

Approved – May 9, 2012

**Minutes of the Executive Committee of the
General Assembly Mission Council (GAMC)
Of the Presbyterian Church (U.S.A.)
Conference Call
March 29, 2012 – 2 p.m. EST**

CALL TO ORDER	Mr. Michael Kruse, Chair, called the meeting of the Executive Committee of the General Assembly Mission Council (GAMC) to order with prayer.
ATTENDANCE	Mr. Kruse called upon Ms. Susan Abraham, recorder for the meeting, to call the roll. Those present for all or a portion of the meeting were: <i>Members</i> Steve Aeschbacher – Chair, Discipleship Mission Committee Clark Cowden – Chair, Vocation Mission Committee Alan Ford – Chair, Stewardship Mission Committee Michael Kruse – Chair Carolyn McLarnan – Vice-chair Matt Schramm – Chair, Evangelism Mission Committee Joyce Smith – Member-at-large Linda Valentine – Member ex-officio
EXCUSED	Roger Gench – Chair, Justice Mission Committee Marta Rodriguez – Member-at-large
<i>Executive Leadership Team</i>	Joey Bailey – Deputy Executive Director, Shared Services Roger Dermody – Deputy Executive Director for Mission (via phone) Vince Patton – Executive Administrator Karen Schmidt – Deputy Executive Director, Communications and Funds Development (via phone)
<i>Recorder</i>	Susan Abraham – GAMC Staff, Office of the Executive Director
<i>Others</i>	Martha Clark, GAMC Staff, Legal Services Barry Creech, GAMC Staff, Communications and Funds Development April Davenport, GAMC Staff, Legal Services Tim McCallister, GAMC Staff, Evangelism and Church Growth Mike Kirk, GAMC Staff, Legal Services (via phone) Lisa Robbins, GAMC Staff, Human Resources
ACTION 1- EC-032912 CHAIR APPOINTMENTS	The GAMC Executive Committee VOTED to ratify the following appointments to the Governance Task Force:

1. **Kears Pollock, chair**
2. **Steve Aeschbacher**

- 3. Cynthia Bolbach**
- 4. Teresa Bryce Bazemore**
- 5. Marianne Rhebergen**
- 6. Matthew Schramm**

Background:

At the February 2012 GAMC meeting, the Council approved the following recommendation of the Strategy Advisory Group. The above appointments were made in response to this recommendation.

“Establish a Governance Task Force consisting of six GAMC board members, appointed, after asking for volunteers, by the current chair in consultation with the incoming chair of the Council and the Executive Committee.” “Current members could continue service on the Task Force after their term ends. Their work shall begin after the conclusion of the February 2012 GAMC meeting. The term of the task force shall end at the spring meeting of the GAMC in 2013 or earlier if the work is completed.”

ACTION 2- EC-032912
SAM & HELEN R. WALTON
AWARD

The Executive Committee **VOTED to Approve** that New Hope Presbyterian Church, Los Ranchos Presbytery, Synod of Southern California and Hawaii be approved to receive an additional \$25,000 from the 2012 Sam and Helen R. Walton Award.

Background:

The Mission Development Resources Committee (MDRC) recommended to the Evangelism Committee at its February 16, 2012 GAMC gathering that New Hope Presbyterian Church be approved to receive a \$25,000 award. After additional conversation, consideration and a satisfactory response to concerns, the MDRC members unanimously recommend to the GAMC Executive Committee that an additional \$25,000 be awarded for a total of \$50,000.

MARCH 2012 GAMC
MEETING EVALUATION

The Executive Committee reviewed the feedback on the February 2012 GAMC Meeting gathered by Research Services and presented by Mr. Vince Patton. Following discussion, the Executive Committee requested that future data be broken down by elected members and corresponding members.

OBJECTIVE
SETTING/BUDGETING
PROCESS

Ms. Linda Valentine gave an update on the work that has been done since the GAMC’s approval of the 2013-2016 GAMC Mission Work Plan in February. Ms. Valentine reported that Cross-Functional Teams were formed to develop objectives and work plans for each of the directional goals. The objectives will provide direction for aligning ministries to support the mission, vision and directional goals. They will also serve as a guide for decision making and formulation of the 2013-2014 mission budget. Staff is now busy at work compiling budgets which will be brought to the May meeting. With multiple offices, programs and funding sources, this is a complex process.

\$500,000 GIFT

Ms. Valentine shared that as a result of the funds development campaign, World Mission has received a gift of \$500,000 from Rev. Jane Hays in support of mission workers “to address the root causes of poverty, especially as it impacts women and children.” She commented that this is an example of how funds development work takes some years to build.

**ACTION 3- EC-032912
CLOSED SESSION**

The Executive Committee **VOTED to convene** in closed session at 3:07 p.m. to discuss personnel and litigation matters with only members of the Executive Committee and the following invited persons:

- Linda Valentine
- Roger Dermody
- Vince Patton
- Joey Bailey
- Martha Clark
- Mike Kirk
- April Davenport
- Barry Creech
- Lisa Robbins and
- Susan Abraham

**ACTION 3- EC-032912
RISE FROM CLOSED
SESSION**

The Executive Committee **VOTED to rise** from closed session at 3:34 p.m. and reported the following action:

That the selection criteria are approved by the Executive Committee, acting as both the Executive Committee of the GAMC and the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation, to be used to determine which positions will be impacted by the 2012 reduction in force (Appendix 1).

**ADJOURNMENT AND
CLOSING PRAYER**

The meeting was closed with prayer by Mr. Kruse.

Respectfully Submitted,

Mr. Michael Kruse
Chair, General Assembly Mission Council

Ms. Linda Valentine
Executive Director, General Assembly Mission Council

**GENERAL ASSEMBLY MISSION COUNCIL
REDUCTION IN FORCE PROCESS AND SELECTION CRITERIA
March, 2012**

Rationale: Section 218 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 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.”.

As outlined in Section 218 of the Employee Handbook, objective selection criteria have been developed in consultation with the Executive Committee of the General Assembly Mission Council to be used to determine which positions will be impacted by the RIF. Recommendations for position elimination, outsourcing, reducing positions, shifting positions, and reorganizations will be made by segments of the Office of the Executive Director, Deputy Executive Directors and by the respective ministry (including common service) areas. 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. If work is shifted to an existing position, the job description will be promptly updated to reflect any changes in job duties and responsibilities and the grade level of the position reevaluated. The General Assembly Mission Council Executive Committee will receive the recommendations for action.

The following outlines the position elimination selection process and criteria.

A. Programs, Services, and Activities Eliminated, Outsourced, Reduced, Shifted and/or Reorganized.

1. Identify programs, services or activities to be eliminated, outsourced, reduced, shifted or reorganized.
2. Identify the positions that staff these identified programs, services, and activities.
 - a. Eliminate these positions.
 - b. Generally, if 50% or more of a position’s functions are eliminated, outsourced, shifted or reduced, the position should be eliminated.

B. Unnecessarily Duplicative or Redundant Work.

1. Identify programs, services, and activities not being eliminated, outsourced, reduced, shifted or reorganized, and review for work that is unnecessarily duplicative or redundant.
2. Identify positions performing unnecessarily duplicative or redundant work.
 - a. In general, if identified positions performing unnecessarily duplicative or redundant work are in different job grades, the position in the lower job grade should be eliminated. Exceptions may be made if there is a documented performance issue with the employee in the higher job grade or qualification or skill concerns.
 - b. If identified positions performing unnecessarily duplicative or redundant work are in the same job grade, the selection decision must be made based on the following:
 - 1) job performance as documented by the most recent performance evaluation; then
 - 2) individual experience, qualifications for the job and need for specific skills; then
 - 3) the above two items being equal, then selection is made based on length of service in the job grade.
 - c. Generally, if 50% or more of a position's functions are unnecessarily duplicative or redundant, the position should be eliminated.