

Report H.001
PRESBYTERIAN MISSION AGENCY BOARD
EXECUTIVE COMMITTEE
February 3-5, 2016
Report One

The Presbyterian Mission Agency Board Executive Committee reports for information its activities since the Board Executive Committee meeting of September, 2015. *(Please note – Appendices to minutes are not attached. They are kept with the office record and are available upon request.)*

This report covers activities of the Executive Committee Meeting on November 19, 2015 and January 13, 2016.

November 19, 2015

The Presbyterian Mission Agency Board Executive Committee:

1. **VOTED** to approve the following applicants as the First-cycle 2015 DREAM Grant recipients (**Appendix 1**):
 - a. Agafilm, Pacific Presbytery, Synod of Southern California and Hawaii - \$6,000
 - b. Creation Lab, Chicago Presbytery, Synod of Lincoln Trails - \$10,000
 - c. Hands and Hear Respite Care, Florida Presbytery, Synod of Southern California and Hawaii - \$10,000
 - d. Neighborhood Hubs, Denver Presbytery, Synod of Rocky Mountains - \$10,000
 - e. La Nueva Iglesia En La Calle Bard/New Church on Bard, Presbytery of Santa Barbara, Synod of Southern California and Hawaii - \$10,000
 - f. SFTS – CRE Training, Glacier Presbytery, Synod of Rocky Mountains - \$10,000
 - g. Twin Cities Houses of Hospitality, Twin Cities Presbytery, Synod of Lakes and Prairies - \$10,000

2. **VOTED** to ratify the Presbyterian Mission Agency Board Chair’s appointments of the following persons to a Committee of Counsel representing the Presbyterian Mission Agency (**Appendix 2**):
 - a. Chad Herring
 - b. Conrad Rocha
 - c. Melinda Lawrence Sanders

3. **VOTED** to invite representatives from Grace Presbytery to attend the February Presbyterian Mission Agency Board meeting. The action was taken in response to a letter from the Presbytery suggesting “that the Presbyterian Mission Agency Board consider inviting representatives from Grace Presbytery to come to the next PMAB meeting to share with the board its decision to fund General Assembly mission at the level of \$2.8 million.” (**Appendix 3**)

4. **VOTED** to convene in closed session as the Executive Committee of the Board of the Presbyterian Mission Agency and the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation, and property matters with only voting members of the Executive Committee to attend the closed session, and with the following individuals to attend all or a portion of the meeting:
 - Lisa Robbins
 - Ruth Gardner

- Barry Creech
- Martha Clark
- Earline Williams

No actions were taken in closed session

January 13, 2016

The Executive Committee:

1. **VOTED** to approve the proposed agenda for the February 2016 Board meeting with the following amendments (**Appendix 4**):

Thursday, February 4, 2016

- Move Greetings from the Moderator to Wednesday, February 3 at 4:05 p.m. following the report of the Interim Executive Director.
 - Move Corporate Report from 8:15 p.m. to 1:55 p.m.
2. **VOTED** to approve the proposed agenda for the February 2016 Executive Committee agenda as presented (**Appendix 5**).
 3. **VOTED** to approve the assignment of business to committees as presented (**Appendix 6**).
 4. **AGREED by CONSENSUS** to have a called meeting of the Board on Thursday, January 21 at 5:00 p.m. to discuss the report of the Presbyterian Mission Agency (PMA) Review Committee and a webinar on Monday, January 25 at 5:00 p.m. to review the 2017-2018 Mission Work Plan.
 5. **INSTRUCTED** the Nominating and Governance Subcommittee to bring forward names for a task force to work on Board Restructure for approval by the Board at the February meeting.
 6. **VOTED** to amend its prior action calling a Board meeting for January 21 (5:00 pm ET – 6:30 pm ET) to discuss the Presbyterian Mission Agency Review Committee report, so that the called meeting would begin with a 45 minute closed session to discuss personnel matters.
 7. **APPROVED** the “Reduction in Force Process and Selection Criteria,” as amended (**Appendix 7**).

ACTION ITEM

Subject: First-Cycle 2015 Developmental, Risky, Experimental, Adaptive Mission (DREAM) Grant

Recommendation: That the Presbyterian Mission Agency Board Executive Committee approve the following applicants as the First-cycle 2015 DREAM Grant recipients. These applicants were selected and recommended by the DREAM Team members at their September 17, 2015 meeting to receive a one-time grant of up to \$10,000.

Background: In September 2009, the Presbyterian Mission Agency Board (then known as the General Assembly Mission Council), formally acted to end the program known as National (Domestic) Mission Partnership Funding (NMPF) at the end of 2013. This action was taken with the knowledge that the funding stream for the program was rapidly declining and was no longer sustainable.

However, \$500,000 in residual funds remained from the NMPF program that the GAMC determined to utilize. Therefore, the GAMC funded an initiative called the Developmental, Research, Experimental, Adaptive Mission (DREAM) Fund, which was to begin in 2014. These monies were earmarked for use in consonance with the original, historic principles of the NMPF, which are outlined in the instructions.

Since the Partnership Funds had originally been allocated to four synods – Alaska-Northwest, Boriquén En Puerto Rico, Rocky Mountains, and Southwest – it was recommended that the DREAM Fund should be utilized to continue funding work in those synods.

The DREAM Fund Committee met in 2014, the first year of the program, and made eight awards. The committee then decided to open up the process to all 16 synods of the denomination as they had made possible the funding stream through the years.

The committee encourages proposals from mid councils that wish to inspire and support, but not limited to, the following types of *new and creative* ministry ventures:

- Rural, remote, or urban churches that are establishing ministries that will enable them to better accomplish mission in an appropriate context;
- Ministries that are charged with reaching, loving and teaching college age or young adults so that they may be lifelong followers of Jesus Christ;
- Congregations that are effectively becoming more multi-ethnic in character;
- Ministries with Racial/Ethnic and New Immigrant populations that are thriving and wish to accomplish even more;
- Emerging leadership models for mid councils that create safe space for innovation.

Utilizing the above guidelines, the following 7 grants were approved for a total of \$66,000 by the committee.

Agafilm, Pacific Presbytery, Synod of Southern California and Hawaii - \$6,000

Agafilm is an initiative dedicated to foster a greater a sense of Koinonia between the members of the community of Christ. Agafilm will achieve this by inviting members of any congregation in the local area, and also inviting film critics, journalists, and bloggers to share in the breaking of bread and to watch a film together. While it sounds quite simple to host a dinner and a movie at a church for fellowship, Agafilm means to delve deeper in these films, providing a new kind of space for both movie-lovers, and lovers of Christ.

Creation Lab, Chicago Presbytery, Synod of Lincoln Trails - \$10,000

The creation Lab is an arts and creativity incubator with a focus on faith and Church vitality. It is meant to be an experiment in collaboration, in sharing space, tools and resources, and in cultivating both the courage and the imagination to try new and creative things in the life of the Church.

Hands and Hear Respite Care, Florida Presbytery, Synod of Southern California and Hawaii - \$10,000

Caregivers are persons that provide a substantial amount of unpaid care for a relative, a friend or other adult individual with care and/or support needs. Respite care provides short breaks for caregivers and the people for whom they care, helping them find the balance between caring for others and caring for themselves. This new initiative will be a half-day once a week adult day care program in conjunction with an existing faith community ministry, Caregiver Support group.

Neighborhood Hubs, Denver Presbytery, Synod of Rocky Mountains - \$10,000

In our society that is increasingly uncivil and un-neighborly, Columbine United Church (CUC) believe that God is calling us to create bridges across the distant and anonymous spaces and places we inhabit and occupy. We believe that God is calling us to expand our reach, our touch, and our connections. We believe the neighborhoods, schools, workplaces and recreation circles our members occupy are the very spaces where God gives our people the ministry of reconciliation (2 Corinthians 5:18), and that the first step of this ministry is the act of reestablishing ourselves as neighbors, or what we call “neighboring.

La Nueva Iglesia En La Calle Bard/New Church on Bard, Presbytery of Santa Barbara, Synod of Southern California and Hawaii - \$10,000

The dream initiative “La Nueva Iglesia En La Calle Bard” or “The New Church on Bard” is the result of the collaboration of Westminster Church and Word of Life Church which both share a church campus at 755 Bard Road in Port Hueneme, California. Previous to Easter Sunday, 2015 the two churches had been worshipping separately on two different church campuses. However, since Easter 2015 the two congregations have been worshipping together every Sunday morning and have been conducting joint mid-week Christian Education nights.

SFTS – CRE Training, Glacier Presbytery, Synod of Rocky Mountains - \$10,000

In Glacier Presbytery, we have had Commissioned Ruling Elders (CREs) who have served in congregations with varying degrees of success and failure. In order to empower people for a successful ministry they need to be better prepared. Our CRE training has been outsourced through a variety of providers including online classes, Montana Association of Churches and from a Presbyterian affiliated college. The training has been spotty in many areas. We decided to develop an effective and rigorous training to provide excellent continuing education. We determined that a related seminary would best provide the expertise and staffing needed to pursue this dream. We want a hands-on experience for our CRE candidates allowing them the opportunity to learn and to make relationships with colleagues.

Twin Cities Houses of Hospitality, Twin Cities Presbytery, Synod of Lakes and Prairies - \$10,000

**Presbyterian Mission Agency Board
Executive Committee
November 19, 2015
Appendix 1**

The Twin Cities Houses of Hospitality is an intentional community for young adults who are engaged in a year of service with AmeriCorps, Teach for America, and other service organizations. The young people live together, share meals, provide service to the broader community, and explore their personal spiritual development and vocational discernment. Twin Cities Houses of Hospitality provides living spaces at below market rents, as well as program support that nurtures the connections between a life of faith, service, justice and vocation.

ACTION ITEM

Subject: Appointment by the Presbyterian Mission Agency Board Chair

Recommendation: That the Executive Committee ratify the Presbyterian Mission Agency Board Chair's appointments of the following persons to a Committee of Counsel representing the Presbyterian Mission Agency:

- 1. Chad Herring**
- 2. Conrad Rocha**
- 3. Melinda Lawrence Sanders**

Background:

At its February 18 – 19, 2000 meeting, the General Assembly Council (“GAC”) approved an action related to Procedures for GAC committees of counsel. (Action 34-200) These procedures relate to cases brought pursuant to the *Book of Order's* Rules of Discipline. This action provided that “[t]he GAC Chair shall appoint committees of counsel as necessary. These committees shall have a maximum of three (3) members but may have fewer as determined by the GAC Chair.”

The above listed Committee of Counsel is representing the Presbyterian Mission Agency in a matter before the General Assembly Permanent Judicial Commission filed by The Session of the Rutgers Presbyterian Church, New York, NY.



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Appendix 3

October 27, 2015

Rev. Marilyn Gamm
Chair, Presbyterian Mission Agency Board
100 Witherspoon St.
Louisville, KY 40202-1396

Dear Marilyn,

I hope this letter finds you well and flourishing in your ministry in Riverside Presbytery.

I write today to suggest that the Presbyterian Mission Agency Board consider inviting representatives from Grace Presbytery to come to the next PMAB meeting to share with the board its decision to fund General Assembly mission at the level of \$2.8 million.

The journey to this unanimous decision by Grace Presbytery came after two years of litigation and the conviction that these resources were given to us by God to be used for ministry both in our region and around the world. We believe that this witness could be instrumental not just in funding mission co-workers and young adult volunteers, but also urge congregations and other presbyteries to consider unexpected gifts they receive.

The money is invested with Texas Presbyterian Foundation and the interest will be available to support the two projects. We are working with Hunter Farrell on the selection of mission co-workers. Hunter is a member of Grace Presbytery, and also Sharon Bryant who is a mission co-worker in Thailand.

At our meeting, we had the opportunity to have Hunter and Richard Williams from the Young Adult Volunteer program. And, a highlight was the presence of GA Moderator Heath Rada, whose enthusiasm for the Presbytery's decision was contagious.

I hope the PMAB will consider inviting us and I look forward to hearing from you.

Sincerely,

Janet M. DeVries
General Presbyter

cc: Gerry Tyer, Stated Clerk
Paul Williams, Moderator
Ben Dorr, Council Moderator
Tony De La Rosa, PMAB

Draft – January 13, 2016

ITEM P.100
PRESBYTERIAN MISSION AGENCY BOARD
February 3-5, 2016
The Brown Hotel
335 W. Broadway
Louisville, KY 40202
502-583-1234

AGENDA

PRESBYTERIAN MISSION AGENCY OFFICE –

Tuesday, February 2, 2016

1:00 p.m. – 5:00 p.m. Audit Committee –

Wednesday, February 3, 2016

8:30 a.m. Board Executive Committee –

12:00 p.m. –2:30 p.m. Board Executive Committee Lunch and Joint Meeting with COGA

–

3:00 p.m. Board Opening Plenary –

- Welcome and Call to Order

Marilyn Gamm

3:05 p.m. • Opening Worship with Communion and Offering

3:35 p.m. • Recitation of Board Covenant

Marilyn Gamm

- Roll Call

- Approval of Board Minutes

- September 23-25, 2015

- November 3, 2015

- December 2, 2015

- January 6, 2016

- Adoption of Agenda

3:45 p.m. Report of the Chair

Marilyn Gamm

3:55 p.m. Report of the Interim Executive Director

Tony De La Rosa

4:05 p.m. Greetings from the Moderator

Heath Rada

4:20 p.m. 2017-2018 Mission Work Plan

Wendy Tajima &

Mark Brainerd

5:30 p.m. Board Nominating and Governance Subcommittee Report
One – J.001

Melinda Sanders

- Election of Chair and Vice-Chair

- Other Nominations

5:45 p.m. Recess

Dinner in Committees

Thursday, February 4, 2016

7:00 a.m. Group Breakfast

8:30 a.m. – Noon Board Committee Meetings

- Finance –

- Leadership –

- Justice –

- Worshiping Communities –

Noon	Group Lunch –	
1:30 p.m.	Board Reconvenes in Plenary -	
	Opening Devotion	
1:45 p.m.	Grace Presbytery	<i>Jan DeVries</i>
1:55 p.m.	Corporate Report – E.001	<i>Marilyn Gamm</i>
2:10 p.m.	Executive Committee Report – H.002 (Including Special Offerings Review Task Force Report and Mission Work Plan)	<i>Marilyn Gamm</i>
3:15 p.m.	Break	
3:30 p.m.	Executive Committee Report – H.002 (contd.)	<i>Marilyn Gamm</i>
4:45 p.m.	Finance Committee Report – A.001	<i>Chad Herring</i>
5:30 p.m.	Recess	
6:00 p.m.	Group Dinner –	
7:30 p.m.	Board Reconvenes in Plenary -	
	Audit Committee Report – G.001	<i>Kears Pollock</i>
7:40 p.m.	Worshipping Communities Committee Report – D.001	<i>David Shinn</i>
8:30 p.m.	Recess	

Friday, February 5, 2016

7:00 a.m.	Breakfast on Your Own	
9:00 a.m.	Board Reconvenes in Plenary -	
9:05 a.m.	Opening Devotion	
9:20 a.m.	Greetings from the Stated Clerk	<i>Gradye Parsons</i>
9:25 a.m.	Pillars of the Church – P.200	<i>Terri Bate</i>
9:35 a.m.	Nominating and Governance Subcommittee Report Two – J.002	<i>Melinda Sanders</i>
9:45 a.m.	Justice Committee Report – B.001	<i>James Ephraim</i>
10:05 a.m.	Leadership Committee Report – C.001	<i>Nancy Ramsay</i>
10:25 a.m.	Break	
10:40 a.m.	Communications Update	<i>Kathy Francis</i>
10:50 a.m.	Comments on Overtures	<i>Barry Creech</i>
11:00 a.m.	Board Meeting Evaluation	
11:15 a.m.	Closing Worship and Adjournment	
Noon	LUNCH ON YOUR OWN	

Draft – January 12, 2016

ITEM H.100
PRESBYTERIAN MISSION AGENCY BOARD
Executive Committee
February 3, 2016
The Brown Hotel
335 W. Broadway
Louisville, KY 40202
502-583-1234

Room –
AGENDA

8:30 a.m. **Welcome/Call to Order/Prayer** *Marilyn Gamm*

Recitation of the Executive Committee Covenant

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

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

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

Approval of Minutes – H.101

- **September 22-23, 2015**
- **November 19, 2015**
- **January 13, 2016**

Appointments by the Chair – H.102

8:45 a.m.	Executive Director’s Office Report to the 222nd GA (2016) – H.103	<i>Barry Creech</i>
	Corresponding Members to the 222nd GA (2016) – H.104	<i>Barry Creech</i>
9:00 a.m.	2017-2018 Mission Work Plan – H.105	<i>Wendy Tajima</i>
10:00 a.m.	2016 Salary Increases – H.106	<i>Tony De La Rosa</i>
10:05 a.m.	Special Offerings Review Task Force Report – H.107	<i>Michael Kruse</i>
10:35 a.m.	Break	
10:50 a.m.	Personnel Subcommittee Report – H.108	<i>Jo Stewart</i>
10:55 a.m.	Nominating and Governance Subcommittee Report – J.001	<i>Melinda Sanders</i>
11:00 a.m.	Financial Reports	<i>Earline Williams</i>
11:10 a.m.	Communications Ministry Report <ul style="list-style-type: none"> • Communications Ministry Report to the 222nd GA (2016) – H.109 	<i>Kathy Francis</i>
11:20 a.m.	Funds Development Report	<i>Terri Bate</i>
11:30 a.m.	Presbyterian Mission Agency Review Committee	<i>Barry Creech</i>
11:40 a.m.	Review of Committee Business: <ul style="list-style-type: none"> ➤ Leadership ➤ Justice ➤ Worshiping Communities ➤ Finance ➤ Audit 	<i>Nancy Ramsay</i> <i>James Ephraim</i> <i>David Shinn</i> <i>Chad Herring</i> <i>Kears Pollock</i>
	Closed Session	
12:00 p.m.	Closing Prayer and Adjournment	
12:15 p.m. – 2:30 p.m.	LUNCH AND JOINT MEETING WITH COGA	

Presbyterian Mission Agency Board Executive Committee
Business and Information Items
February 3-5, 2016

ITEM #	BUSINESS ITEM	FROM MINISTRY AREA/ COMMITTEE
FINANCE COMMITTEE (A)		
A.100	Finance Committee Agenda	
A.101	Finance Committee Minutes – September 2015, November 2015 GoToMeeting, and January 2016 GoToMeeting	
A.102	Adjusted 2016 PMA Budget	Shared Services
A.103	Shared Services Report to 222 nd General Assembly (2016)	Shared Services
A.104	PILP Report to 222 nd General Assembly (2016)	PILP
A.105	Minority Vendor Policy Revision	Shared Services
A.106	PMPF Subcommittee Action to develop strategy about Unrestricted Reserves and consider revision of the 1990 GA Action	Shared Services
JUSTICE COMMITTEE (B)		
B.100	Justice Committee Agenda	
B.101	Justice Committee Minutes – September 23-25, 2015	
B.102	Dunggi Property (Lahore, Pakistan) Proceeds Redesignation	WM
B.103	Compassion, Peace & Justice Ministry Response to Referrals	CPJ
B.104	CPJ Response to Referral Report with Recommendations – Fossil Fuel	CPJ
B.105	World Mission Response to Referrals	WM
B.106	National Low Income Housing Coalition (NLIHC) – Addition to the Approval Affiliates List	CPJ
B.107	National Action Network (NAN) – Addition to the Approved Affiliates List	CPJ
B.108	Presbyterian Disaster Assistance Mid-Council Engagement Guidelines	CPJ
B.109	RE&WM Response to Referral Report with Recommendations –Churchwide Conversation on Race, Ethnicity, Racism, and Ethnocentricity	RE&WM
LEADERSHIP COMMITTEE (C)		
C.100	Leadership Committee Agenda	
C.101	Leadership Committee Minutes – September 23-25, 2015	
C.102	TFE Response to Referrals – Referrals in Progress	TFE
C.103	RE&WM Response to Referral Report with Recommendations – Empowered & Hopeful: Women of Color Consultation Report	RE&WM
C.104	Approval of Women of Faith Award Nominees	RE&WM
C.105	Presbyterian Women – Organization for Mission Amendment	RE&WM
WORSHIPING COMMUNITIES COMMITTEE (D)		
D.100	Worshiping Communities Committee Agenda	
D.101	Worshiping Communities Committee Minutes – September 23-25, 2015	
D.102	RE&WM Responses to Referrals	RE&WM

**Presbyterian Mission Agency Board Executive Committee
Business and Information Items**

February 3-5, 2016

ITEM #	BUSINESS ITEM	FROM MINISTRY AREA/ COMMITTEE
D.103	TFE Response to Referrals – Reports with Recommendations – Directory for Worship	TFE
D.104	Second-Cycle 2015 DREAM Grants	RE&WM
D.105	Community of Mission Practice: A New Role for Mid Councils and Congregations in the Sending of Mission Personnel	WM
CORPORATE PROPERTY, LEGAL, AND FINANCE (E)		
E.101	September 2015 Corporate Committee Minutes	
E.102	2016 Manse Report	Legal
E.103	Banking: Open GA Bank Account	Shared Services
PC(USA) A CORPORATION (F)		
F.101	A Corporation Minutes	
AUDIT COMMITTEE (G)		
G.100	Audit Committee Agenda	
EXECUTIVE COMMITTEE (H)		
H.100	Executive Committee Agenda	
H.101	Executive Committee Minutes – September 2015, November 2015, and January 2016	
H.102	Appointments by the Chair	
H.103	Executive Director's Office Reports to the 222 nd GA (2016)	EDO
H.104	Corresponding Member to the 222 nd GA (2016)	EDO
H.105	2017-2018 Mission Work Plan	EDO
H.106	2016 Salary Increases	EDO
H.107	Special Offerings Review Task Force Report	Funds Development
H.108	Personnel Subcommittee Report	
H.109	Communication Portion of PMA Report to the 222 nd GA (2016)	Communications
PLENARY		
H.001	Executive Committee Report One	
P.100	Board Meeting Agenda	
P.101	Board Meeting Minutes – September 23-25, 2015, November 3, 2015, December 2, 2015, and January 6, 2016	
J.001	Nominating & Governance Subcommittee Report	

Presbyterian Mission Agency Board Executive Committee
Business and Information Items
February 3-5, 2016

ITEM #	INFORMATION ITEM	FROM MINISTRY AREA/ COMMITTEE
Finance Committee (A)		
A.200	Management Reports – November 30, 2015	Shared Services
A.201	Presbyterian Mission Program Fund (PMPF) Report – November 30, 2015	Shared Services
A.202	Per Capita Report – November 30, 2015	Shared Services
A.203	Curriculum Report – November 30, 2015	Shared Services
A.204	Stony Point Financials – November 30, 2015	Shared Services
A.205	Ghost Ranch Financials – November 30, 2015	Shared Services
A.206	Endowments and Gift Report – July-December 2015	Shared Services
A.207	Information Technology Report	Shared Services
A.208	The Restoring Creation Loan Program Update	PILP
A.209	Coordinated Loan Program Report	PILP
A.210	Presbyterian Foundation Report	Foundation
A.211	The Cost of Doing Ministry	Shared Services
A.212	PMAB Financial Condition Education Subcommittee Update	Shared Services
A.213	Ghost Ranch Conference Center Update	Shared Services
Justice Committee (B)		
B.200	Jinishian Memorial Program United States Advisory Council and Governance Commission Minutes, November 5, 2015	WM
B.201	Minutes of the Presbyterian Hunger Program Advisory Committee (PHPAC) Meeting	CPJ
B.202	ACSWP Reports Going to 222 nd GA (2016)	CPJ
Leadership Committee (C)		
C.200	Celebrate the Gifts of Women	RE&WM
C.201	Presbyterian Women Update	PW
C.202	Racial Ethnic & New Immigrant Seminarians Conference	RE&WM
C.203	Mission Co-Worker Handbook Update Regarding Mission Personnel Actions	WM
C.204	Mission Personnel Actions	WM
C.205	Young Adult Volunteer Program Summary and Updates	WM
C.206	Theology and Worship Update	TFE
Worshiping Communities Committee (D)		
D.200	Evangelism Update	TFE
D.201	RE&WM Events and Highlights	RE&WM
Executive Committee (H)		
Audit (G)		
Plenary (P)		
P.200	Pillars of the Church	Funds Development

PRESBYTERIAN MISSION AGENCY BOARD
REDUCTION IN FORCE PROCESS AND SELECTION CRITERIA
January, 2016

Section 216 of the Employee Handbook states that a reduction in force (RIF), reorganization and/or position eliminations may occur due to "...change in objectives, reorganization, or a change in financial outlook or conditions..." of the organization.

Program or common service areas or activities may be eliminated, outsourced, reduced, shifted or reorganized. Before regular full-time and part-time positions are affected, temporary and vacant positions should be selected for position elimination where possible. As set forth in the Employee Handbook at Section 103, separations "...will be administered without [unlawful] discrimination based upon race, color, national origin, gender, age, marital status, sexual orientation, creed, protected disability status, citizenship status, genetic information, uniformed service (e.g., U.S. Armed Forces or National Guard) or status as a Vietnam Era or special disabled veteran in accordance with applicable federal, state and local laws, or veteran status, or religious affiliation (except where a category is a bona fide occupational qualification), or any other characteristic protected by law."

Objective selection criteria have been developed with the approval of the Executive Committee of the Presbyterian Mission Agency Board to be used to determine which positions will be impacted by the reduction-in-force. Recommendations for position elimination, outsourcing, reducing positions, shifting positions, and reorganizations will be made by segments of the Office of the Executive Director, the Deputy Executive Director and by the respective ministry (including common service) areas using this policy and selection criteria. Decisions on staffing will be made in consultation with the Director of Human Resources and the Legal Services Office. A written rationale for the elimination, reduction or shifting of each position must be prepared to support the recommendation. If work is shifted to an existing position, the job description will be updated to reflect any material changes in job duties and responsibilities and the grade level of the position reevaluated.

The following outlines the position elimination selection process and criteria.

A. Mission, Programs, and Activities Not in Alignment with Mission Work Plan.

1. Identify missions, programs, and activities that are not in alignment or that have weak alignment with the 2017-2018 Mission Work Plan, that have weak funding and/or that have little impact despite alignment and funding.
2. Eliminate these identified missions, programs, and activities.
3. Identify the positions that staff these identified missions, programs, and activities.

- 1 a. Eliminate these positions.
 2 b. Generally, if 50% or more of a position's functions are eliminated, shifted or
 3 reduced, the position should be eliminated.
 4

5 **B. Programs, Services, and Activities Eliminated, Outsourced, Reduced, Shifted**
 6 **and/or Reorganized Due to a Change in Financial Outlook or Conditions.**
 7

- 8 1. Identify programs, services or activities to be eliminated, outsourced, reduced,
 9 shifted or reorganized.
 10
 11 2. Identify the positions that staff these identified programs, services, and
 12 activities.
 13 a. Eliminate these positions.
 14 b. Generally, if 50% or more of a position's functions are eliminated, outsourced,
 15 shifted or reduced, the position will be eliminated.
 16

17 **C. Unnecessarily Duplicative or Redundant Work.**
 18

- 19 1. Identify programs, services, and activities not being eliminated, outsourced,
 20 reduced, shifted or reorganized, and review for work that is unnecessarily
 21 duplicative or redundant.
 22
 23 2. Identify positions performing unnecessarily duplicative or redundant work.
 24 a. In general, if identified positions performing unnecessarily duplicative or
 25 redundant work are in different job grades, the position in the lower job
 26 grade should be eliminated. Exceptions may be made if there is a
 27 documented performance issue with the employee in the higher job grade or
 28 qualification or skill concerns.
 29 b. If identified positions performing unnecessarily duplicative or redundant
 30 work are in the same job grade, the selection decision must be made based
 31 on the following:
 32 1) job performance as documented by the most recent performance
 33 evaluation; then
 34 2) individual experience, qualifications for the job and need for specific skills;
 35 then
 36 3) the above two items being equal, then selection is made based on length
 37 of service in the job grade.
 38 c. Generally, if 50% or more of a position's functions are unnecessarily
 39 duplicative or redundant, the position will be eliminated.
 40
 41
 42
 43