

APPROVED: February 5, 2014

**MINUTES OF THE
PRESBYTERIAN MISSION AGENCY BOARD
OF THE
PRESBYTERIAN CHURCH (U.S.A)**

**Ninety-eighth Stated Meeting
Louisville, Kentucky
September 25-27, 2013**

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

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**Minutes of the
PRESBYTERIAN MISSION AGENCY BOARD
PRESBYTERIAN CHURCH (U.S.A.)
September 25-27, 2013**

The ninety-eighth stated business meeting of the Presbyterian Mission Agency Board (“Board”) was held on September 25-27, 2013, at the Marriott Louisville East Hotel. Pre-meeting events, held on September 25-27, 2013, are noted for information.

Tuesday, September 24

The Audit Committee met starting at 3:00 p.m. in the Thoroughbred Room.

Wednesday, September 25

The Board Executive Committee met from 8:30 a.m. to 2:30 p.m. in the Commonwealth B room of the Marriott Louisville East.

The Audit Committee met starting at 8:30 a.m. in the Thoroughbred Room.

CONVENE

The Presbyterian Mission Agency Board convened at 3:00 p.m. in the Commonwealth C/D room of the Marriott Louisville East Hotel. Matthew Schramm, chair of the Board, called the meeting to order with prayer.

The Reverend Cynthia Campbell, pastor of Highland Presbyterian Church in Louisville, KY, and former president of McCormick Seminary, led the Board in opening worship. Schramm led the Board in the recitation of the Board covenant.

**ACTION 1-913
APPROVE AGENDA**

The Board **VOTED** to approve the agenda with the following amendment (**Appendix 1**):

To hear the Executive Committee report, specifically the Personnel Subcommittee report, and the Finance Committee report, specifically matters related to the Stony Point incorporation, on Thursday afternoon at 2 p.m., and to move the Syria presentation to Friday morning.

ROLL CALL

Susan Abraham, Executive Associate, Office of the Executive Director, Presbyterian Mission Agency, called the roll by reporting requests to be excused.

BOARD MEMBERS

The following members of the Presbyterian Mission Agency Board were present for all or part of the meeting:

Ruling Elder Steve Aeschbacher, Ruling Elder Marsha Zell Anson, Ruling Elder Clarence Antioquia, Andrew Barron, Mary C. Baskin, The Reverend Arthur Canada, Ruling Elder Bill Capel, The Reverend Clark Cowden, The Reverend Melissa DeRosia, The Reverend James R. Ephraim, Jr., The Reverend David Ezekiel, Ruling Elder Thomas O. Fleming, Jr., The Reverend Marilyn Gamm, The Reverend Chad Herring, The Reverend Jack Hodges, Ruling Elder Mary Jorgenson, The Reverend Rachel Mihee Kim-Kort, Ruling Elder Janet Martin, The Reverend Cruz Negrón-Torres, Ruling Elder Susan Osoinach, Ruling Elder Cathryn C. Piekarski, Ruling Elder Kears Pollock, The Reverend Neal Presa, Ruling Elder Heath Rada, The Reverend Nancy Ramsay, The Reverend Marianne Rhebergen, Ruling Elder Noelle Royer, The Reverend Matthew Schramm, The Reverend David Shinn, Ruling Elder Joyce A. Smith, Ruling Elder Glen Snider, The Reverend Bruce Stevens, Ruling Elder Josephene Stewart, The Reverend Charles Arlin Talley, and The Reverend Kevin Yoho.

CORRESPONDING MEMBERS

The Reverend Stephen A. Bacon, The Reverend Jay Hudson, Ruling Elder Marc Lewis, The Reverend James McDonald, The Reverend Gradye Parsons, The Reverend Carmen Rosario, The Reverend Tom Taylor, Ruling Elder Linda B. Valentine, and The Reverend Raafat Zaki.

ECUMENICAL ADVISORY MEMBERS

The following Ecumenical Advisory Members were present for all or part of the meeting:

The Reverend James E. Foucher, Jr., the Reverend Vicki Garber

DEPUTY EXECUTIVE DIRECTORS

The following Deputy Executive Directors and Senior Director were present for all or part of the time:

Ruling Elder Terri Bate, The Reverend Roger Dermody, Ruling Elder Earline Williams

STAFF

The following members of the Presbyterian Mission Agency (Office of the Executive Director) were present for all or part of the time:

Susan Abraham, Martha Clark, Barry Creech, Dana Dages, Ruling Elder April Davenport, Debbie Gardiner, Ruling Elder Courtney Hoekstra, Ruling Elder Michael Kirk, Kathie Lyvers.

OTHER

Invited Participants, Guests, Observers, and Staff present for all or part of the time were:

The Reverend Amgad Beblawi, Ruling Elder Robert Brashear, Edward Brogan, Sylvia Carter, Ruling Elder Ellen Cason, The Reverend Molly Casteel, Brian Frick, The Reverend Chip Hardwick, The Reverend Thomas

Hay, The Reverend Eric Hoey, The Reverend Jill Hudson, The Reverend Lee Hinson-Hasty, The Reverend Rhaskell Hunter, Joseph Johnson, Ruling Elder Ruth Farrell, Nathan Key, The Reverend Joyce Lieberman, The Reverend Sara Lisherness, Clare Lewis, The Reverend Philip Lotspeich, The Reverend Sterling Morse, Ruling Elder Vince Patton, The Reverend Emily Odom, The Reverend J. Herbert Nelson, Leslie Scanlon, Ruling Elder Jack Shelver, Alex Sherman, Ruling Elder Valerie Small, Melody Smith, The Reverend Bill Somplatsky-Jarman, Ruling Elder Kathy Trott, Ruling Elder Richard Allen Turpen, Ruling Elder Rick Ufford-Chase, Annette Wimsett

ACTION 2-913
APPROVED EXCUSED
ABSENCES

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

- Reverend Roger Gench
- Ruling Elder Jung Nam Lee
- Reverend Wendy Tajima

QUORUM

A quorum was declared present for the transaction of business.

ACTION 3-913
APRIL 2013 BOARD
MEETING MINUTES

The Board **VOTED** to approve the Presbyterian Mission Agency Board minutes of the meeting of April 10-12, 2013.

GREETINGS FROM THE
MODERATOR

The Rev. Neal D. Presa reported on events he had participated in since being appointed moderator of the 220th General Assembly (2012), and presented key upcoming events. During his report, the Moderator took a moment of personal privilege to address matters coming before the Board regarding Stony Point.

REPORT OF THE
EXECUTIVE DIRECTOR

Linda Valentine, Executive Director of the Presbyterian Mission Agency, outlined the work of the staff since the last Board meeting.

INTRODUCTION OF NEW
DEPUTY EXECUTIVE
DIRECTOR FOR SHARED
SERVICES

Valentine introduced the new Deputy Executive Director for Shared Services and Chief Financial Officer, Earline Williams. Williams briefly addressed the Board.

RECESS/RECONVENE

The Board recessed for a break at 4:10 p.m. and reconvened at 4:30 p.m.

BOARD DEVELOPMENT

Marianne Rhebergen and Chad Herring, members of the Board Nominating and Governance Subcommittee, led the Board through a time of board development. Board members were encouraged to reflect upon creating a culture of inquiry – one of the traits of effective boards. See **Appendix 2** for

a copy of the presentation.

A Board with a culture of inquiry is one that where:

- mutual respect and constructive debate leads to sound and shared decision making;
- members solicit information, question assumptions, and challenge conclusions so that solutions may be advocated; and
- individual concerns can be raised before making a collective decision, which, once made, is supported by the entire board.

ACTION 4-913
CLOSED SESSION:
REPORT OF THE
EXECUTIVE DIRECTOR
REVIEW

The Presbyterian Mission Agency Board **VOTED** to convene in closed session at 4:55 p.m. to discuss personnel matters with only voting members of the Presbyterian Mission Agency Board and the following individuals:

1. Linda Valentine
2. Martha Clark

The Board emerged from closed session at 5:20 p.m. Schramm announced that the Board voted to commend Linda Valentine with thanks and appreciation for three years of leadership.

RECESS

The Board recessed for the evening at 5:20 p.m. and shared dinner in committees.

Thursday, September 26, 2013

COMMITTEE MEETINGS

The Board met in assigned committees from 8:30 a.m. to 12:00 p.m. followed by lunch in the Colonel Room.

RECONVENE

The Board was reconvened at 1:30 p.m. in the Commonwealth C/D room. Ruth Farrell, Coordinator of the Presbyterian Hunger Program, led the Board in opening devotion.

GREETINGS FROM THE
STATED CLERK

Grady Parsons, Stated Clerk of the General Assembly, brought greetings to the Board.

EXECUTIVE COMMITTEE
REPORT TWO

Arthur Canada assumed chair and Matthew Schramm presented Report Two of the Executive Committee which contained the recommendations of the Personnel Subcommittee (**Appendix3**).

ACTION 5 -913
CHANGES TO THE
MANUAL OF
OPERATIONS –

The Presbyterian Mission Agency Board **VOTED** to approve:

That the 221st General Assembly (2014) approve the changes to the *Manual of Operations* which would authorize the Presbyterian Mission Agency Board to make final decisions regarding the high

**PRESBYTERIAN MISSION
AGENCY STAFF
ORGANIZATION**

**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.

**ACTION 6-913
CHANGES TO THE
MANUAL OF
OPERATIONS –
PRESBYTERIAN MISSION
AGENCY STAFF
ORGANIZATION**

The Presbyterian Mission Agency Board **VOTED** to approve changes to *Manual of Operations*, Appendices 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.

ACTION 7 -913
FINANCE COMMITTEE
REPORT – STONY POINT
CENTER TRANSITION
TASK TEAM

Jo Stewart, vice-chair of the Finance Committee presented the report of the Committee (**Appendix 4**).

Upon request from the Board, Melissa DeRosia, chair of the Stony Point Transitional Task Team, presented background information on the work of the Task Team which was created by the Presbyterian Mission Agency Board in September 2012 in response to a proposal from the Stony Point Task Force established the previous year.

Following DeRosia’s presentation, the Presbyterian Mission Agency Board **VOTED** to approve the following recommendations of the Finance Committee:

1. Refer the Transition Task Team’s recommendation for incorporation (See attached Item A.103) to a three-person evaluation committee for review using the *Criteria and Standards Applied by the General Assembly Council When it Considers Proposals for New Corporations (approved by the GAC 3/2007)*, with the evaluation committee to be appointed by the Chair of the Presbyterian Mission Agency Board (“Board”), with preference given to individuals with financial, legal and ministry experience who have not served on either the Stony Point Task Force or the Stony Point Transition Task Team or as staff support to either, said evaluation committee to provide a report and recommendation to the Board through the Finance Committee at the February 2014 Board meeting; and
2. Direct the evaluation team to finish its work by December 31, 2013, and to provide educational opportunities about its findings to the PMAB prior to the February 2014 Board Meeting.
3. Direct the evaluation team to consult with the chair of the Transition Task Team prior to making its final recommendations.

BREAK The Presbyterian Mission Agency Board recessed for a break with prayer offered by Vicki Garber at 2:37 p.m. and reconvened at 3:00 p.m.

**COMPASSIONATE
PROPHETIC
DISCIPLESHIP - *Integrate
Evangelism and Justice to
More Faithfully Make
Compassionate Prophetic
Discipleships*** The September 2013 Presbyterian Mission Agency Board meeting centered around the directional goal “Compassionate and Prophetic Discipleship,” and how the Presbyterian Mission Agency is working to "inspire, equip and connect the church to make, receive, and send disciples who demonstrate and proclaim God's justice, peace, and love in an increasingly globalized world." Ray Jones and David Loleng, Evangelism and Church Growth Ministry Area staff, introduced a new resource *Engage* produced by the Office of Evangelism, that emphasizes the importance of both social justice and faith sharing. This resource will help congregations learn practical ways of engaging in personal evangelism, as well as cultivating a culture of disciple making in their churches.

Four small group conversations were offered in two 40 minute sessions. Board members chose the ones they wished to attend:

1. Reformed Educational and Worship Resources
2. Addressing Root Causes of Poverty
3. Advocacy For a Just and Peaceful World
4. Strategies for Sending and Supporting Mission Co-Workers

RECESS The Board recessed at 5:22 p.m. following prayer offered by Jan Martin.

DINNER The Board gathered for a group dinner with International Peacemakers at 6:00 p.m. in the Bluegrass D/E room.

Friday, September 27

RECONVENE The Presbyterian Mission Agency Board was reconvened by Schramm in the Commonwealth C/D room on Friday, April 12, 2013 at 8:30 a.m. with worship led by James Ephraim.

**PRESBYTERIAN
ASSOCIATION OF
MUSICIANS (PAM)** Chip Hardwick introduced William McConnell, Executive Director of the Presbyterian Association of Musicians (PAM). McConnell presented a brief history of the development of PAM and the activities organized by the Association (**Appendix 5**).

**ACTION 8-913
AMENDMENT TO
AGENDA** The Presbyterian Mission Agency Board **VOTED** to approve the following motion to amend the agenda:

That the Presbyterian Mission Agency Board allot a minimum of 15 minutes for a substantive conversation and questions about the content of the Stony Point Transitional Task Team report because General Assembly action is necessary to form a corporation at the General Assembly level, according to the “Criteria and Standards Applied by the General Assembly Council When it Considers Proposals for New Corporation” Section A that states:

The GAC should be able to consider a proposal at least twice before a proposal is necessary to move forward (or not) a proposal to the General Assembly.

- FINANCIAL REPORT** 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 6**).
- A PREVIEW OF DETROIT** Tom Hay, Associate for Assembly Operations for the Office of the General Assembly, presented a preview of Detroit, venue for the 221st General Assembly (2014). Hay addressed the difficult problems Detroit is facing but assured the Board that downtown Detroit is safe, “as safe as any city we will ever go to.” He encouraged the Board to be a witness to Jesus Christ in Detroit and to share the positive story with friends and constituents.
- FINANCE COMMITTEE** Bill Capel, chair of the Finance Committee presented Report Two from the committee (**Appendix 7**).
- ACTION 9-913**
APPROVE CONSENT
AGENDA The Presbyterian Mission Agency Board **VOTED** to approve an allocation of \$146,519 (for requests from Building Services and Information Technology) from the Capital Reserve Budget.
- ACTION 10-913**
CONVENE AS BOARD OF
PCUSA, A CORPORATION The Board **VOTED** to convene as the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation, and Its Constituent Corporation at 9:35 a.m. Schramm assumed the chair.
- The Presbyterian Mission Agency Board reconvened at 9:42 a.m.
- JUSTICE COMMITTEE**
REPORT Noelle Royer, chair of the Justice Committee, presented the report of the committee (**Appendix 8**).
- ACTION 11 -913**
AFFILIATION WITH
CREATION JUSTICE The Presbyterian Mission Agency Board **VOTED** to approve membership in and affiliation with Creation Justice Ministries, the successor organization to the National Council of Churches Eco-Justice Working Group.

MINISTRIES

ACTION 12-913 **ADD ALLIANCE TO END SLAVERY AND TRAFFICKING TO APPROVED AFFILIATES LIST**

The Presbyterian Mission Agency Board **VOTED** to approve adding the Alliance to End Slavery and Trafficking (ATEST) to the Approved Affiliates List. That the Office of Public Witness and other program areas be given permission to work with this coalition on Human Trafficking; forced labor; and other forms of human slavery. Issues include, but are not limited to policies and laws both internationally and domestic.

LEADERSHIP COMMITTEE REPORT

Joyce Smith, chair of the Leadership Committee, presented the report of the committee (**Appendix 9**).

ACTION 13-913 **CONSULTATION ON THEOLOGICAL EDUCATION IN ASIA**

The Presbyterian Mission Agency Board **VOTED** to receive the Report on the Consultation on Theological Education in Asia and affirm World Mission and Theology, Worship, and Education ministry areas in their work with Committee on Theological Education and PC(USA) seminaries to explore implementing its findings.

ACTION 14-913 **DELAY ACTION ON CHRISTMAS JOY OFFERING INSTITUTIONAL STANDARDS**

The Presbyterian Mission Agency Board **VOTED** to approve a motion to delay action on Item (C.103) (Christmas Joy Offering Institutional Standards) and appoint Nancy Ramsey to work with April Davenport to revise and bring the wording back to the February 2014 Leadership Committee meeting.

WORSHIPING COMMUNITIES COMMITTEE REPORT

Mihee Kim-Kort, chair of the Worshiping Communities Committee, presented the report of the committee (**Appendix10**).

AUDIT COMMITTEE REPORT

Mary Baskin, chair of the Audit Committee, presented the report of the committee. For a full report of the Audit Committee, see **Appendix 11**.

ACTION 15-913 **CREDIT CARD AND COMPUTER SYSTEM ACCESS BY SEPARATED EMPLOYEES**

The Presbyterian Mission Agency Board **VOTED** to approve that all computer system and corporate credit card access shall be immediately removed from separated employees. This action shall be taken regardless of the circumstances associated with the separation of employment.

EXECUTIVE COMMITTEE REPORT THREE

Arthur Canada assumed chair and Matthew Schramm presented the Report Three of the Executive Committee (**Appendix12**).

ACTION 16 -913 **GENERAL ASSEMBLY**

The Board **VOTED** to approve the adoption of the following consent agenda item from the Executive Committee:

**MISSION RESTRICTED
FUNDS GRANTS**

- The report of the Restricted Funds Oversight Subcommittee.

**ACTION 17-913
BOARD
REPRESENTATIVE ON
THE JARVIE
COMMONWEAL SERVICE
COMMITTEE**

The Presbyterian Mission Agency Board **VOTED** to 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.

**ACTION 18-913
LISTING OF SPECIAL
DAYS AND
PROGRAMMATIC
EMPHASES FOR 2015**

The Presbyterian Mission Agency Board **VOTED** to approve the listing of Special Days and Programmatic Emphases for 2015.

**ACTION 19 -913
ADD PROGRAM
EVALUATION PROCESS
IN THE *MANUAL OF
OPERATIONS***

The Presbyterian Mission Agency Board **VOTED** to approve the addition of the “Program Evaluation Process,” as Appendix 12 to the *Presbyterian Mission Agency Manual of Operations*.

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.

ACTION 20-913
INCLUDE MEETING WITH
THE ADVOCACY
COMMITTEE FOR
RACIAL ETHNIC

The Presbyterian Mission Agency Board **VOTED** to approve the recommendation that:

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

**CONCERNS (ACREC) IN
THE MANUAL OF
OPERATIONS**

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.

**ACTION 21-913
INCLUDE MEETING WITH
THE ADVOCACY
COMMITTEE FOR
WOMEN’S CONCERNS
(ACWC) IN THE MANUAL
OF OPERATIONS**

The Presbyterian Mission Agency Board **VOTED** to approve the recommendation that:

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.

ACTION 22 -913
AMEND DESCRIPTION OF
MRTI IN THE *MANUAL OF*
OPERATIONS

The Presbyterian Mission Agency Board **VOTED** to 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 23-913
AMEND DESCRIPTION OF
PDAAC IN THE *MANUAL*
OF OPERATIONS

The Presbyterian Mission Agency Board **VOTED** to 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 24-913
AMEND DESCRIPTION OF
PHPAC IN THE *MANUAL*
OF OPERATIONS

The Presbyterian Mission Agency Board **VOTED** to 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 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 25-913
**GENERATIVE ROLE OF
BOARD MEMBERS**

The Presbyterian Mission Agency Board **VOTED** to 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:

- 5) 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.

ACTION 26-913
**AUTHORIZE CHAIR AND
VICE-CHAIR TO REVIEW**

The Presbyterian Mission Agency Board **VOTED** to authorize the chair and vice-chair of the Board to review and approve requests to celebrate Holy Communion between regular meetings of the Executive Committee and

AND APPROVE REQUESTS TO SERVE HOLY COMMUNION report any approvals at the next meeting. To add this to the duties of the Chair and Vice-Chair in Appendix 1B of the *Presbyterian Mission Agency Manual of Operations*.

COMPASSIONATE PROPHETIC DISCIPLESHIP I - Church Responds to Syria Amgad Beblawi, Coordinator for Middle East, Central Asia, and Europe, and Sara Lisherness, Director of Compassion, Peace and Justice gave an update on the critical situation in Syria and how the church is responding. The presentation was concluded with prayers offered for the country by Chip Hardwick.

ACTION 27-913
AMEND AGENDA
BELHAR CONFESSION The Board **VOTED** to approve a motion to strike the item “Belhar Confession” from the agenda and to bring it back to the February 2014 Board meeting.

ACTION 28-913
STONY POINT Pursuant to the motion “That the Presbyterian Mission Agency Board allot a minimum of 15 minutes for a substantive conversation and questions about the content of the Stony Point Transitional Task Team report because General Assembly action is necessary to form a corporation at the General Assembly level, according to the “Criteria and Standards Applied by the General Assembly Council When it Considers Proposals for New Corporation,” Melissa DeRosia led the Board through a presentation of the work of the Transitional Task Team. Upon request from the Board, Dottie Smith presented the financial position of the Stony Point Conference Center (**Appendix 13**).

Following substantive discussion, the Presbyterian Mission Agency Board **VOTED** to approve the following motion:

That the Finance staff provide full information on the Stony Point accumulated debt of \$1,489,583 including inception of the accumulated loss and the various components included in the loss.

CLOSING WORSHIP The Board was led in closing worship by James McDonald, president of San Francisco Theological Seminary.

ADJOURNMENT The meeting of the Presbyterian Mission Agency Board was adjourned at 12:21 p.m. and closed with prayer by the chair, Matthew Schramm.

Respectfully Submitted,

Susan Abraham
Executive Associate
Office of the Executive Director
Presbyterian Mission Agency

Appendices