

**PRESBYTERIAN MISSION AGENCY BOARD**

**February 5-7, 2014**

**Executive Director's Office**

**ITEM H.101  
FOR ACTION**

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

**Subject: Approval of Minutes**

**Recommendation:**

**That the Executive Committee approve the minutes of (attached):**

- **September 25, 2013**
- **November 5, 2013**
- **November 13, 2013**
- **January 16, 2014**

**Draft – Not Yet Approved**

**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 218<sup>th</sup> 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

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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 (**Appendix1**).

**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

Dates

March 9-17, 2014

Location

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

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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)		<b>X</b>
January 11	<i>Baptism of the Lord</i>	<b>X</b>	<b>X</b>

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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>	<b>X</b>	<b>X</b>
February 15	Health Awareness and Prayer for Healing		
February 18	<i>Ash Wednesday</i> (Wednesday)		<b>X</b>
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>		<b>X</b>
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>		<b>X</b>
April 3	<i>Good Friday</i>		

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April 4	<i>Great Vigil of Easter</i>	<b>X</b>	<b>X</b>
April 5	<i>Resurrection of the Lord/Easter; One Great Hour of Sharing</i>	<b>X</b>	<b>X</b>
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		<b>X</b>
May 7	National Day of Prayer (Thursday)		
May 9	Fair Trade Day (Saturday)		
May 10	Mother's Day		<b>X</b>
May 17	<i>Ascension of the Lord</i>		<b>X</b>
May 22	1001 Worshipping Communities		
May 24	<i>Day of Pentecost; Pentecost Offering</i>	<b>X</b>	<b>X</b>
May 24	Presbyterian Heritage		<b>X</b>
May 31	<i>Trinity Sunday</i>	<b>X</b>	<b>X</b>
*May 31	Multicultural Church <sup>2</sup>		
June 7	Rural Life		
June 14	Disability Inclusion		
June 21	Men of the Church; Father's Day		
*June 28	Active Life <sup>1</sup>		
*July 5	Immigration Sunday <sup>3</sup>		
July 19	Smaller Membership Church		

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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 <sup>4</sup>		
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) <sup>5</sup>		
September 24	Global Week of Action against Gun Violence begins (Thursday)		
September 27	Evangelism Sunday		
October 4	World Communion Sunday; Peacemaking Offering		<b>X</b>
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)		<b>X</b>

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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>	<b>X</b>	<b>X</b>
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)		<b>X</b>
December 25	<i>Nativity of Jesus Christ/Christmas Day</i> (Friday)		<b>X</b>

**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 220<sup>th</sup> 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



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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 220<sup>th</sup> 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 220<sup>th</sup> 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 220<sup>th</sup> 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

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- 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

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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**

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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 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, 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 221<sup>st</sup> 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~~**



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~~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,~~ 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  
Organization in the  
Manual of Operations*

**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

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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.

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**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.

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<b>FUTURE BOARD MEETINGS</b>	Mr. Barry Creech presented options for alternate Board meeting arrangements. A survey ( <b>Appendix 7</b> ) will be distributed to all Board members to seek their input. Board members will be asked to complete the survey before leaving the meeting.
<b>BOARD DEVELOPMENT</b>	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 <i>The Art of Possibility</i> , by Benjamin and Rosamund Zander.
<b>ADVISORY AND ADVOCACY COMMITTEE REPORTS</b>	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) ( <b>Appendices 8&amp;9</b> ).
<b>FINANCIAL REPORTS</b>	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. ( <b>Appendix 10</b> )
<b>COMMUNICATIONS MINISTRY UPDATE</b>	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.
<b>FUNDS DEVELOPMENT MINISTRY REPORT</b>	Ms. Terri Bate, Senior Director for Funds Development, presented the year-to-date World Mission Funds Development Report since July 31, 2013 ( <b>Appendix 11</b> ), and Mr. Sam Locke, Director of Special Offerings, presented the Special Offerings Report for January – July 2013 ( <b>Appendix 12</b> ).
<b>2014 GENERAL ASSEMBLY INITIATIVES</b>	<p>Roger Dermody presented the following as potential initiatives that the Presbyterian Mission agency could bring to the 221<sup>st</sup> General Assembly (2014):</p> <ul style="list-style-type: none"><li>• Season of Service for a Lifetime of Change</li><li>• Educate a Child, Transform the World</li></ul> <p>A progress report on the 220th General Assembly (2012) initiative, "1001 New worshipping Communities," will also be presented to the Assembly in 2014.</p>
<b>GENERAL ASSEMBLY REVIEW SELF-STUDY</b>	<p>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.</p> <p>The agency review committee's role will be to examine the agency's:</p> <ul style="list-style-type: none"><li>• Church Relatedness</li><li>• Policies and Program Effectiveness</li><li>• Collaboration with Other Agencies</li></ul>
<b>RESTRICTED FUNDS OVERSIGHT</b>	The Executive Committee <b>VOTED to recommend</b> that the Presbyterian Mission Agency Board approve the list of General Assembly Mission restricted funds grants ( <b>Appendix 13</b> ).

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**SUBCOMMITTEE**

**REPORT**

**ACTION 14-EC-092513**

**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
				<b>Total Amount Granted</b>	<b>\$ 92,269</b>

**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

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- Barry Creech
- Earline Williams
- Martha Clark
- April Davenport
- Mike Kirk
- Roger Dermody
- Susan Abraham
- Dana Dages

**ACTION 16-EC-092513**

*Rise from Closed Session*

The Executive Committee **VOTED to rise** from closed session 1:46 p.m. No actions were taken in closed session.

**ACTION 17-EC-092513**

*Convene in Closed Session*

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:

- Linda Valentine
- Martha Clark

**ACTION 18-EC-092513**

*Rise from Closed Session*

The Executive Committee **VOTED to rise** from closed session at 2:00 p.m. There are no actions to report from this closed session.

**CLOSING PRAYER &  
ADJOURNMENT**

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

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Mr. Matthew Schramm

Chair, Presbyterian Mission Agency Board

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Ms. Linda Valentine

Executive Director, Presbyterian Mission Agency

*Draft – To Be Approved*

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

**November 5, 2013 –1 p.m. EST**

**CALL TO ORDER**

Mr. Matthew Schramm, Chair, called the special meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer.

**ATTENDANCE**

Mr. Schramm called upon Ms. Susan Abraham, recorder for the meeting, to call the roll.

**MEMBERS PRESENT**

Art Canada – Vice-chair  
Bill Capel – Acting Chair, Finance Committee  
Cathy Piekarski – Member-at-large  
Heath Rada – Member-at-large  
Noelle Royer – Chair, Justice Committee  
Matt Schramm – Chair  
Joyce Smith – Chair, Leadership Committee  
Linda Valentine – Member ex-officio

**EXCUSED**

Steve Aeschbacher – Member-at-large  
Mihee Kim-Kort – Chair, Worshiping Communities Committee

*Leadership Cabinet*

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, Legal Services  
Barry Creech, Staff, Office of the Executive Director  
Dana Dages, Staff, Office of the Executive Director  
April Davenport, Staff, Legal Services  
Debbie Gardiner, Staff, Office of the Executive Director  
Eric Hoey, Staff, Evangelism and Church Growth  
Mike Kirk, Staff, Legal Services  
Lisa Robbins, Staff, Human Resources

**ACTION – 1-EC-110513**  
**RATIFY CHAIR**  
**APPOINTMENTS**

The Presbyterian Mission Agency Board Executive Committee **VOTED** to ratify the appointment of the following three persons to the Stony Point Incorporation Proposal Evaluation Committee (**Appendix 1**):

- **Conrad Rocha**
- **Linda Scholl**
- **Mary C. “Molly” Baskin**



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**ACTION – 2-EC-110513  
CONVENE IN CLOSED  
SESSION**

The Executive Committee **VOTED** to convene in closed session at 3:12 p.m. to discuss personnel matters with only voting members of the Executive Committee and the following individuals who are invited to remain and to attend the closed session:

1. Linda Valentine
2. Roger Dermody
3. Barry Creech
4. Earline Williams
5. Lisa Robbins
6. Martha Clark
7. April Davenport
8. Mike Kirk
9. Susan Abraham
10. Dana Dages
11. Debbie Gardner

**ACTION – 3-EC-110513  
RISE FROM CLOSED  
SESSION**

The Executive Committee **VOTED** to rise from closed session at 3:55 p.m. The chair announced that no actions were taken in closed session.

**ADJOURNMENT AND  
CLOSING PRAYER**

The meeting of the Executive Committee was closed with prayer by Mr. Schramm.

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Mr. Matthew Schramm

Chair, Presbyterian Mission Agency Board

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Ms. Linda Valentine

Executive Director, Presbyterian Mission Agency

**Draft – To Be Approved**

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

**November 13, 2013 –1 p.m. Eastern Time**

<b>CALL TO ORDER</b>	Mr. Matthew Schramm, Chair, called the meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer.
<b>ATTENDANCE</b>	Mr. Schramm called upon Ms. Susan Abraham, recorder for the meeting, to call the roll.
<b>MEMBERS PRESENT</b>	Steve Aeschbacher – Member-at-large Art Canada – Vice-chair Bill Capel – Acting Chair, Finance Committee Cathy Piekarski – Member-at-large Noelle Royer – Chair, Justice Committee Matthew Schramm – Chair Joyce Smith – Chair, Leadership Committee Linda Valentine – Member ex-officio
<b>MEMBERS EXCUSED</b>	Mihee Kim-Kort – Chair, Worshiping Communities Committee Heath Rada – Member-at-large
<b>LEADERSHIP CABINET</b>	Terri Bate, Senior Director, Communications and Funds Development Roger Dermody, Deputy Executive Director for Mission Earline Williams, Deputy Executive Director for Shared Services
<b>RECORDER</b>	Susan Abraham, Staff, Office of the Executive Director
<b>STAFF</b>	Martha Clark, Office of Legal Services Barry Creech, Office of the Executive Director Dana Dages, Office of the Executive Director
<b>PRESS</b>	Leslie Scanlon, Presbyterian Outlook
<b><u>ACTION – 1-EC-111313</u> RATIFY CHAIR APPOINTMENTS</b>	The Executive Committee <b>VOTED</b> to ratify the following appointments by the chair:  <b>I. Board Nominating and Governance Subcommittee:</b> <ul style="list-style-type: none"><li>• <b>Marilyn Gamm, Class of 2015</b></li></ul> <b>Background:</b> Marilyn Gamm will replace Jan Dowlearn who is no longer a member of the Board. Other members of the Board Nominating and Governance Subcommittee are:

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1. Steve Aeschbacher, chair (Class of 2014)
2. Chad Herring (Class of 2015)
3. Kears Pollock (Class of 2014)
4. Marianne Rhebergen (Class of 2014)
5. Wendy Tajima (Class of 2015)

**II. Presbyterian Mission Agency Self-Study Steering Committee:**

1. **Carol Adcock**
2. **Mihee Kim-Kort**
3. **Heath Rada**
4. **To be named later**

**Background:**

Based on a six-year schedule, the agencies of the General Assembly are reviewed to evaluate the relationship of their individual ministry with the mission of the whole Presbyterian Church (U.S.A.). The Presbyterian Mission Agency will be reviewed by the General Assembly in 2016. As part of the review process, a self-study of the Mission Agency conducted by a Steering Committee will be prepared for Board approval at the April meeting and presented to the Agency Review Committee at their first meeting. The Self-Study will provide the Agency Review Committee the resources it needs to understand the agency and consider in light of the standards of review.

**ACTION – 2-EC-111313  
SEPTEMBER 2014 BOARD  
MEETING DATES**

The Presbyterian Mission Agency Board Executive Committee **VOTED** to approve changes to dates of the Presbyterian Mission Agency Board meeting in September 2014 from September 23-26 to September 16-19. (**See Appendix 1.**)

**HOLY COMMUNION**

Mr. Schramm reported that since one of the responsibilities of the chair and vice-chair of the Board is to review and approve requests to celebrate Holy Communion in between regular meetings of the Executive Committee, he and Mr. Canada had approved a request from the Planning Team of the Young Adult New Immigrant Leadership Institute to serve Holy Communion during worship on Sunday October 27, 2013. The leadership event was held in Dallas, Texas on October 25-28, 2013. The officiants and servers were ordained Teaching Elders and Ruling Elders in the Presbyterian Church (U.S.A.).

**PLANNING AND BUDGET  
PROCESS**

Ms. Linda Valentine gave an update on the planning and budget process. Ms. Valentine reported that the Mission Agency had received an anonymous gift of \$1 million for international mission work. The Executive Committee also received the good news that Ms. Noelle Royer's parents have been appointed as mission workers to Guatemala. Ms. Valentine expressed her gratitude for Board members who have given generously and served as ambassadors for the Presbyterian Mission Agency. The Executive Committee also received a financial update from Ms. Earline Williams.

**FUTURE BOARD MEETINGS**

Mr. Barry Creech reviewed the results of the survey taken at the September Board meeting on the format for future Presbyterian Mission Agency Board

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meetings. It was noted that only nine out of 40 Board members had responded to the survey. Feedback provided in the survey will be taken into consideration when scheduling future meetings (**Appendix 2**).

**SEPTEMBER 2013 BOARD  
MEETING EVALUATION**

Mr. Creech led the Executive Committee through the results of the survey of the September 2013 Board meeting (**Appendix 3**).

**BOARD DEVELOPMENT**

Mr. Schramm referred to a blog by Seth Godin on "When to Speak Up." The blog can be found at:

[http://sethgodin.typepad.com/seths\\_blog/2013/09/when-to-speak-up.html](http://sethgodin.typepad.com/seths_blog/2013/09/when-to-speak-up.html)

**ACTION – 3-EC-111313  
CONVENE IN CLOSED  
SESSION**

The Executive Committee **VOTED** to convene in executive session to discuss personnel matters at 1:55 p.m. with only elected members of the Executive Committee.

**ACTION – 4-EC-111313  
RISE FROM CLOSED  
SESSION**

The Executive Committee **VOTED** to rise from executive session at 2:23 p.m. There are no actions to report from the executive session

**ADJOURNMENT AND  
CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee was adjourned and closed with prayer by Mr. Bill Capel.

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Mr. Matthew Schramm

Chair, Presbyterian Mission Agency Board

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Ms. Linda Valentine

Executive Director, Presbyterian Mission Agency

*Draft – Not Yet Approved*

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

**January 16, 2014 –1:00 p.m. EST**

<b>CALL TO ORDER</b>	Matthew Schramm, chair, called the meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer.
<b>ATTENDANCE</b>	Mr. Schramm called upon Susan Abraham, recorder for the meeting, to call the roll. A quorum was declared present for the transaction of business.
<b>MEMBERS PRESENT</b>	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 Heath Rada – Member-at-large Joyce Smith – Chair, Leadership Committee Linda Valentine – Member ex-officio
<i>Leadership Cabinet</i>	Roger Dermody – Deputy Executive Director for Mission Kathy Francis – Senior Director, Communications Ministry Earline Williams – Deputy Executive Director for Shared Services
<i>Recorder</i>	Susan Abraham – Staff, Office of the Executive Director
<i>Others</i>	Martha Clark – Staff, Office of Legal Services Barry Creech – Staff, Office of the Executive Director Dana Dages – Staff, Office of the Executive Director
<b>INTRODUCTION AND WELCOME</b>	Mr. Schramm introduced and welcomed the new Senior Director of Communications, Kathy Francis.
<b><u>ACTION – 1-EC-011614</u> ASSIGNMENT OF BUSINESS TO COMMITTEES</b>	<p>Mr. Schramm requested committee chairs to distribute Information Items assigned to the committee amongst its members as a way to ensure that these reports are read. Information Items are usually reports written by the Board’s liaisons to committees and are a means of keeping the Board informed about the committee’s work.</p> <p>Committee chairs are also to work with Barry Creech and Ms. Abraham to time out their committee report to plenary in order to stay on track with the reports as presented.</p>

The Executive Committee **VOTED** to approve the assignment of business to committees as presented (**Appendix 1**).

**ACTION – 2-EC-011614**  
**FEBRUARY 2014**  
**EXECUTIVE MEETING**  
**AGENDA**

The Executive Committee **VOTED** to approve the agenda for the February 2014 Executive Committee meeting as presented (**Appendix 2**).

**ACTION – 3-EC-011614**  
**FEBRUARY 2014 BOARD**  
**MEETING AGENDA**

Mr. Schramm emphasized that every agenda item is an “order of the day.” In order to stay on track with the agenda and to honor people’s time, any unfinished business will be handled on Friday morning.

The Executive Committee **VOTED** to approve the agenda for the February Board meeting as submitted (**Appendix 3**).

**WEBINARS**

Mr. Schramm reviewed the schedule for upcoming webinars:

- Stony Point – January 27, 3:00 p.m. – 3:30 p.m.

A disclosure will be included in the announcement to the Board that this is the time frame that the committee requested.

- Mission Responsibility Through Investment (MRTI) – January 28, 2:30 p.m. – 3:30 p.m.
- Special Offerings – January 31, 2:30 p.m. – 3:30 p.m.

A description for each webinar will be included in the announcement that will be sent to all Board members. The schedule for the webinars will also be posted on the denominational website.

**COMMITTEE LEADERSHIP**  
**ELECTIONS**

Mr. Schramm reviewed the “Election Procedures for Chairs of the Board Committees and Audit Committee,” (**Appendix 4**) and the list of Board members who are eligible to serve as committee chairs (**Appendix 5**). Committee chairs are to set aside time on the agenda for the election process.

Mr. Schramm also announced that Mr. Jung Nam Lee who was a member of the Leadership Committee had resigned from the Board.

**PLENARY ROOM SET UP**

Following discussion, the Executive Committee suggested using round tables during the plenary session.

**EXECUTIVE COMMITTEE**  
**BOARD DEVELOPMENT**

Mr. Schramm reminded Executive Committee members that based on the schedule for the Executive Committee Board Development, Joyce Smith will lead the discussion on the chapter “Being the Board,” and Roger Dermody on “Creating Frameworks for Possibility,” from the book *The Art of Possibility*, by Benjamin and Rosamund Zander.

**ADJOURNMENT AND**  
**CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee was adjourned and closed with prayer by Mr. Schramm at 2:07 p.m.

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Respectfully Submitted,

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Mr. Matthew Schramm

Chair, Presbyterian Mission Agency Board

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Ms. Linda Valentine

Executive Director, Presbyterian Mission Agency