August 12, totaled results are \$912,360; this figure consists of 118 text gifts of \$10 each (\$1,180) and \$911,180 in gifts received (2,698 gifts at an average of \$338 per gift).

CONTACTS YTD	Total YTD	Goal	Balance to Goal
HARD (RE)*	2204	5,000	2,796
SOFT (RE/Excel)**	516,601	2,000,000	1,483,399

*Hard contact= 1 on 1 interaction (personal)

**Soft contact= Direct mail pieces, letters, emails, thank you, etc.

Constituents in Database – 257,505

APP DOWNLOADS	PERIOD	YTD
GRACIE	18	864
IMPACT365	11	707

**ITEM H.108
FOR ACTION**

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

Subject:

2013 General Assembly Mission Restricted Funds Grants

Recommendation:

That the Presbyterian Mission Agency Board (“PMAB”) Executive Committee forward the attached list of General Assembly Mission restricted funds grants to the PMAB with a recommendation for approval.

Background:

The 209th General Assembly (1997) approved a process whereby all councils could apply directly for the use of certain restricted General Assembly funds. The report further provided that funds “identified as consistent with the ongoing mission of a General Assembly entity [assigned funds] . . . are generally not on the table for partnership consideration.” Those remaining funds that are unassigned are made available using an extensive process that is mailed to all councils and is posted on the Presbyterian Church (U.S.A.) website each year by March 1.

The Restricted Funds Oversight Subcommittee (“RFOS”) is charged with providing oversight and guidance of the application process, reviewing applications for unassigned restricted funds, and making funding recommendations to the PMAB through the Executive Committee.

This year funds were available from 10 unassigned restricted funds with a total amount available of \$553,841. Most of the available funds (\$515,347) are in a single fund that is restricted to training of ministers for preaching and teaching the Bible in the Western U.S. The amounts available from the remaining funds ranged from \$1,058 to \$25,963.

Mid-councils, with four councils not submitting any proposals, recommended 24 applications for these restricted funds to the RFOS. Four of the restricted funds received no applications. The RFOS carefully reviewed all the applications and found that while most of the proposals qualified for consideration, a few applications could not be considered because the proposed program description did not fit the donor restriction and/or meet the requirements of the grant application process.

Of the 24 applications, 6 proposals (see attached list) were selected for funding, totaling \$92,269, which the RFOS recommends to the Executive Committee and the PMAB for approval.

2013 General Assembly Mission
Restricted Funds
Grant Recommendations

Item H.108

Synod	Presbytery	Applicant	Fund Number	Fund Restriction	Amount Granted
Southwest	Grand Canyon	Scottsdale Presbyterian Church; Scottsdale, AZ	58189	To be used for medical research where most needed	\$ 18,800
Living Waters	Western Kentucky	Presbyterian Church of Henderson (on behalf of Brain Injury Adventure Camp); Henderson, KY	58529	Used to provide for any educational opportunities which support the work of individuals who are involved in any way in ministry that benefits those who have mental retardation or other mentally or physically disabling conditions; this income may also be used to support ministry which specifically benefits those who have mental retardation or other mentally or physically disabling conditions	1,133
Mid-America	John Calvin	First Presbyterian Church; Chanute, KS	58879	Mission work among Chinese and Spanish Americans	1,572
South Atlantic	St. Augustine	Highlands Presbyterian Church; Gainesville, FL	59239	Mission program with preference given to advocacy for environment and evangelism	2,412
Mid-Atlantic	Eastern Virginia	Great Bridge Presbyterian Church (on behalf of Chesapeake Area Shelter Team); Chesapeake, VA	59251	Mission support within the U.S.	1,152
Southwest	de Cristo	Presbytery de Cristo; Tucson, AZ	70047	Train ministers for preaching and teaching the Bible, Western U.S. area	67,200
Total Amount Granted					\$ 92,269