

**Transylvania Presbytery
Coordinating Council
October 18, 2007**

The meeting of the Council was called to order by Moderator Bill Owens at 4:30 p.m.

Those present were:

George Moore, Jerry Utt, Bill Owens, Susan Alley, Marilyn Daniel, Betty Jean Donaldson, Mary Reed, Richard Smith, Susan Warren and Catesby Woodford. Also present: David McKee, Interim General Presbyter; Robyn Justus, Business Manager; and, James Rucker, Stated Clerk.

The Agenda for the meeting was presented and with the addition of Presbyterian Women and Nominating Committee Nominations (Nominations which the Council make to Presbytery) under Other Committee Reports was adopted as the docket for this meeting. (*Appendix A*)

The Stated Clerk reported that the Minutes of the August meeting of the Council had been presented to and approved by the September meeting of the Presbytery.

The Stated Clerk reported that invitations for meetings of the Presbytery have been received: June 7 meeting at Prestonsburg and September 9 meeting at Burnamwood Camp and Conference Center. These invitations were on motion accepted. Invitations are welcome for the March 11 and December 5-6 meetings, (most likely First Presbyterian) and the clerk was instructed to communicate these vacant times to the churches of the Presbytery.

The report of the Interim General Presbyter, David McKee, was presented. David reported that he is winding down contacts with individuals, closing doors, sweeping up, and preparing to move December 15 and use unused vacation time for the remainder of December. David expressed the opinion that it would be best for him to vacate the office by mid-December to allow for a period of time before a new General Presbyter is installed.

The General Presbyter Search Committee heard via E-mail from the chair that the committee is continuing its work but cannot suggest an exact timetable yet and probably not by the December meeting of the Presbytery. Chair Melissa Sevier expressed the opinion that the committee would be ready to present a candidate and nominate him/her by the March meeting of the Presbytery. The Search Committee asked to be recorded as in favor of the employment of a part time acting interim following the departure of David McKee and before the employment of a permanent General Presbyter.

It was announced that the Leadership Retreat for Coordinating Council members and retiring chair people would be held January 25-26 at Shaker Village. Incoming moderator Susan Warren encouraged all members of the council to be present.

The Coordinating Council discussed at some length the issues surrounding questions about ordination and the proposed resolution sent from three churches of the Presbytery. Following review of these matters various suggestions were made but the council determined it would be best to wait for the November meeting of the Council and to have in hand any resolution which might be presented to the Presbytery.

The status of the sale of the Glen Eagle property was reported by Trustee Chairperson George Moore, who reported that an appraisal for the property had been received and that there were ongoing discussions with possible purchasers of the property. The Trustees are in the process of selling the St. Helens and Sharpsburg properties and will report on these sales when completed.

The council took a brief recess for dinner. Thanks for God's blessings were expressed by Dr. Richard Smith.

Following dinner Marilyn Daniel reported on the progress being made by the Transylvania Presbytery Task Force on the Hazard Vision. The task force will consist of: Ellen Peach, chairperson; Jim Stewart, Vice-Chair; Chris Doll, Woody Berry, J.T. Silence, Stan Brunn, Jody Lambert, Kathy Riley, Bill Reed, Merle Caudill, Herb Smith, & Liz Barret.

Council Moderator Bill Owens reported on the status of the Wolfe County opportunity and the church building owned by Buckhorn. Bill noted that a small group of Episcopalians are presently using the building.

The Administration and Finance committee reported on the current status of the finances of the Presbytery, noting that in the words of the chairman, "Everything is going to be okay" which, when parsed was interpreted to mean that income is satisfactory and following a usual pattern that leads the committee to believe that by year's end income and expenses will be approximately equal. In addition, the committee reported that the 2008 budget is in the process of preparation.

The Staff Services committee reported with a written report offering two recommendations for action by the council and the rationale for the recommendations. The following recommendations were moved, and approved:

- (1) **The Staff Services Committee recommends that Transylvania Presbytery employ a part time Acting General Presbyter to serve after December 31, 2007 (or earlier if made necessary by the timing of David McKee's departure).**
- (2) **The Staff Services Committee recommends that the Rev. Rollin Tarter be the Coordinating Council's choice to serve as Acting General Presbyter according to the terms described in the position description which follows. (See #3 below)**
- (3) **That the following position description be approved**

PRESBYTERY OF PENNSYLVANIA: POSITION DESCRIPTION

Acting General Presbyter

Acting General Presbyter: a part-time position

Purpose: The Acting General Presbyter shall work in cooperation with the Presbytery staff and leadership to provide basic oversight of Presbytery operations until the General Presbyter is called and is ready to assume his/her responsibilities.

Responsibilities:

Administration and Communication

*to serve as Head of Staff

*to oversee the functions of the Presbytery office and provide supervision of office staff

*to encourage and help maintain open and appropriate communication within the Presbytery

*to be available for support of Presbytery committee leadership

*to provide regular supervision to the Burnamwood Camp Director

*to oversee implementation of Presbytery decisions

*to represent the Presbytery as necessary in ecclesiastical and public matters

*to assist with transition issues as identified by the Acting General Presbyter, Presbytery staff, or Presbytery leadership

Care and Nurture of Church Professionals

*to be available to provide pastoral care for pastors and other church professionals of the Presbytery with immediate, particular needs

Congregational Support

*to be available to provide pastoral care for congregations with immediate, particular needs

Accountability and Support:

The Acting General Presbyter shall be accountable to the Presbytery through the Coordinating Council and the Staff Services Committee.

The Staff Services Committee shall be in regular supportive communication with the Acting General Presbyter. The Staff Services Committee will conduct a review of the Acting General Presbyter's performance after six months of service.

Term: The Acting General Presbyter's term shall be indefinite and shall end when the General Presbyter has been called and is ready to assume his/her responsibilities. Before that time, the Acting General Presbyter or the Presbytery may terminate the contract agreement with a written thirty day advance notice.

Qualifications: The Acting General Presbyter must be a Minister of the Word and Sacrament or an Elder in the Presbyterian Church (USA)

Compensation: (based on 27.5 hours per week)

	(annual)	(monthly)
Salary	\$ 25,603	\$ 2,134
Housing	17,875	1,490
FICA	3,326	277
Med/Pension	11,111	926
Cont. Ed.	-	-
Professional Exp	<u>6,875</u>	<u>573</u>
Total	\$ 64,790	\$ 5,399

The complete report of the committee is attached as (*Appendix B*).

Other committee reports were presented by Presbyterian Women and by the Stated Clerk. Betty Jean Donaldson reported for Presbyterian Women and encouraged all churches to participate in the upcoming Women's Fall Gathering to be held at Burnamwood. Mrs. Donaldson reported that 45 churches participated and that she would like for all the churches of the Presbytery to participate.

Stated Clerk James Rucker reminded the Council that at the November meeting of the Council nominations for service on the Nominating Committee would need to be adopted and forwarded to the December meeting of the Presbytery. Moderator Bill Owens appointed a three person committee of Susan Warren, Marilyn Daniel and Bill Owens to prepare an appropriate slate for consideration by the council.

Marilyn Daniel reviewed with the Council statistical information about our presbytery and how we compared with other presbyteries in our Synod & across the country. It was agreed that the Council would look at this information in more detail at the Leadership Retreat in January.

The December presbytery meeting was discussed. Joan Gray, PCUSA moderator, will be our special guest. A presentation by Rev. Gray and question and answer session will be held at the Springs Inn on November 30th. The event begins with a buffet dinner at 6:30 p.m. Mary Reed will coordinate logistical information with Rev. Gray. Marilyn Daniel will invite surrounding presbytery executives to be our guests at this event.

Jerry Utt closed the meeting with prayer at 7:15 p.m..

Appendix A

Coordinating Council Agenda Thursday, October 18, 2007 4:30 p.m.

Call to Order – Bill Owens

Opening Prayer/Sharing – Bill Owens

Minutes of the last meeting – Jim Rucker, Sr.

Report of the Stated Clerk – Jim Rucker, Sr.

Status of Presbytery Meetings in 2008:

March 11, 2008; *need location*

June 07, 2008; First Prestonsburg

September 09, 2008; Burnamwood Camp & Conference Center

December 5-6, 2008; *need location*

Report of the Interim General Presbyter – David McKee

Report of the General Presbyter Search Committee –

Leadership Retreat, January 25-26, 2008 at Shaker Village-- Susan Warren

Status of Resolution and Ordination Issues

Status of sale of Glen Eagles property - Trustees

Appraisal status

Action Update

Status of Hazard Church “vision” Task Force: - Marilyn Daniel

Status of Wolfe County “opportunity” (Bill Owens)

Admin and Finance Report (Catesby Woodford, Robyn Justus)

Budget status to date

End of year projections

2008 Asking Budget

Staff Services Committee Report

Other Committee Reports

Presbytery Trends: Who We Are and Who We Will Be – Marilyn Daniel

Update on communications with Joan Gray for Dec.

Invitations to surrounding presbyteries for Dec.

Possible “workshops” in lieu of small group discussions in Dec.:

Immigration (Julia Thorne) – How do we love the stranger?

An Inconvenient Truth (Ruth Beattie) – How do we love the earth?

Living Waters for the World (Joanie Lukin) – How do we love our neighbor?

Next Council Meeting Date: November 15, 2007 @ 4:30

Closing Prayer

Appendix B

Report to the Coordinating Council Staff Services Committee October 18, 2007

To: The Coordinating Council

Dear Friends:

Due to a longstanding obligation with The Interfaith Alliance of the Bluegrass, I am unable to attend the October 18 Coordinating Council meeting. Nonetheless, there is an important piece of Staff Services Committee business that I hope the Coordinating Council will consider and receive favorably.

As the Coordinating Council is aware, the Rev. David McKee has announced his intention not to renew his contract with Transylvania Presbytery as Interim General Presbyter. In order to provide uninterrupted leadership and essential supervision of Presbytery staff and programs until the arrival of a called General Presbyter, **the Staff Services Committee recommends that Transylvania Presbytery employ a part time Acting General Presbyter to serve after December 31, 2007 (or earlier if made necessary by the timing of David McKee's departure).** The proposed terms of service of the Acting General Presbyter are found in the attached position description.

Further, it is the opinion of the Staff Services Committee that the Acting General Presbyter be a person with leadership experience, demonstrated pastoral skills, sound judgment, and wide respect within the Presbytery. With these qualities in mind, **the Staff Services Committee recommends that the Rev. Rollin Tarter be the Coordinating Council's first choice to serve as Acting General Presbyter according to the terms described in the attached position description.**

The Staff Services Committee has had preliminary conversation with Rollin regarding the position. Rollin has seen the position description, and he has indicated his willingness to be considered for the position. Rollin is currently on vacation, but will be returning in early November. The Staff Services Committee plans to meet with Rollin at its meeting on November 8 to discuss the details of his service. Some minor adjustments to the position description might arise from this conversation. If so, a revised position description will be brought to the Coordinating Council at its November meeting.

Respectfully Submitted,

Michael L. Ward, Moderator
The Staff Services Committee

**Coordinating Council
Presbytery of Transylvania
Thursday, November 15, 2007**

CALL TO ORDER

The meeting of the Coordinating Council was called to order by the Moderator, Bill Owens, at 4:30 p.m. and was opened with prayer offered by Jerry Utt.

ROLL

The roll was formed with the following present: Susan Warren, Susan Alley, Richard Smith, Mary Reed, Jerry Utt, Catesby Woodford, Mike Ward, Tom Farmer, Woody Berry and Betty Jean Donaldson. Also present Rollin Tarter, guest; Robyn Justus, Business Manager; David McKee, Interim General Presbyter; and, James Rucker, Stated Clerk.

AGENDA

The Agenda as prepared was on motion adopted as the docket for this meeting.
(Appendix A)

MINUTES

The minutes of the October 18 meeting of the Council were presented and on motion received without exception.

REPORT OF THE STATED CLERK

The report of the Stated Clerk was presented with three parts:

- (1) It was noted that a communication from the Session of the First Presbyterian Church of Pikeville has requested the withdrawal of the March 19, 2007 Session Resolution. This information will be shared with the Presbytery.
- (2) The Session of the First Presbyterian Church of Pikeville has requested that the Presbytery grant "relief of conscience" based on their opposition to the Benefits plan of the Presbyterian Church (USA). This request will be presented to the Presbytery.
- (3) No invitation for the March 2008 meeting of the Presbytery has been received. However, a tentative invitation from the First Presbyterian Church of Harlan is in hand and may be forthcoming in the next few weeks.

In response to this report the Stated Clerk reported when asked if the resolutions of the Peter Creek and Shepard Memorial churches were still active that they are still very active. It was the expressed feeling of many of the members of the council that these resolutions which are in the exact same language of the Pikeville resolution will be withdrawn. *(Susan Alley, Chair of the Judicial Business committee has subsequently informed the clerk that a conversation with Justin Marple, pastor of the Shepard Memorial and Peter Creek Churches, has indicated that they will, in fact be withdrawn pending the action of the Sessions of the two churches.)*

REPORT OF INTERIM GENERAL PRESBYTER

David McKee, Interim General Presbyter reported that he is winding up his tasks here and making plans for returning to Buffalo (noting that Nov-Dec are not the usual best times for moving to Buffalo!)

NOMINATIONS TO NOMINATING COMMITTEE

Susan Warren reported for the task group assigned the responsibility of naming candidates for the Nominating Committee. The committee suggested the following: Bill Owens, Chair, Class of 2009; Tony Gilbert, Maxine Hicks and Danny Maggard to the Class of 2010. *It was moved and seconded that these names be placed in nomination by the council to the Presbytery.* **Motion Carried.**

STATUS OF SALE OF GLENEAGLES PROPERTY

The trustees reported that they are currently negotiating with two potential purchasers of all or part of the Gleneagles Property.

ADMINISTRATION AND FINANCE

Catesby Woodford reported for the committee that the 07 status of the budget is about as expected with a \$34,000 current deficit which compares with a \$100,000 deficit at this time last year. It is anticipated that the deficit will be made up with year end gifts. Burnamwood, Mr. Woodford noted, has a current deficit of \$45,000 but have expectations of year-end gifts to offset this amount.

The 2008 budget is under development with income for 08 anticipated to be the same as 07. There will be no recommended increase in per capita; there is included a 5% cost of living increase for office staff, \$10,000 for the General Presbyter Search Committee and a \$5,000 increase for Burnamwood.

STAFF SERVICES

Mike Ward reported for the committee presenting the following recommendations:

***That Rollin Tarter's service as Acting General Presbyter of Transylvania Presbytery be effective January 1, 2008 under the terms of the following position description.**

PRESBYTERY OF TRANSYLVANIA: POSITION DESCRIPTION

Acting General Presbyter
October 2007

Acting General Presbyter: a part-time position

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Responsibilities:

Administration and Communication

- *to serve as Head of Staff
- *to oversee the functions of the Presbytery office and provide supervision of office staff
- *to encourage and help maintain open and appropriate communication within the Presbytery
- *to be available for support of Presbytery committee leadership
- *to provide regular supervision to the Burnamwood Camp Director
- *to oversee implementation of Presbytery and Coordinating Council decisions
- *to represent the Presbytery as necessary in ecclesiastical and public matters
- *to assist with transition issues as identified by the Acting General Presbyter, Presbytery staff, or Presbytery leadership

Care and Nurture of Church Professionals

- *to be available to provide pastoral care for pastors and other church professionals of the Presbytery with immediate, particular needs

Congregational Support

- *to be available to provide pastoral care for congregations with immediate, particular needs

Accountability and Support:

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The Staff Services Committee shall be in regular supportive communication with the Acting General Presbyter. The Staff Services Committee will conduct a review of the Acting General Presbyter's performance after six months of service.

Term:

The Acting General Presbyter's term shall be indefinite and shall end when the General Presbyter has been called and is ready to assume his/her responsibilities. Before that time, the Acting General Presbyter or the Presbytery may terminate the contract agreement with a written thirty day advance notice.

Qualifications:

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(based on 27.5 hours per week)

	(annual)	(monthly)
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Professional Exp	<u>6,875</u>	<u>573</u>
Total	\$ 64,790	\$ 5,399

***That the Interim General Presbyter relationship between David McKee and Transylvania Presbytery be dissolved effective December 31, 2007.** (David will be using the balance of his accrued vacation leave beginning December 14, 2007, but he will be available in case of emergency situations between December 14 and December 31.)

***That an appropriate acknowledgment of David's service and the completion of the interim period be included in the docket for the November 30 – December 1 Presbytery meeting.**

At its November 8 meeting, the Staff Services Committee considered salary recommendations for the 2008 Presbytery. Regarding staff salaries, the committee recommends:

***That the General Presbyter position cost remain capped at \$100,000, total position cost (including benefits and expenses).**

***That the office staff, including the Business Manager and Administrative Assistant, receive a 5% cost of living increase.** (The office staff received no increase in 2007.)

***That the Stated Clerk receive a 5% cost of living increase.** (The Stated Clerk received no increase in 2007.)

***That, per recommendation of the Burnamwood Committee, the Interim Burnamwood Director receive a 2.5% increase.** (The Interim Burnamwood Director received no increase in 2007. The Interim Burnamwood Director will be enrolled in the PCUSA pension plan effective 01/01/08.)

***That, per recommendation of the Burnamwood Committee, the Burnamwood Site Manager's annual salary be reduced to \$20,000.** (This reduction reflects a reduction in hours of work per week in order to allow the Site Manager to further his education.)

Including the Burnamwood staff, total 2008 cost for personnel will be \$318,064 as compared to \$342,661 in 2007. The reduction in total cost is an outcome of not filling the Associate General Presbyter position. The above salary recommendations are subject to the advice of the Administration and Finance Committee.

It was moved and seconded that the above recommendations be approved. **Motion Carried.**

PRESBYTERIAN WOMEN

The report of Presbyterian Women was presented by Betty Jean Donaldson who noted that the fall meeting of the women at Burnamwood was a very successful endeavor. Mrs. Donaldson gave the program for the Fall gathering to the Stated Clerk to be filed.

COMMITTEE ON PREPARATION FOR MINISTRY

The report was presented by co-chair of the committee Tom Farmer. Mr. Farmer noted that a candidate under the care of this presbytery has twice failed the Polity and Theology Standard examinations and that the Committee on Preparation for Ministry would present a plan to the Presbytery which will explain the process. The exception must be carried by a $\frac{3}{4}$ vote of the Presbytery. The committee will suggest names of persons to serve on the examining committee and the majority will be other than CPM members.

OFFICE LOCATION TASK FORCE

Mike Ward reported as a member of the task force that the group is preparing a survey questionnaire.

SOCIAL WITNESS AND MISSION

The committee requested to show a Living Waters DVD at the December meeting of the Presbytery. Following discussion it was determined that a continuous showing of the DVD in the Display area would be more effective and that every opportunity would be taken to call attention to the video and invite commissioners to view it.

NOVEMBER/DECEMBER MEETING OF THE PRESBYTERY

Arrangements for the meeting of the Presbytery were discussed. The Friday evening Docket will allow primarily for the presentation by General Assembly Moderator Joan Gray and recognition of David McKee's Interim Ministry with us. Moderators and General Presbyters of adjacent presbyteries have been invited and several have indicated their intention to be present. Where appropriate guests will be enrolled as corresponding members and granted the privilege of the floor to bring greetings to the Presbytery.

The proposed docket for the meeting was presented by the Stated Clerk and with minor changes received and the clerk was instructed to complete the docket for the meeting.

NEXT MEETING

The next meeting of the Coordinating Council will be January 25-26, 2008 at Shaker Village for the annual Leadership Retreat.

There being no further business the meeting was adjourned at 6:00 p.m. with prayer offered by Susan Alley.

Respectfully submitted
James H. Rucker, Stated Clerk

**Coordinating Council Agenda
Presbytery of Transylvania
Thursday, November 15, 2007
4:30 p.m.**

Call to Order – Bill Owens

Opening Prayer/Sharing – Bill Owens

Minutes of the last meeting – Jim Rucker, Sr.

Report of the Stated Clerk – Jim Rucker, Sr.
Status of Presbytery Meetings in 2008

Report of the Interim General Presbyter – David McKee

Report of the General Presbyter Search Committee

Nominations to Nominating Committee

Status of Resolution and Ordination Issues

Status of sale of Glen Eagles property - Trustees
Appraisal status
Action Update

Admin and Finance Report (Catesby Woodford, Robyn Justus)
Budget status to date
End of year projections
2008 Asking Budget

Other Committee Reports

Update on communications with Joan Gray for Dec. Mary Reed, Susan Warren

Invitations to surrounding presbyteries for Dec. –Marilyn Daniel (by phone)

Agenda for Nov. 30/ Dec. 1 Presbytery Meeting – Jim Rucker, Sr.
Is there to be a “program” Friday night? How is the time with Joan Gray to be structured?

Next Council Meeting Date: _____

Closing Prayer