MINUTES
Committee on the Office of the General Assembly
Conference Call
January 7, 2013
4:00 p.m.

The Committee on the Office of the General Assembly (COGA) met via conference call on Monday, January 7, 2013 at 4:00 p.m. Moderator Vince Thomas convened the meeting and opened with prayer.

The participants were:
Dennis Hughes
Virginia Rainey
Robert Wilson
Leah Johnson
Jim Wilson
Gradye Parsons, Ex-Officio
Chris Rhodes
Carol McDonald
Vincent Thomas, Moderator
Eileen Lindner
Margaret Elliott
Marcia Mount Shoop, Vice Moderator
Neal Presa, GA Moderator

Unable to Attend:
Jerrod Belton Lowry
Tom Trinidad
Alejandra Spir-Haddad
John Wilkinson

OGA Staff:
Loyda Aja
Molly Williams
Thomas Hay

The COGA reviewed the proposed OGA Voluntary Separation Program, and –

VOTED unanimously to approve the Voluntary Separation Program for all OGA employees who are at least 60 years of age and have a minimum of ten (10) years of service. The details of the program are outlined in the attached letter. (Appendix 1)

With the edit that section 11.02.b be clarified in the attached letter.

OGA Voluntary Separation Program - approved
Having no further items of business, the Committee on the Office of the General Assembly was adjourned at 4:30 p.m. Vince Thomas gave the closing prayer.

Respectfully submitted,

Molly Williams
Recorder
January 14, 2013

Dear,

Blessings in the New Year!

As the Office of the General Assembly has entered a New Year, I would like to offer you an update regarding our reorganization process. After significant advice and counsel based upon our collaborative process, which included your input, we are continuing to review recommendations from our consulting team along with mission alignment and implementation planning. These recommendations will be previewed by the Staff Coordinating Cabinet before approval by the Committee on the Office of the General Assembly (COGA), and finally presented to the rest of the staff and other stakeholders in mid-February. The implementation process is expected to begin immediately afterward and may involve more than one stage. While none of this will be easy, I am confident that the long-term result for OGA will be beneficial.

All of this is related to the facts that we already know: given revenue projections for the 2013-2014 budget and going forward, the OGA must realign its operating budget. As a result, OGA is restructuring in order to meet current and projected requirements to align more closely with our new refocused vision. While the reorganization planning is nearly complete, in order to maintain the work of the OGA during this fiscally trying time, we have decided to first offer a voluntary separation program. It is likely that this voluntary program may be followed by an involuntary separation program and reduction in force, due to reduced revenue expectations and restructuring. The positions of those individuals who accept this voluntary offer may or may not be affected by any subsequent reduction in force. At present, no positions within the OGA have been selected for an involuntary separation program.

Therefore, this letter and the packet that follows contain an invitation for you to consider a voluntary separation package. This offer is being extended to all Office of the General Assembly staff who are at least 60 years of age and have a minimum of ten (10) years of service to the PCUSA, A Corporation. This voluntary separation agreement will be given to individuals who return their signed separation agreement to Loyda Aja by February 28, 2013.

Two important documents are attached for your review. One is a Voluntary Separation Agreement and the other is a Voluntary Separation Memorandum which includes Age Discrimination in Employment Act (“ADEA”) information. You should review both documents carefully. Because these are legal documents, you are encouraged to review
them with your attorney prior to signing. If you choose to accept this offer, the severance you will receive is described below and is in lieu of any other severance benefit. The main elements include:

**Exempt Employees:**
- **Six (6) Months Separation Notice:** in equal bi-weekly payment during the six months after your final day of active employment (subject to tax withholding and deductions); these payments include health and disability benefits.
- **Severance Payments:** Severance begins at the end of the notice period, based on the length of continuous credited service, in accordance to Section 11.02b of the OGA Personnel Handbook. Health and disability insurance continue during the time of severance. Severance payment may be received in a lump sum or on the regular salary payment schedule for the period of the severance (subject to tax withholding and deductions).
- **$1,000 Outplacement Fee:** for career planning guidance and outplacement assistance in locating employment elsewhere. Once the employee selects the outplacement firm, Employer will accept invoices directly from the outplacement firm and will make payment directly to the firm for up to $1,000.
- **Payment in a lump sum for unused carry-over vacation** from 2012 plus prorated vacation for 2013 (subject to tax withholding and deductions) by March 30, 2013.
- **Extension of Benefits:**
  - If you are under sixty five (65) years of age, the Employer will provide for you by direct payment to the Board of Pensions the equivalent of four (4) months of medical continuation benefits. If the employee wishes to continue medical continuation benefits, or, if eligible, switch to Medicare supplement thereafter, the Employee should contact the Board of Pensions to submit the necessary paperwork.
  - If you are sixty five (65) years of age or older, the Employer will provide to you by direct payment to the Board of Pensions the equivalent of four (4) months of medical continuation benefits or Medicare supplement. If the employee wishes to continue medical continuation benefits or Medicare supplement thereafter, the Employee should contact the Board of Pensions to submit the necessary paperwork.

**Non-Exempt Employees:**
- **Three (3) Months Separation Notice:** in equal bi-weekly payment during the three months after your final day of active employment (subject to tax withholding and deductions); these payments include health and disability benefits.
- **Severance Payments:** Severance begins at the end of the notice period, based on the length of continuous credited service, in accordance to Section 11.02b of the OGA Personnel Handbook. Health and disability insurance continue during the time of severance.
Severance payment may be received in a lump sum or on the regular salary payment schedule for the period of the severance (subject to tax withholding and deductions).

-$1,000 outplacement fee: for career planning guidance and outplacement assistance in locating employment elsewhere. Once the employee selects the outplacement firm, Employer will accept invoices directly from the outplacement firm and will make payment directly to the firm for up to $1,000.

-Payment in a lump sum for unused carry-over vacation from 2012 plus prorated vacation for 2013 (subject to tax withholding and deductions) on March 30, 2013.

-Extension of Benefits:
  If you are under sixty five (65) years of age, the Employer will provide for you by direct payment to the Board of Pensions the equivalent of four (4) months of medical continuation benefits. If the employee wishes to continue medical continuation benefits, or, if eligible, switch to Medicare supplement thereafter, the Employee should contact the Board of Pensions to submit the necessary paperwork. If you are sixty five (65) years of age or older, the Employer will provide to you by direct payment to the Board of Pensions the equivalent of four (4) months of medical continuation benefits or Medicare supplement. If the employee wishes to continue medical continuation benefits or Medicare supplement thereafter, the Employee should contact the Board of Pensions to submit the necessary paperwork.

-Commencing on the last date of the Extension of Benefits:
  Medical benefits will continue for thirty (30) days; and Death and disability benefits will continue as follows:
  - 1 year-up to 2 years of service 30 days;
  - 2 years up to 3 years of service 60 days; and
  - 3 years of service and above 90 days.

Your final day of active employment will be the date you deliver the voluntary separation agreement to Loyda Aja, unless, based upon mission and organization needs and business necessity, we must postpone the acceptance of your decision to a later time.

If you have any questions, please feel free to discuss those with Loyda Aja (569-5430).

On March 19, 2013, the members of the COGA and OGA staff will hold a “celebration of ministry” in honor of those who decide to accept the Voluntary Separation Package, please mark your calendars accordingly.

I am extremely grateful for each one of you and pray for an extra measure of the discernment of the Spirit as we seek out the future God has for the Office of the General Assembly.

Sincerely,

The Reverend Gradye Parsons
Stated Clerk of the General Assembly,
Presbyterian Church (U.S.A.)
The Committee on the Office of the General Assembly (COGA) met via conference call on Monday, February 27, 2013 at 2:00 p.m. Moderator Vince Thomas convened the meeting and opened with prayer.

**The participants were:**
- Dennis Hughes
- Virginia Rainey
- Leah Johnson
- Jim Wilson
- Gradye Parsons, Ex-Officio
- Chris Rhodes
- Carol McDonald
- Vincent Thomas, Moderator
- Marcia Mount Shoop, Vice-Moderator
- Jerrod Belton Lowry
- John Wilkinson
- Eileen Lindner

**Unable to Attend:**
- Margaret Elliott
- Tom Trinidad
- Alejandra Spir-Haddad
- Neal Presa, GA Moderator

**OGA Staff:**
- Loyda Aja
- Molly Williams
- Thomas Hay

The COGA reviewed the proposed OGA Restructure and Staffing Rationale, and –

**VOTED** unanimously to approve the OGA Restructure and Staffing Rationale. (Appendix 1, and Attachment)

**VOTED** unanimously to express gratitude to the Stated Clerk and the staff members that worked on this project.

Stated Clerk Gradye Parsons asked the COGA members to keep the OGA staff in their prayers as we enter this transition. Having no further items of

**Adjournment**
business, the Committee on the Office of the General Assembly was adjourned at 3:00 p.m. Vince Thomas gave the closing prayer.

Respectfully submitted,

Molly Williams
Recorder
For Action: COGA, February 27, 2013

That the Committee on the Office of the General Assembly (COGA) approve the new OGA restructure and its staffing rationale.

Office of the General Assembly  
Staff Restructure  
March 6, 2013

Rationale:
In the Fall of 2012, Stated Clerk Gradye Parsons in consultation with the Committee on the Office of the General Assembly (COGA), contracted Dudley Hamilton Associates, Inc., to help the Office of the General Assembly (OGA) to engage in a carefully designed process and provide guidance and expertise in meeting OGA’s structural objectives and financial challenges, and also to position OGA as a key player and partner in relation to the future of the Presbyterian Church (U.S.A.). This process was based on five steps:

Discovery – Document review, individual interviews, group sessions, observations, and core team meetings to identify key themes and insights to factor into the rest of the process (90+ individuals).


Structure Options Development – Identification of restructuring options based on all the above.

Human Resource Reallocation – Driven by the Stated Clerk and informed by the cumulative information generated by the process.

On January 13, 2013 the COGA approved a Voluntary Separation incentive package for OGA staff persons 60 years of age and older with 10 or more years of service. Three weeks ago, the final report of the consultants was presented to OGA’s Senior staff and sent to the COGA for their review.

The Office of the General Assembly is now ready to begin the human resource reallocation with a combination of reduction in force and adjustments to several existing positions: The Stated Clerk has identified 15 (fifteen) positions to be eliminated in the March 6, 2013 reduction in force – this includes two and one half (2 ½) positions from the Department of History; two new positions which will need to be created. These positions are the most appropriate positions to eliminate, either because the service they provide is redundant, or could more effectively and efficiently be combined with other positions or outsourced. This means that
adjustments to several existing positions will take place to meet the needs of the work of the office as a whole (see pp. 4-8).

Exempt employees whose positions are eliminated will receive the following: *Six Months Separation Notice* in equal biweekly payment during the six months after the final day of active employment (subject to tax withholding and deductions); these payments include health and disability benefits. **Severance Payments:** will begin at the end of the notice period, based on the length of continuous credited service, in accordance to Section 11.02b of the OGA Personnel Handbook. Health and disability insurance continue during the time of severance.

$1,000.00 Outplacement Fee for career planning guidance and outplacement assistant. Payment in a lump sum for unused carry-over vacation from 2012 plus prorated vacation for 2013 (subject tax withholding and deductions).

Non-Exempt Employees whose positions are eliminated will receive the following: *Three (3) months Separation Notice* paid in equal bi-weekly payments during the three months after the final day of active employment (subject to tax withholding and deductions); these payments include health and disability benefits. **Severance Payments:** will begin at the end of the notice period, based on the length of continuous credited service, in accordance to Section 11.02b of the OGA Personnel Handbook. Health and disability insurance continue during the time of severance.

$1,000.00 Outplacement Fee for career planning guidance and outplacement assistant. Payment in a lump sum for unused carry-over vacation from 2012 plus prorated vacation for 2013 (subject tax withholding and deductions).

Below is a summary of the personnel changes in the Office of the General Assembly:

**Those affected include:**

**Director of Communication, Development and Technology** – This position will be eliminated – *Voluntary Separation (February 28, 2013).* Responsibilities related to communication and marketing will be shifted to the Associate for Communication and the Manager for OGA Web Services. See Adjustments to Existing Positions.

**Records Manager, Churches** – This position will be eliminated – *Reduction in Force (March 6, 2013).* Responsibilities related to statistics of churches will be shifted to the Records Manager, Ministers. See Adjustments to Existing Positions.

**Manager for Assembly Planning** – This position will be eliminated – *Reduction in Force (March 6, 2013).* Responsibilities related to GA Planning and Conference
program will be shifted to other existing positions since this department will be lodged in National Ministries.

**Sr. Administrative Assistant** – ½ time GA Meeting Service, ½ time Vocation – This position will be eliminated – **Reduction in Force (March 6, 2013).** Responsibilities related to this position will be filled by contracting for these services on the year of the General Assembly and by merging the Vocation Office with the Dept. of Constitutional Services.

**Sr. Administrative Assistant, Vocation Office** – This position will be eliminated - **Voluntary Separation (February 28, 2013).** Responsibilities related to this position will be shifted to other existing positions since the Vocation Office and the Department of Constitutional Services will be merged and become Mid Council Ministries.

**Associate for CLC Administration** – This position will be eliminated – **Reduction in Force (March 6, 2013).** Responsibilities related to this position will be shifted to the Associate for Leadership Connection and the Associate for Vocation Ministries. See Adjustments to Existing Positions.

**CLC Consultant** – This position will be eliminated – **Voluntary Separation (February 28, 2013).** Responsibilities related to this position will be shifted to other existing CLC consultants.

**Manager for Christian Vocation and Certification** – This position will be changed to ½ time – **Reduction in Force (March 6, 2013).** Primary responsibilities related to Certification of Christian Educators will be phased out to the Certification Council. The responsibilities related to training, nurture and writing materials for Elders currently in the Manager for Polity Guidance position description will be shifted to this position. See Adjustments to Existing Positions.

**Sr. Administrative Assistant, Preparation for Ministry and Exams** – This position will be eliminated – **Reduction in Force (March 6, 2013).** Responsibilities related to this position will be shifted to other existing positions since the Vocation Office and the Department of Constitutional Services will be merged and become Mid Council Ministries.

**Associate for Ecumenical Relations** – This position will be eliminated – **Reduction in Force (March 6, 2013).** This position has been vacant for several months and the primary responsibilities of the position have been contracted out temporarily. A new position: Associate for Innovation and Engagement (1/2 time) and Ecumenical Education (1/2 time) will be responsible for resourcing and networking with mid councils, seminarians and ecumenical and interfaith networks (See New Positions).
Sr. Administrative Assistant, Constitutional Services - This position will be eliminated - Voluntary Separation (February 28, 2013). Responsibilities related to this position will be shifted to other existing positions since the Vocation Office and the Department of Constitutional Services will be merged and become Mid Council Ministries.

Manager of Polity Guidance – This position will be eliminated – Reduction in Force (March 6, 2013). Responsibilities related to this position will be shifted to the Associate for Constitutional Interpretation and the Manager for Elder Ministries and Educators’ Certification. See Changes to Existing Positions.

Sr. Administrative Assistant to Budget Manager – This position will be eliminated – Reduction in Force (March 6, 2013). The primary responsibilities of this position will be combined with other responsibilities and a new position will be created that will support the Budget Manager and Ecumenical Ministries. See New Positions.

Manager, GA Nominating Committee - - This position will become ½ time - Reduction in Force (March 6, 2013). Since the GA Moderator support was transferred to the Dept of the Stated Clerk, this position no longer requires a full-time person. This position will be transferred to National Ministries. See Adjustments to Existing Positions.

Sr. Administrative Assistant, GANC and Ecumenical Relations – This position will be eliminated – Reduction in Force (March 6, 2013). Responsibilities related to this position will be shifted to other existing positions since the GANC functions will be transferred to National Ministries, and the Associate for Ecumenical Relations position will be eliminated.

Director, Presbyterian Historical Society – This position will be changed – Voluntary Separation (February 28, 2013). New Title: Associate for Presbyterian History and Records. Responsibilities related to donor cultivation and development will be added to the position. See changes to existing positions.

Senior Reference Archivist – This position will be eliminated – Reduction in Force (March 6, 2013). Responsibilities will be shifted to the existing reference archivist positions and the senior reference archivist.

Archives Technician -- This position will be eliminated – Reduction in Force (March 6, 2013). Responsibilities will be shifted to existing staff in the technical services area.

OGA Records Manager: This position will be eliminated. Responsibilities will be shared with existing PHS staff (Philadelphia) and OGA staff (Louisville). See Adjustments to Existing Positions.
Adjustments to Existing Positions:

Director, Vocation Office – This position will be changed. New Title: Associate for Vocation Ministries. Responsibilities related to oversight and administration of CLC Connection will be added to the position. Staffing support to Military Chaplains and oversight to the “Such a Time as This” program will be transferred to the Presbyterian Mission Agency. This staff person will be a co-leader along with the Associate for Mid Council Relations and the Associate for Constitutional Interpretation in the Mid Council Ministries Area.

Director, Department of Constitutional Services – This position will be changed. New Title: Associate for Constitutional Interpretation. Responsibilities related to this position will be merged with the primary responsibilities of the Manager for Polity Guidance. (responding to polity & ministries inquiries, COM support and training). This staff person will be a co-leader along with the Associate for Vocational Ministries and the Associate for Mid Council Relations in the Mid Council Ministries area.

Director, Department of History -- This position will be changed. New Title: Associate for Records and History – Responsibilities related to cultivation of donors, grant writing will be added to the position. This staff person will be a co-leader along with the Associate for General Assembly Meetings and the Associate for Innovation, Engagement and Ecumenical Education in the National Ministries area.

Director of Operations and General Assembly – This position will be changed. New Title: Associate for General Assembly Operations – This position will give oversight to the planning and execution of biennial assemblies and other major conferences; on behalf of the Stated Clerk, takes leadership in interpreting the work of the OGA and GA to the church-at-large. This staff person will be a co-leader along with the Associate for Records and History, and the Associate for Innovation, Engagement and Ecumenical Education in the National Ministries Area.

Manager, General Assembly Business – This position will be changed. New Title: Manager, GA Business and OGA Records – This position will manage and coordinate the arrangements for the GA business referrals and overtures’ correspondence. Responsibilities regarding OGA records (to be shared with the Manager for OGA records) will be added to the position. This staff person will be lodged in the National Ministries area.

Director, Department of Ecumenical and Agency Relations – This position will be changed. New Title: Associate for Ecumenical Relations. This staff person will be a co-leader along with the Associate for Ecclesial Ministries and the Associate for Communications in the Ecclesial and Ecumenical Ministries Area.
**Director, Department of the Stated Clerk** – This position will be changed. New Title: **Associate for Ecclesial Ministries** -- The primary responsibilities of this position will be staffing the Committee on the Office of the General Assembly, OGA Administration and Personnel; oversight of Budget Manager. This staff person will be a co-leader along with the Associate for Ecumenical Relations and the Associate for Communications in the Ecclesial and Ecumenical Ministries Area.

**Coordinator for Mid Council Relations** – This position will be changed – New Title: **Associate for Mid Council Ministries** – This staff person will be a co-leader along with the Associate for Constitutional Interpretation and the Associate for Mid Council Support in the Mid Council Ministries.

**Manager for Christian Vocation and Certification** – This position will be changed to ½ time – New Title: **Manager for Elder Ministries and CE Certification Support**: Primary responsibilities related to Certification of Christian Educators will be phased out to the Certification Council. The responsibilities related to training, nurture, writing materials for Elders and website support currently lodged in the Manager for Polity Guidance position description will be shifted to this position. This staff person will be part of OGA’s Mid Council Ministries.

**Coordinator for Communication** – This position will be changed – New Title: **Associate for Communications.** Responsibilities related to communication, marketing and inventory of OGA equipment currently lodged in the Director of Communication and Technology position will be shifted to the Associate for Communication and the Manager for OGA Web Services. This staff person will be part of Ecclesial and Ecumenical Ministries.

**Manager, OGA Web Services** – This position will be changed – The title remains the same. Responsibilities related to updating/distributing OGA staff listing, managing domain accounts with GoDaddy (lodged in the Director of Communication and Technology position) will be added to this position description. This staff person will be part of Ecclesial and Ecumenical Ministries.

**Records Manager, Mid Councils** – This position will be changed. New Title: **Manager, OGA Records.** Responsibilities related to churches’ records will be shifted to this position and the Manager for GA Business. In the future, a software program will be created to allow Mid Councils to access and enter their own information on-line, thus allowing two positions to be merged into one and one half (1 ½) positions.

**Manager, OGA Publications and PHS Records Support** – This position will be changed – The title will be the same. Responsibilities related to managing the editorial typesetting processes (print and electronic) at the General Assembly and publications of the General Assembly will continue; In addition, this staff person will work closely with appropriate PHS staff in order to implement and secure electronic and printed records transfers in the Presbyterian Center.
Associate for Leadership Development – This position will be changed – New Title: Manager for Leadership Development and CLC Connection. This staff person will share administrative responsibilities related to CLC Administration with the Associate for Vocational Services. This staff person will be part of Mid Council Ministries.

New Positions:
Assistant for Budget and Ecumenical, Ecclesial Support: The position will be shared with the Budget Manager and the Associate for Ecumenical Support. Skills required to fill he position include: Excel, web support, taking minutes at meetings and Raser’s Edge.

Associate for Innovation, Engagement (1/2 time) and Ecumenical Education (1/2 time) – Innovation and Engagement ½: Engaging the story of the Churches’ ministries. Ecumenical Education ½: Responsible for resourcing and networking with mid councils, seminarians and ecumenical and interfaith networks (See New Positions). This position will be shared with National Ministries and Ecclesial and Ecumenical Ministries area.

Program Assistant for Mid Council Ministries – This position will assist this ministry area creating electronic forms toward the goal of paperless work flow. Enhancing documents and website applications with graphics, videos and webinars.

Responsibilities to be Contracted:
Translators (Spanish and Korean) – The GA mandated the OGA to publish official documents in Spanish and Korean for the benefit of these growing groups in our denomination. We will contract these assignments as needed. Estimate: $40,000 per year (maximum of $20k for each translator per year). The cost will be built into the OGA budget.

Administrative Assistant - This position will give support to the General Assembly operations ministries area during the Assembly year. The budget for this position is already allocated in the biennial General Assembly line.

Also, please see attached OGA structure and staffing rationale for the three proposed ministry areas.

The net savings from these reductions will be $992,797.00. This amount includes four part-time positions from the Department of History that will be moved from the per capita budget to designated budget for a savings of $240,000.00. In addition, the Stated Clerk will present a comprehensive plan at the March 18-20, 2013 COGA meeting which will include additional savings that will be attained in the next four years.
The Office of the General Assembly

“Leading the Presbyterian Church (U.S.A.) as it meets an uncharted future with the ability and capacity to serve diverse constituencies with a multi-disciplined staff.”
I. Key Themes uncovered by consultants in analyzing the OGA:

1. **OGA needs to work smarter:**
   - Importance of sharing resources across the whole of the OGA
   - A flexible structure that discourages narrow silos of focus and control

2. **OGA needs to work more efficiently:**
   - More strategic use of technology
   - More effective use of virtual communications and meetings
   - Less dependence on support staff by managers

3. **OGA needs to become more user friendly:**
   - Expand diversity of the OGA staff and eliminate language barriers
   - Make explicit the direct connections with mid councils and simplify means of communication with mid councils

4. **OGA needs a flatter organizational structure:**
   - Encourage collaboration between teams and among leadership
   - Fewer departments

II. Core Competencies:

1. **Resilient Leadership**
   - Ability to effectively lead and manage in a changing landscape where the currents are fluid and realities continue to shift
   - Capacity to handle technical or human challenges through applied emotional intelligence

2. **Global Cultural Diversity**
   - Ability to work, communicate and lead in an increasingly diverse environment in ways that maximize engagement and facilitate inclusion
   - Capacity to model acceptance and build trust and respect in their leadership and in the policies and practices of OGA across differences

3. **Collaboration for Innovation**
   - Ability to lay the foundation and execute the steps required in building and maintaining collaborative teams and relationships.
   - Capacity to balance facilitation and dialogue to enable deep listening and innovative thinking and decision making cross different perspective

4. **Virtual Leadership**
   - Ability to effectively lead in virtual formats in ways that maximize participation.
   - Capacity to facilitate and sustain engagement in the absence of live meetings and interventions

5. **Financial Acumen**
   - Ability to understand the basic financial framework of OGA and their area(s) of responsibility
✓ Capacity to make decisions within the context of known and projected financial realities

6. Negotiation and Mediation
✓ Ability to effectively handle conflicts through the appropriate use of negotiation and mediation skills.
✓ Capacity to navigate through difficult negotiation / mediation interventions and land on results / agreements that people are willing to own.

7. Technological Acumen
✓ Ability to understand the use of technology to facilitate innovative and creative thinking
✓ Capacity to apply or direct the application of technological solutions

IV. All Staff Retreat – March 21-22, 2013

There will be an all staff OGA retreat at Wooded Glen on Thursday-Friday, March 21-22. This is an overnight retreat and it is hoped that everyone will be able to stay overnight, but we understand that for some, home responsibilities make this impossible. The office will be closed all day for both those days.

The retreat is a chance to come together as the newly forming family of the OGA and to focus on the work of our individual Ministry groups. Please look for an email with more information.
**MID COUNCIL MINISTRIES**

*Resourcing the life of the church in the Mid Councils and the ministries of Teaching and Ruling Elder*

**Leadership Team:**
Along with the Stated Clerk, the Leadership Team shares in setting the strategic focus for the Mid Council Ministries, supporting each other as colleagues with particular portfolios. The team works collaboratively in the management and development of the human and financial resources provided by the church to the ministry.

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Joyce Lieberman</td>
<td>Associate for Constitutional Interpretation</td>
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<tr>
<td>Kerry Rice</td>
<td>Associate for Vocational Ministries</td>
</tr>
<tr>
<td>Jill Hudson</td>
<td>Associate for Mid Council Relations</td>
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**Particular portfolio:**
1. Counseling and equipping mid councils and individuals for the constitutional processes of ordination as a Teaching Elder including the work of the Presbyteries Joint Committee on Ordination Exams.
2. Providing a framework for Teaching Elders and Congregations to engage in the call process.
3. Supporting the development of discipleship in Ruling Elders and educators.

**Ministry Personnel:**

- **Laurie Griffith**, Manager, Judicial Process and Social Witness
- **Teresa Waggener**, Co-Manager, Immigration Issues
- **Melissa Davis**, Co-Manager, Immigration Issues
- **SanDawna Ashley**, Manager, Leadership Development and CLC
- **Tim Cargal**, Interim Manager, Preparation for Ministry/Exams
- **Molly Casteel**, Manager, COR
- **Martha Miller**, Manager Elder Ministries & Certification Council Support (1/2 time)
- **Diane Minter**, Senior AA
- **Wilma Scott**, CLC Consultant
- **Carol Hawkins**, Senior AA
- **Jackie Rohr**, CLC Consultant
ECCLESIAL AND ECUMENICAL MINISTRIES

Directly supporting the office of Stated Clerk and the Ecumenical vision of the church.

Leadership Team:
Along with the Stated Clerk, the Leadership Team shares in setting the strategic focus for the Ecclesial and Ecumenical Ministries, supporting each other as colleagues with particular portfolios. The team works collaboratively in the management and development of the human and financial resources provided by the church to the ministry.

**Robina Winbush**
Associate for Ecumenical Relations

**Loyda Aja**
Associate for Ecclesial Ministry

**Particular portfolio:**
1. Under the supervision of the Stated Clerk, serves as the PC (U.S.A.) Ecumenical Officer in carrying out the ecumenical ministry of the church.
2. Counseling and equipping the councils of the church as it engages in ecumenical and interfaith dialogues including the GA Committee on Interfaith and Ecumenical Relations.

**Particular portfolio:**
1. Supporting the Committee on the General Assembly.
2. Administering the human resources & day-to-day administration of the OGA.
3. Supporting the staff responsible for moderatorial, funds development and financial administration.

**Loyda Aja**
Associate for Ecclesial Ministry

**Particular portfolio:**
1. Under the supervision of the Stated Clerk, serves as the PC (U.S.A.) Ecumenical Officer in carrying out the ecumenical ministry of the church.
2. Counseling and equipping the councils of the church as it engages in ecumenical and interfaith dialogues including the GA Committee on Interfaith and Ecumenical Relations.

**Particular portfolio:**
1. Supporting the Committee on the General Assembly.
2. Administering the human resources & day-to-day administration of the OGA.
3. Supporting the staff responsible for moderatorial, funds development and financial administration.

**Ministry Personnel:**

**Randy Hobson**, Manager, OGA Web Services

**Chris Nicholas**, Budget Manager

*(Yet to be named)*, Manager for Ecumenical Relations (1/2 time, also serves as Associate for Innovation and Engagement)

**Sherri Hunter**, Senior AA, Ecumenical and Ecclesial Ministries

**Molly Williams**, Program Assistant and Moderatorial Services

**Bobbie Montgomery**, Senior AA, Ecclesial and National Ministries

**Cindy Ealy**, Assistant for Budget and Ecumenical, Ecclesial Support
NATIONAL MINISTRIES

Providing the opportunities of national discernment and engaging the story of the church’s ministry.

Leadership Team:
Along with the Stated Clerk, the Leadership Team shares in setting the strategic focus for the National Ministries, supporting each other as colleagues with particular portfolios. The team works collaboratively in the management and development of the human and financial resources provided by the church to the ministry.

Tom Hay
Associate for Assembly Operations

Particular portfolio:
1. Under the direction of the Stated Clerk supervises the planning of the biennial General Assembly and takes leadership in interpreting the work of the OGA and the GA to the church-at-large.
2. Provides support for meeting planning for national conferences when OGA is involved.
3. Provides support for GA permanent and Special committees, including the GA Nominations Committee

(Yet to be named)
Associate for Records and History

Particular portfolio:
1. On behalf of the Stated Clerk, maintains the archives and records of the church and with the Presbyterian Historical Society Board, supervises the preservation of the history of American Presbyterianism.
2. Publishes the Constitution of the PC (U.S.A.) and collects the minutes of the GA and related agencies.
3. Supervises the collection of statistics on the life of congregations and councils of the PC(U.S.A.)

(Yet to be named)
Associate for Innovation and Engagement
(1/2 time other half Manager Ecumenical Relations.)

Particular portfolio:
1. To seek out and lift up to the OGA any promising innovative organizational and ministry practices which are being developed by our ecumenical and mid council partners.
2. Engage leadership teams in regular review of procedures which boost effectiveness and utilize possible innovation.

Ministry Personnel:

Deb Davies, Manager, Meeting Services
Kay Moore, Manager, GA Business & OGA Records
Kris Valerius, Manager OGA Records
Teri Stephenson, Manager, OGA Publications & PHS Records’ Support

Valerie Small, Manager, GANC (1/2 time)
Andrew Yeager-Buckley, Program Assistant, Meeting Services
Linda Spence, Senior AA, Meeting Services
MINUTES
COMMITTEE ON THE OFFICE OF THE GENERAL ASSEMBLY
March 18 – 20, 2013
Presbyterian Center
Louisville, KY

Monday, March 18, 2013
The Committee on the Office of the General Assembly (COGA) was convened by its moderator, Vincent Thomas, at 3:00 p.m. on Monday, March 18, 2013, in Conference Room B of the Presbyterian Center in Louisville, KY.

CALL TO ORDER
Roll Call
The following persons present for all or part of the meeting were:

COGA Members:
Vincent A. Thomas, Moderator
Marcia Mount Shoop, Vice Moderator
Alejandra Spir-Haddad
Leah Johnson
Eileen Lindner
Carol McDonald
Gradye Parsons, Ex-Officio
Virginia Rainey
Chris Rhodes
Linda Valentine, Ex-officio
Jerrod Belton Lowry
James Wilson
Margaret Elliott
Arthur Canada, Corresponding Member
Tomas Trinidad
Neal Presa

PHS Members:
Paul Watermulder

Excused:
John Wilkinson

OGA Staff:
Loyda Aja
Kerry Clements
Fred Heuser
Robina Winbush
Tom Hay
Emily Enders Odom
The committee engaged in introductions and shared joys and concerns.

The opening worship (P3) was led by Marcia Mount Shoop.

The Committee on the Office of the General Assembly reviewed the agenda for this meeting, and –

**VOTED** to approve the agenda.

The agenda is approved.

The Committee on the Office of the General Assembly reviewed the Minutes from its October 2012, January 2013, and February 2013 meetings, and –

**VOTED** to approve the Minutes from these meetings as presented.

The Committee on the Office of the General Assembly heard a report from its moderator, Vincent Thomas. The moderator expressed gratitude for Bob Wilson and his faithful service on the Committee on the Office of the General Assembly until his recent resignation.

The Committee on the Office of the General Assembly heard a report from the Stated Clerk of the General Assembly, Gradye Parsons.

The Committee on the Office of the General Assembly heard a report from the General Assembly Moderator, Neal Presa (Appendix 1). The Committee on the Office of the General Assembly moved into working groups.

The meeting of the Committee on the Office of the General Assembly was recessed at 6:15 p.m.

Committee members and staff shared food and fellowship at the Marriott Hotel.
Tuesday, March 19, 2013
The Committee on the Office of the General Assembly was reconvened at 9:00 a.m. on Tuesday, March 19, 2013 by its moderator, Vincent Thomas. Marcia Mount Shoop led the opening worship and prayer.

The Committee on the Office of the General Assembly heard an overview of the plans for the 221st General Assembly (2014) from Tom Hay, and –

**VOTED** to adopt the docket for the 221st Assembly as presented (Appendix 2).

**VOTED** to endorse the use of the plenary hall for all worship services.

The Committee on the Office of the General Assembly heard an update from Carol McDonald on the work of the Committee on Review of Biennial General Assemblies.

The Committee on the Office of the General Assembly heard an update from the COGA members serving on the Mid Council Commission: James Wilson, Jerrod Belton Lowry, Eileen Lindner and Marcia Mount Shoop.

The Committee on the Office of the General Assembly heard a report from Fred Heuser and the PHS Board Chair, Paul Watermulder, and (Appendix 3) –

**VOTED** to elect the following board members for a second term as part of the class of 2017, William Lake, Paul Mecray, and Shirley Satterfield.

**VOTED** to elect new board members for the class of 2017, Michael Herrington, and Sherry Jones.

**VOTED** to elect the following board member for the class of 2015, Ray Roberts.

The Committee on the Office of the General Assembly heard a report from Kerry Rice on the certification of Christian Educators. It was approved by consensus that the COGA Moderator, Vince Thomas, draft a letter to congratulate the most recent group of Certified Christian Educators (Appendix 4).
Stated Clerk Gradye Parsons presented a report regarding the proceeds from the Frels Family Trust, and (Appendix 5) –

**VOTED** to approve this use of those proceeds.

The Committee on the Office of the General Assembly heard a report from Gradye Parsons, and (Appendix 6) –

**VOTED** to approve discontinuing the use of paper Presbytery Forms.

The Committee on the Office of the General Assembly heard an update from Kerry Rice regarding the planning of the 2013 Big Tent. A brochure that includes the docket of the Big Tent was distributed.

Committee members and staff gathered in the Presbyterian Center Cafeteria for a luncheon to celebrate the ministry of recently departed OGA staff; a worship service followed in Presbyterian Center Chapel.

The meeting of the Committee on the Office of the General Assembly broke into working groups.

Jim Wilson presented a report on behalf of the GA Ethics Policy Working Group. Committee members offered suggestions and minor changes to the draft. The Working Group will continue its work via conference call and will bring a final draft to the Fall COGA meeting for approval (Appendix 7).

Carol McDonald presented a report on behalf of the Per Capita Review Working Group. Committee members made suggestions. The Working Group will continue its work via conference call (Appendix 8).

Jerrod Lowry presented a report on behalf of the PCUSA Statistics Report Working Group. The Committee read through amendments to Item 10.a.3 (Appendix 9), and –

**VOTED** to approve the amendments.

Leah Johnson presented a report on behalf of the GA Social Media Working Group. The Working Group will continue its work via conference call between now and the Fall COGA meeting.
The Committee on the Office of the General Assembly heard a report from the General Assembly Vice-Moderator, Tom Trinidad (Appendix 10).

The Committee on the Office of the General Assembly met in Executive Session.

COGA Moderator, Vince Thomas reported that no actions were taken during the Executive Session.

The Committee on the Office of the General Assembly met in the lobby of the Presbyterian Center and then walked to Saffron’s Persian Restaurant for dinner.

The Committee on the Office of the General Assembly was recessed for the evening.

**Wednesday, March 20, 2013**

The meeting of the Committee on the Office of the General Assembly was reconvened at 9:00 a.m. on Wednesday, March 20, 2013 by its moderator Vincent Thomas. Marcia Mount Shoop led the morning worship and opening prayer.

The order of the agenda was changed.

The Committee on the Office of the General Assembly held a discussion on the purpose of the General Assembly, led by Eileen Lindner.

The Committee on the Office of the General Assembly heard from Eileen Lindner about the second Six Agency Leadership Initiative.

The Committee on the Office of the General Assembly heard an update from Linda Valentine on the work of the Presbyterian Mission Agency.

The Committee on the Office of the General Assembly heard a report from Margaret Elliott and Timothy Cargal on the work of the Committee on Review of Preparation for Ministry (Appendix 11).

The Committee on the Office of the General Assembly heard from Jerrod Belton Lowry on the recent meeting with the GA Committee on Ecumenical and Interreligious Relations (GACEIR).
The Committee on the Office of the General Assembly heard an update from Virginia Rainey on the recent meeting of the PHS Board Meeting.

The Committee on the Office of the General Assembly heard from Vincent Thomas regarding the meeting of the Six Agency Chairs and Chiefs meeting.


The Committee on the Office of the General Assembly asked Leah Johnson and Carol McDonald to represent COGA at the 2013 Big Tent.

The next meeting of the Committee on the Office of the General Assembly will be October 8-10, 2013 in Louisville, KY.

Having no further items of business, the meeting of the Committee on the Office of the General Assembly was adjourned at noon on Wednesday, March 20, 2013. Arthur Canada gave the closing prayer and blessing over the lunch meal.

Respectfully submitted,

Molly Williams
Recorder
For Action: COGA, March 18-20, 2013

General Assembly Moderator’s Report
to the Committee on the Office of the General Assembly

Grace and peace in the name of our Lord Jesus Christ!

1. TRAVELS, OCTOBER 2012-MARCH 2013
Synod of the Northeast at Stony Point Conference Center, Committee on Theological Education at the University of Dubuque Theological Seminary, Princeton Theological Seminary for Bicentennary Closing Worship Service and speaker at student forums, Christ the King Presbyterian Church in Maryland and Chief Chaplain Rear Adm Mark Tidd (USN), Drew University in NJ, Moderators’ Conference in Louisville, Racial Ethnic Seminarians Conference in Louisville, Yodogawa Christian Hospital and Japan Mission Church in Osaka, Japan; Transylvania Presbytery at Lexington, KY; Stony Point Conference Center for Bonhoeffer Project initiative; Pittsburgh Presbytery; Christmas party reception at the White House and executive policy briefing; Chairs and Chiefs of Six National Agencies at Louisville; National Racial Ethnic Ministries Task Force at Louisville; Newton Presbytery at Morris Plains, NJ; Redstone Presbytery and Newlonsburg Presbyterian Church; Philadelphia Presbytery; Donegal Presbytery; Re-Forming Ministry Core Cluster at San Diego; Synod of the Presbyterian-Reformed Church in Cuba at Havana, Cuba; Westminster College at New Wilmington, PA and Shenango Presbytery reps; Monte Vista Grove Homes community at Pasadena; New Seminary of the West at Pasadena; Fuller Theological Seminary; Los Ranchos Presbytery at Malibu; Synod of Southern California-Hawaii Asian American gathering; San Fernando Presbytery at Encino, CA; Hanmi Presbytery at Los Angeles; Riverside Presbytery at Irvine, CA; San Diego Presbytery; San Gabriel Presbytery at San Marino, CA; Brentwood (CA) Presbyterian Church; West Plano (TX) Presbyterian Church; Austin College at Sherman, TX; Whitworth University at Spokane, WA; San Joaquin Presbytery at Fresno, CA; San Francisco Theological Seminary; Redwoods Presbytery; San Francisco Presbytery; Synod of South Atlantic at South Carolina

2. SPECIAL PROJECTS AND PRIORITY INITIATIVES

16 representatives of 7 progressive and conservative interest/affinity groups met for three days. Mutual affirmation of one another as sisters and brothers in Christ; began dispelling and demystifying caricatures of one another as persons and groups; openly and honestly discussed nature of our theological differences. Vice Moderator Trinidad and I will convene a broader table in a public setting, building upon the progress made there. That gathering will be at some point in Fall 2013 at a seminary that has already committed to hosting it; once the date is finalized, we will announce that.

Moderator’s First Colloquium on Ecclesiology, April 23-25, 2013, Austin Seminary
The first of three gatherings for sustained reflection and conversation on the nature and purpose of the Church shaped and formed around worship and service. The gathering will involve seven presentations of thoughtful and thought-provoking papers, prepared respondents, panel discussion, open Q&A with the gathered community at Austin Seminary, and the virtual community through Live Web Stream, a live teleconference, and Twitter feed. Vice Moderator Trinidad and I will convene a second colloquium in the Fall 2013 at a seminary that has already committed to hosting it; once that date is finalized, we will announce that. Financial gifts to offset the event cost can be sent via this link:
Moderator’s Pre-Assembly 2nd Convocation for Asian American Presbyterians, June 11-13, 2014 at Detroit, MI

Building upon and continuing from the Moderator’s 1st Convocation for Asian American Presbyterians held in May 2001 in Houston by Moderator Syngman Rhee, this second convocation seeks to celebrate Asian American ministries and leadership in the PC(USA), provide leadership development and networking for new and emerging leaders, and speak to the 221st General Assembly and the Church on a shared future through Asian American perspectives.

Reunion Gathering of 220th GA YAADs, June 20-23, 2013, Nashville, TN

30 YAADs, 4 former YAAD advisors, Vice Moderator Trinidad and I, will gather at the Scarritt Bennett Center in Nashville under the theme “Reunite, Renew, Respond” focusing on the Scripture texts of the 220th GA (Isaiah 40:31) and of the 221st GA (Romans 15:13). Through daily worship, prayer, Bible study, mission service, and fellowship, this will be a leadership development event, and a means by which the YAADs will offer a word to the 221st General Assembly and the Church at-large through worship and Bible study reflection resources on the very Scripture texts and themes the Assemblies convene.

Global Initiative for Funding Theological Studies (GIFFTS)

In partnership with the Presbyterian Foundation, the Committee on Theological Education, the Office of Theological Education, the Office of World Mission, and the Omaha Presbyterian Seminary Foundation, a fund has been established to promote support for: (1) students of our global South ecumenical partners who wish to study in our seminaries, (2) students of our global South ecumenical partners who wish to study at a seminary in their geographical context, (3) students in our seminaries to engage in learning opportunities in the Global South; and (4) faculty in our seminaries to engage in professional and vocational development opportunities in the Global South. The fund can be accessed at: http://goo.gl/MhZu7

3. OBSERVATIONS

- Some presbyteries are in a place of acknowledging change, a larger group of presbyteries are in a place of anxiety because of what change means, and some are in a place of genuine advent – ready and willing to go where the Holy Spirit leads, to take risk, to tap the entrepreneurial spirit and run with it.

- The YAADs, the college and university communities continually and consistently model what “Unity with Difference” looks like.

- Grateful for the Presbyterian-Reformed Church in Cuba’s (IPRC) solid support of the PC(USA) in the midst of the challenges we face, as they, too, face enormous challenges, and will maintain their historic relationships with congregations that have or will be dismissed to the Evangelical Covenant Order of Presbyterians. The IPRC’s gift offering to us is to be that common partner between the PC(USA) and ECOP for future mutual dialogues, and, a hoped-for, prayed-for reunion of our two denominations.
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Since our last board meeting in October of 2012, PHS has been involved in a number of activities that reflect our mission of collecting, preserving and sharing the story of the American Presbyterian church.

These included the following:

October

- PHS staff posted a new web resource page on “Abraham Lincoln's Presbyterian Connections” to coincide with the opening of the new film “Lincoln.”
- We purchased a new digital microfilm reader for the reading room.
- We continue to explore ways to digitize selected Presbyterian records with potential vendors.
- Staff posted Reformation Sunday 2012 materials on our website featuring “Martin Luther and Congregational Song.”
- Reformation Sunday and “Living History” were featured stories on the PC (USA) website.
- We sent the fall issue of Presbyterian Heritage newsletter to 4,600 contacts.

November

- Margaret staffed the PHS booth at the “Meet the Moderators” conference in Louisville on Nov. 9, and she taught the records section of New Stated Clerks’ Orientation in Louisville on Nov. 13.
- Nancy met with Jim Reese on Nov. 13 to discuss our ongoing collaboration with the National Black Presbyterian Caucus.
- We received $750 from the American Waldensian Society to support the processing of their records. Nancy hired Jessy Brody as a Project Archivist, and she completed the processing project in January.
- We finalized the PHS advertisement for Horizons Bible Study and the March issue of Horizons Magazine.

December

- PHS hosted the December meeting of the Delaware Valley Archivists Group on Dec. 12. Margo and Bill gave a building tour to interested attendees.
- We signed and mailed the PHS Christmas Cards.
- We finalized the JSTOR agreement for the Journal of Presbyterian History to digitize the complete run from 1901 until 2007.
- We continue to explore ways to offer the JPH in a digital format off of the PHS website.
• We mounted the online exhibit *Presbyterians and End Times*.
• The PHS Online Exhibit about Presbyterians and the Civil War was featured on the PC (USA) website.
• The Fall/Winter 2012 issue of the *Journal of Presbyterian History* mailed on Dec. 20.
• 2012 Year-End Totals for Reference Services: Total Inquiries 3,969; Patrons In-House 377
• 2012 statistics for the PHS home page, history.pcusa.org: 55,456 total visits representing an increase of 16,269 total visits from 2011; of those *visitors* in 2012, 40,142 were unique visitors, representing an increase of 15,642 unique visitors from 2011.

January
• The exhibit team made final preparations for the new in-house exhibit on Presbyterians and Social Activism.
• Lisa Jacobson staffed the PHS exhibit table at the “Equipping the Saints” event at Princeton Theological Seminary Jan. 12.
• We conducted a Living History interview with Rev. Richard Poethig on Jan. 14.
• Sam and Nancy staffed the PHS exhibit table at the *Fellowship of Presbyterians* Gathering in Orlando Jan. 30-Feb. 1, 2013.

**Recommendations:**
The following names are recommended for election to a **second** term as part of the class of 2017:

*William Lake Leonard (Philadelphia, PA)*
*Paul Mecray (Bryn Mawr, PA)*
*Shirley Satterfield (Princeton, N.J.)*

The following names are recommended for election to a **first** term as part of the class of 2017:

*Michael Harrington (Houston, TX)*
*Sherry S. Jones (Natchez, MS)*

The following name is recommended for election to a **second** term as part of the class of 2015:

*Ray Roberts (Westfield, N.J.)*
For Review:

**Educator Certification**

The certification process for Christian educators is found in G-2.1101 and detailed in the Educator Handbook found online at [www.pcusa.org/christianeducators](http://www.pcusa.org/christianeducators).

In its April and November 2013 meetings, the Educator Certification Committee granted certificates to the following educators:

**Certified Christian Educator:**
Cheryl Carson (Central Florida Presbytery)
Ann Graham (The Peaks)
Mary Beckhusen (Monmouth)
Jacob Bolton (Hudson River)

**Christian Education Associate**
Susan Tompkins (Foothills Presbytery)
Use of Frels Family Trust Proceeds for the Benefit of La Jolla Presbyterian Church

Recommendation:

That the Committee on the Office of the General Assembly approve the following use of the proceeds from the Frels Family Living Trust by the La Jolla Presbyterian Church:

a. For the $220,000 distribution received: $22,000 for the church planting work that La Jolla Presbyterian Church is doing in City Heights, San Diego and $198,000 to be placed in a designated account for facility maintenance or enhancement of La Jolla Presbyterian Church.

b. For any future distributions: Proceeds to be placed in a designated account for facility maintenance or enhancement of La Jolla Presbyterian Church.

Background:

The Frels Family Living Trust (“Trust”) contains the following language: “Ten percent (10%) to The United States Presbyterian Church in the United States of America, Office of the General Assembly . . . for the benefit of La Jolla Presbyterian Church, La Jolla, California.” On January 7, a preliminary distribution of $220,000 was received from the Trust. On February 11, Gradye Parsons and April Davenport spoke with the pastor of La Jolla Presbyterian Church, Paul Cunningham, to advise him of the gift, ask him to confer with the session, and make a recommendation for the use of the proceeds which could be taken to the Committee on the Office of the General Assembly (“COGA”) for approval. After the approval of COGA was secured, Mr. Cunningham was advised that the preliminary distribution would be sent to the church for its use. The action above contains the recommendations which have been approved by the session and forwarded to the Office of Legal Services by the Clerk of Session.
For Action:

Proposal to Eliminate Distribution of Paper Minister on the Roll of Presbytery Forms

Recommendation:

That the Committee on the Office of the General Assembly direct the OGA to discontinue distribution of the Minister on the Roll of Presbytery forms to presbyteries by December 31, 2013.

Background:

With recent changes made by the Department of History regarding electronic records and in order to reduce our carbon imprint, the idea of a paperless system now can become a reality. With the process of rewriting the minister file programs nearing completion, it will be easier for presbyteries to maintain electronic copies of the forms. The new system will also allow for the electronic maintenance by OGA, fulfilling our retention guidelines.

Presbyteries and OGA will benefit from reduction of staff time on the process, as well as, a cost saving measure.
For Discussion/Action:         COGA, March 18-20, 2013

Working Group on Ethics Policy for GA Commissioners and Advisory Delegates

Referral:

The 220th General Assembly (2012) of the Presbyterian Church (U.S.A.) directs the Committee on the Office of the General Assembly, in consultation with the Stated Clerk of the General Assembly, to develop and bring to the 221st General Assembly (2014) a Code of Ethics Policy for all commissioners and advisory delegates that reflects the intent and content of the Ethics Policy for Elected and Appointed Members of the General Assembly Mission Council and the Committee on the Office of the General Assembly of the Presbyterian Church (U.S.A.) that was approved in 2009.

Recommendation:

The Committee on the Office of the General Assembly recommends that the 221st General Assembly (2014) adopt the following as a Code of Ethics for Commissioners and Advisory Delegates to the General Assembly:

Standards of Ethics for Commissioners and Advisory Delegates to the General Assembly

1. Foundations. The standards of ethical conduct for commissioners and advisory delegates to the General Assembly are founded in our calling as disciples of Jesus Christ and the witness of Scripture. Commissioners and advisory delegates to the General Assembly should find particular guidance in the Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A.).1 In fulfilling the particular responsibilities of service as commissioners and advisory delegates to the General Assembly, particular ethical obligations arise from the nature of the Assembly and the role commissioners and advisory delegates play in it. Among the foundational principles of our polity that lead to particular ethical responsibilities for commissioners and advisory delegates are that:

   a. The Presbyterian Church (U.S.A.) is governed by presbyters exercising “shared power … by presbyters gathered in councils” F-3.0202 & F-3.0208.
   b. “Presbyters are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ.” F-3.0204.
   c. “Decisions shall be reached in councils by vote, following opportunity for discussion and discernment, and a majority shall govern.” F-3.0205.

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1 While not all advisory delegates will have been ordained to the ordered ministries of the Presbyterian Church (U.S.A.), the standards set forth therein are appropriate guidance to all who have accepted service as an advisory delegate to the General Assembly.
All commissioners and advisory delegates have a responsibility to act in a manner that preserves these principles. These specific aspects of these responsibilities are set forth below.

2. **Compromising Independent Judgment.** All commissioners and advisory delegates shall avoid actually or potentially compromising the exercise of their independent judgment in seeking to discern the will of Christ in the decisions made by the General Assembly, and situations that give even the appearance of compromising the exercise of their independent judgment.

   **a. Definition.** “Compromising independent judgment” means any situation in which the commissioner or advisory delegate may be influenced or appear to be influenced in decision-making by any motive or desire for personal advantage or obligation to others with an interest in the decisions of the General Assembly. Personal advantage means a financial interest or some other personal interest, whether present or potential, whether direct or indirect. When in doubt, the commissioner or advisory delegate is to assume there might be at least the appearance of a compromise of his or her independent judgment, and should raise the question pursuant to these standards.

   **b. Potential Compromises of Independent Judgment.** All commissioner or advisory delegates are likewise to disclose promptly, in writing, matters and relationships that have the potential for giving rise to the appearance of compromising his or her independent judgment in the business before the General Assembly. Examples include, but are not limited to, financial interests in a decision of the Assembly, acceptance of gifts or trips provided by those with an interest in or who are advocating for or against a recommendation or overture before the Assembly. All disclosures are to be made promptly in writing to the moderator the General Assembly’s Bills & Overtures Committee.

   **c. Gifts and Relationship Building.** To avoid even the appearance of impropriety, any gifts, gratuities, special favors, and hospitality to a commissioner or advisory delegate shall not be accepted by any commissioner or advisory delegate from any person or organization that sells, delivers, or receives any goods, materials, or services to or from any entity of the Presbyterian Church (U.S.A.) or from any person or entity who are advocating for or against a recommendation or overture before the General Assembly. This prohibition includes those persons or organizations that desire to enter into such relationships with any entity of the Presbyterian Church (U.S.A.). There are four exceptions to this rule:

   1. Gifts, meals, outings, and relationship-building activities provided by Presbyterian Church (U.S.A.) churches, middle councils, partner churches or related organizations. Commissioner or advisory delegate shall not accept monetary gifts of any amount.

   2. Gifts that primarily benefit the General Assembly and not an individual commissioner or advisory delegate, such as gifts of complimentary rooms given to the General Assembly by hotels, conventions, and conferences in relation to official General Assembly business.
3. Occasional small gifts (less than $50.00 in value, such as flowers or foodstuffs) to an individual commissioner or advisory delegate. Where gifts are shared with other commissioner or advisory delegates or other General Assembly participants (e.g., foodstuffs set out for all to partake), then the gift is not deemed to be to an individual commissioner or advisory delegate.

4. Luncheons, dinners, outings, and relationship-building activities in connection with General Assembly business may be received. If an activity permitted under this paragraph results in a value of over $100 to the commissioner or advisory delegate, the commissioner or advisory delegate shall promptly report this in writing to the moderator of the General Assembly’s Bills and Overtures Committee. The written report will include a description of the activity, the dollar value, the name of the person/organization providing it, and the business that person/organization does with an entity of the Presbyterian Church (U.S.A.) or the recommendation before the General Assembly that the person/organization is advocating for or against. The Bills and Overtures Committee shall maintain a log that includes all of the written reports submitted under this section #4.

d. Process and Resolution. All disclosures, reports, or questions regarding actions that might actually or potentially compromise a commissioner’s or advisory delegate’s independent judgment are to be made promptly and in writing to the moderator of the General Assembly’s Bills and Overtures Committee. The Bills and Overtures Committee will consult with the Stated Clerk and with the General Counsel of the General Assembly, as appropriate. After consultation, the Bills and Overtures Committee will make a recommendation to the General Assembly. The General Assembly makes the final decision as to whether any action of a commissioner or advisory delegate has compromised a commissioner’s or advisory delegate’s independent judgment.

3. Confidentiality of General Assembly Information. In the rare circumstance in which the General Assembly meets in executive session, commissioner or advisory delegate shall not disclose information disclosed in the course of such a session that is not known outside of the General Assembly or is not known by public means. Standing Rule F.5.g.

4. Preservation of the Deliberative Process. Each commissioner and advisory delegate should act in a manner that preserves the rights of other commissioners and advisory delegates to participate in the deliberative process.

a. Cellular telephones. Use of cellular telephones is prohibited during meetings of the General Assembly and meetings of the assembly committees. During these meetings, pagers may be used only in the silent mode. Standing Rule F.5.e.

b. Demonstrations. Spontaneous or planned demonstrations by individuals or groups are prohibited inside the building where the General Assembly meets.” Standing Rule F.11.

5. Violations. Allegations of any violation of these standards during the course of a General Assembly shall be brought to the Bills and Overtures Committee. The Bills and Overtures Committee shall give the accused reasonable opportunity to be heard. If it finds a violation of
these standards has occurred after giving the accused due process (RoR §61), the Bills and Overtures Committee may bring to the General Assembly a motion to rebuke the accused commissioner or advisory delegate. A decision by the Bills and Overtures Committee not to bring a motion to rebuke to the General Assembly is not appealable to the General Assembly. Violation or noncompliance with this policy may also result in discipline by the council with jurisdiction over the commissioner or advisory delegate.

6. Amendments. These standards may be amended from time to time. In consultation with the General Counsel of the General Assembly, the Committee on the Office of the General Assembly is authorized to periodically review this policy and to recommend reasonable and necessary changes to these standards.

7. Designees. Where these standards assign a duty to a particular officer or staff position, that officer or staff position may use a designee to complete the duties.

8. No Waiver by Presbyterian Church. Nothing in these standards shall be construed to waive any claim, assertion or defense of the Presbyterian Church (U.S.A.) to exemption or exclusion from applicability of a statute and/or regulation or lack of jurisdiction of a civil court or governmental agency.

9. Trainings. Trainings to familiarize the commissioner or advisory delegates with these standards and its related forms and procedures will be posted on the General Assembly website in advance of each meeting of the General Assembly.

Rationale

1. Background:

The Committee on the Office of the General Assembly was charged by the 220th General Assembly as follows:

The 220th General Assembly (2012) of the Presbyterian Church (U.S.A.) directs the Committee on the Office of the General Assembly, in consultation with the Stated Clerk of the General Assembly, to develop and bring to the 221st General Assembly (2014) a Code of Ethics Policy for all commissioners and advisory delegates that reflects the intent and content of the Ethics Policy for Elected and Appointed Members of the General Assembly Mission Council and the Committee on the Office of the General Assembly of the Presbyterian Church (U.S.A.) that was approved in 2009.

The rationale for the Commissioner Resolution that was the basis for this action indicates that the underlying concern was “the attempt to influence the actions and vote of commissioners and advisory delegates through the offer and acceptance of expensive gifts or experiences.” However, the Commissioner Resolution itself and the rationale reference the PMA-COGA Ethics Policy as the model COGA should use in developing a policy for commissioners and advisory delegates.
COGA sought to model these standards on the *PMA-COGA Ethics Policy*, while recognizing that commissioners and advisory delegates to the General Assembly serve in a different role than elected members of COGA and the Presbyterian Mission Agency. These standards are therefore premised on the need to protect the integrity of the General Assembly’s deliberative process and the ability of commissioners and advisory delegates to seek the will of Christ unfettered by actions that might compromise their independent exercise of judgment on matters before a General Assembly, as well as insuring that commissioners and advisory delegates do not interfere with the General Assembly’s deliberations. Accordingly, the proposed standards begin with a statement of the foundational principles that govern the ethical responsibilities of individuals called to service as commissioners and advisory delegates. It then sets forth three areas of ethical duty: avoiding even the appearance of any action that would compromise the independent exercise of a commissioner’s or advisory delegate’s judgment, maintaining confidences, and preservation of the integrity of the deliberative process. The remaining provisions (§§ 5-9) concern administration of these standards.
For Discussion: Referral Regarding Per Capita

ASSEMBLY ACTION
On this Item, the General Assembly, acted as follows:
Disapprove with Comment
Refer to the Committee on the Office of the General Assembly
Counted Vote - Committee
Affirmative: 523
    Negative: 128
    Abstaining: 5

COMMITTEE RECOMMENDATION
On this Item, the General Assembly Procedures Committee, acted as follows:
Referral
That the recommendation be referred to the Committee on the Office of the General Assembly (COGA) for deliberate consideration and recommendation to the 221st General Assembly (2014) with comment.
Comment: The 220th General Assembly (2012) makes this referral because the difficulty of presbyteries raising and transmitting per capita funds goes beyond the scope of the original overture.
[Counted Vote - Committee]
Affirmative: 41
    Negative: 0
    Abstaining: 0

RECOMMENDATION
The Presbytery of Detroit overtures the 220th General Assembly (2012) to direct the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

Shall the last paragraph of G-3.0106 be amended as follows: [Text to be added is shown as italic.]

“Each council above the session shall prepare a budget for its operating expenses, including administrative personnel, and may fund it with a per capita apportionment among the particular congregations within its bounds. Presbyteries are responsible for raising their own funds and for raising and timely transmission of per capita funds received to their respective synods and the General Assembly. Presbyteries may direct per capita apportionments to sessions within their bounds, but in no case shall the authority of the session to direct its benevolences be compromised.”

RATIONALE
Per capita apportionments are a traditional means of funding General Assemblies, and have evolved over the years into a method for supporting various ecclesiastical and administrative expenses of presbyteries and synods. The term per capita refers to the fact that the amount apportioned is based on the membership of the presbytery.

Some presbyteries have funded their own ecclesiastical and administrative expenses by apportioning per capita to their congregations, to which they add the apportionments from their synod and the General Assembly. Other presbyteries pay all of these expenses from their general mission budget.
Since *The Presbytery of Detroit v. Westminster Church Port Huron* in 1976, presbyteries have been forbidden from punishing churches for their failure to pay per capita apportionments. The matter has been addressed and litigated many times over the years, and the prohibition has never been removed, so that a presbytery has no way to require its churches to pay when they refuse as a means of objection to grievances. The position has been taken that per capita apportionments are benevolences, and presbyteries do not have the authority to require a session to pay any benevolence (*Minihan, et al., v. Presbytery of Scioto Valley*, Remedial Case 216-1, *Minutes*, 2004, Part I, p. 348).

The wording of the per capita provision has always required presbyteries to pay the apportionments to their synods and the General Assembly regardless of whether it has been received by the congregations. Some presbyteries have recently decided to submit only per capita funds received to their synod and the General Assembly. Other presbyteries have continued to pay these apportionments whether or not received by their churches.

In recent years increasing numbers of congregations have declined to pay per capita apportionments as a way of expressing dissatisfaction with actions of the church, frequently for actions of the General Assembly. Since presbyteries are required to pay the full apportionment to higher governing bodies from its mission budget when not received, the effect is to reduce the amount available for the mission of the presbyteries to their own regions. In effect, it forces presbyteries to pay from what may be benevolence monies (*Minutes*, 1999, Part I, p. 701) to their synods and the General Assembly. In those cases where the presbytery’s per capita has also been withheld, the effect is to double the cost to the presbytery.

In these days where budgets are very constrained at all levels, and where presbyteries under the new Form of Government are called to support their congregations, the effect of the requirement to pay per capita apportionments for the ecclesiastical expenses of their synods and the General Assembly is to reduce their ability to support their congregations. The result is that the General Assembly, which is the often source of the disaffection, is unaffected while the presbyteries are placed under severe pressure. The intention that the presbyteries play important parts in generating missional congregations is damaged.

Since some presbyteries are already paying only what they have received, the effect is that those presbyteries that are loyal to the rules of our polity are penalized. To remove the penalty for faithfulness seems equitable. Moreover, where it is forbidden for presbyteries to require the payment of benevolences, it also should be forbidden for higher governing bodies to require presbyteries to pay from their benevolences.

**COMMENT**

**ADVICE FROM THE ACC**

The Advisory Committee on the Constitution advises the 220th General Assembly (2012) to disapprove Item 03-02.

**Rationale**

The Advisory Committee on the Constitution advises the General Assembly that Item 03-02 is ambiguous and unclear and will cause confusion in the church. By proposing the insertion of the word “received” to modify “per capita funds” it appears to make the erroneous assumption that presbyteries use uniform procedures to raise funds to meet their per capita responsibilities. The lack of uniformity in presbytery methods for raising per capita means that for some presbyteries the insertion is meaningless or would create no change, but for others it would create the misperception that a presbytery’s responsibility is limited to a single stream of income that it calls “per capita,” such as the designated gifts sent in response to the presbytery’s statement to the churches of the amounts of per capita needed.

A presbytery may use unrestricted funds to meet its responsibility to raise the per capita funds requested by the synod and General Assembly (*Request 99-1, Minutes*, 1999, Part I, p. 107). It should be obvious that all restricted or unrestricted funds that a presbytery possesses are or were received at some
time. It is not clear how this amendment would identify the per capita funds received. If it is a mere bookkeeping decision of how much of the undesignated receipts of the presbytery are to be allocated to per capita, without regard for the amounts requested by the General Assembly and synod, the presbytery would be acting in disregard of the unity and interdependence of the councils of the church.

... These councils are sessions, presbyteries, synods, and the General Assembly. All councils of the church are united by the nature of the church and share with one another responsibilities, rights, and powers as provided in this Constitution. The councils are distinct, but have such mutual relations that the act of one of them is the act of the whole church performed by it through the appropriate council. The larger part of the church, or a representation thereof, shall govern the smaller. (Book of Order, F-3.0203)

The administration of mission demonstrates the unity and interdependence of the church, in that councils share with one another responsibilities, rights, and powers (F-3.0203). Through their members and elected commissioners, lower councils participate in planning and administration of the work of higher councils, and in consultation between bodies concerning mission, budget, staffing and fair employment practices, and matters of equitable compensation.

The funding of mission similarly demonstrates the unity and interdependence of the church. The failure of any part of the church to participate in the stewardship of the mission of the whole church diminishes that unity and interdependence. All mission funding should enable the church to give effective witness in the world to God’s new creation in Jesus Christ, and should strengthen the church’s witness to the mission of God. (Book of Order, G-3.0106)

This item is very similar to an overture the General Assembly received in 2004 (Item 03-17). At that time the Advisory Committee on the Constitution (ACC) reminded the assembly of the relevant authoritative interpretations concerning per capita, pointed out that the overture erroneously assumed that presbyteries used identical practices in raising per capita funds, and identified the options available to the assembly. The options the ACC identified at that time were: to disapprove the overture (which was the ACC’s recommendation at that time); to approve the overture; to propose a constitutional amendment that would give the presbyteries the power to require the sessions to pay per capita (and that would necessarily limit the authority of the session to determine the distribution of the church’s benevolences); to remind presbyteries of the flexibility available under the 1999 authoritative interpretation and to remind sessions of their respective covenantal responsibilities; or to direct that a comprehensive study be conducted of the funding system at work in the denomination.

The same options are available to the 220th General Assembly (2012), with the sole exception that no item of business before this assembly proposes a constitutional amendment giving presbyteries the power to require sessions to pay per capita.

COMMENT
COGA COMMENT

The Committee on the Office of the General Assembly (COGA) respectfully urges the 220th General Assembly (2012) to disapprove Item 03-02.

Rationale

The earliest reference to per capita in our North American tradition comes from a 1734 statement to ministers:

...tis unanimously [sic] agreed by all the members of ye Synod, yt every Ministr. Shall either seasonally propose the affair, and read the Synod’s Lettr. To their respectivie Congregations and appoint a Day for a publick Collection, if there be occasion for such a Step to carry on ye Design, or oblige themselves to pay out of their own proper Estates ten shillings into the Fund; and yt every Presbry take Care yt their respective members observe an ord. Made in ye year 1736....

In the nearly 300 years since that statement, the Presbyterian church has reiterated a stewardship of responsibility and community that involved per capita.
Per Capita is a fundamental way in which all of the nearly 11,000 congregations and governing bodies of the Presbyterian Church (U.S.A.) are connected through their participation in the work of the wider church. The Book of Order (G-3.0106) says of per capita that it “demonstrates the unity and interdependence of the church. The failure of any part of the church to participate in the stewardship of the mission of the whole church diminishes that unity and interdependence.”

There have been many challenges over the years to the notion of per capita and the role of the presbytery in its collection (GAPJC decisions in 1976, 1986, 1992, 2002, 2003, and 2004 and General Assembly actions in 1998, 1999, and 2002). In that 1999 action, the General Assembly determined:

[A] presbytery has the responsibility to remit per capita allocations to synod and General Assembly, even though a congregation does not pay the per capita allocated to it by the presbytery…. as long as funds are available within the presbytery. (Minutes, 1999, Part I, p. 107)

The 218th General Assembly (2008) affirmed that per capita exists to allow the whole church to share equitably in those things that make us Presbyterian: our theological identity, our connectedness, our system of governing bodies that allow elders and ministers together to discern the mind of Christ, our ecumenical connections that make us part of the church universal, and our core structures that keep us together as a church. (Minutes, 2008, Part I, p. 165).

As these statements points out, in addition to the General Assembly, per capita is also a stewardship tool for synods and many presbyteries.

Key to understanding per capita is a fundamental knowledge that the presbytery is the only direct link between the stewardship decisions of a session and the General Assembly and synod. The General Assembly is neither equipped nor authorized to solicit per capita directly from congregations whose membership is in presbyteries.

Removing the responsibility for per capita collection from the duties of a presbytery irrevocably breaks that link between the General Assembly and the session. A presbytery could neglect the promotion of per capita, or even counsel, without consequences, that each session withhold its per capita.

While our mid councils have to balance support for congregations with support for the larger church, and we understand that this is a tough position, nevertheless one necessary for the financial stability of our presbyteries since per capita is the primary means of funding for the ministry of many of our presbyteries.

The theological essence of per capita gets lost when the link that the presbytery provides between the General Assembly and the congregation becomes an arbitrary function of pass-through accounting instead of covenantal responsibility.

Further, the COGA concurs with the advice written by the Advisory Committee on the Constitution (ACC).
Proposal on Changes to the Annual Statistical Report

As a result of an item of business brought by the Advocacy Committee on Women’s Concerns to the 219th General Assembly (2010), COGA was charged with the responsibility of finding ways to “to adapt the Session Annual Statistical Report (SASR) to collect disaggregated data on age, gender, race, and ethnicity.”

A team of COGA members, OGA staff, and staff from the General Assembly Mission Council considered this referral and many of the statistical methods for adapting our current form and one such proposal was approved by the COGA at its fall 2011 meeting. After further consideration, the COGA reconsidered its action at the spring 2012 meeting and instead answered the referral as “in progress” with an anticipated date of the 221st General Assembly (2014) for a final report.

As conversations have continued on this subject, finding a way to take and report an accurate and holistic snapshot of the church at a moment in time has proven to be difficult and elusive. Some of the factors that have surfaced include:

- Understanding that new forms of ministry and mission are difficult to qualify within the limits of present methodology;
- Charting participation beyond the strict definition of membership;
- Assessing the health of this denomination in a post-denominational era;
- Developing a dependable means of acknowledging and reflecting the diversity of the church;
- Expanding the sample to include non-geographical ministries.

In order to move forward in this project, the following methodology is proposed:

That COGA create a new task group of no more than eight persons from throughout the church (to be appointed by the Moderator and Vice Moderator of the COGA), three members of which are from COGA (Eileen Lindner, Jerrod Lowry and Marcia Mount Shoop), to work over the next 3 years to:

- Determine and state the current core purposes of collecting statistics annually/biennially;
- Consider all methodologies for collecting data and make recommendations based on effectiveness, accuracy, and value of data collection;
- So amend our assessment tools throughout the PCUSA for the purpose of accurately reflecting the state of the church and the health of its diverse ministries.

It is anticipated that this task group will work, to a large extent, by electronic means whenever possible to minimize expenses. They will consult with theologians, statisticians, and sociologists – as well as Mid Councils and standing committees. Special care must be employed to uncover the ministry styles used by entities within the PCUSA – including the possibility of consultation with an assembly committee at the 221st General Assembly (2014). It is anticipated that a final report will be presented to COGA in time to be considered for inclusion in its report to the 222nd General Assembly (2016).
Vice-Moderator Activities and Comments since Last COGA Meeting
Submitted March 18, 2013
Tom M. Trinidad

10/23-24 COTE meeting to invite sponsorship for moderator’s colloquium on ecclesiology

11/8-11 Moderators’ Conference to present “Feasting and Sending: Worship, Mission, and the Church’s Identity” with moderator Neal Presa

12/9-12 Moderator’s convocation summit on unity and difference

1/8-9 Chairs and Heads of Agencies meeting in Louisville

1/17 Met with President Elisee Musemakweli of the Presbyterian Church of Rwanda

3/1 Published “Why I Voted Against 12-B” on my blog, received 300 views that day, average of about 35 daily since

3/8-10 Spoke at Sleep “Less” in Sterling (KS) youth retreat

3/12 Preached at Stewardship Kaleidoscope conference

3/13 Met with 2 classes at Union Presbyterian Seminary, held Q&A with Presbytery of the James, and preached during chapel service

Comments:

Things I’m hearing and seeing during my travels:

- We want a General Assembly less encumbered by frivolous business
- We want a less contentious, more relational GA
- We don’t hear enough about the good things going on
- Those of us not thinking about leaving have a renewed commitment with one another, but we don’t know exactly what form that is going to take
- We are concerned about the cuts OGA is experiencing
- We are anxious about the looming exodus pending motions to change the definition of marriage
- We appreciate sincere, candid statements from our leadership
The committee held its first meeting on December 14, 2012. The focus was to review its mandate and establish a framework within which to accomplish its tasks.

Rev. Marcia Myers, Director of the Office of Vocation, provided an overview of the current trends and projected needs for teaching elders in coming years. The context of faith community leadership across the PC(USA) and religious traditions generally within the United States is shifting toward smaller congregations. New economic models are emerging that will require different skills from pastoral leaders and a willingness to answer a broader range in types of calls to ministry. Diversity both among those discerning calls to ministry and communities to be served is increasing more rapidly than diversity among those who covenant with them on behalf of congregations and presbyteries. Paths into the preparation process are generally quite different than when the core process was established three decades ago. Rev. Tim Cargal, Interim Associate for Preparation for Ministry/Examinations, then reviewed the current process as defined at the constitutional level by the Book of Order. Changes to the Form of Government adopted in 2011 provide presbyteries wide procedural latitude as they assess whether inquirers and candidates meet the constitutionally established standards for suitability, fitness, and readiness to be considered for calls to ministry requiring ordination as a teaching elder.

The committee engaged in extended discussion about how the current process and examinations relate to the needs of both the church and those discerning a call to ministry. Particular attention was given to experiences of racial-ethnic inquirers and candidates and to the limits of the process itself to address the challenges related to new forms of pastoral ministry. Should the process be tailored to preparing pastors for worshipping communities within the PC(USA), or should it equally support and encourage development of persons for ministry of Word and Sacrament in institutional settings perhaps not even nominally related to this denomination? How can presbyteries assess both gifts and readiness for forms of ministry that are only partially defined or as yet even to emerge?

The committee then identified some areas that specific members would be tasked to study and report on at its next meeting. The first area was to gather information from racial-ethnic seminarians and recent ordinands about their experiences with the standard ordination exams and the overall process. Are there specific impediments to their progress that need to be addressed? What supports do they perceive that are needed but not currently being provided? Another area related to the specific questions about the ordination examinations identified in the overture calling for the creation of the special committee. Particular concerns were related to the need for more information about whether the Presbyteries’ Cooperative Committee on Examinations for Candidates has already begun increasing the cultural and contextual diversity of scenarios presented in the standard exams and what has been learned in other denominations and also other professions about cultural and learning style differences relative to examinations and assessments of readiness to enter professional practice.

There are several possible types of recommendations that the committee believes it may utilize in its report to the 221st General Assembly (2014). It may recommend the Assembly consider amending the Form of Government or issue authoritative interpretation of constitutional requirements. It may ask the Assembly to direct that particular guidance or procedures be included in the advisory handbook on the preparation process or that the Presbyteries’ Cooperative Committee on Examinations for Candidates implement certain changes in the exams program. Finally, it may ask that its report with recommendations regarding how presbyteries might responsibly maximize the possibilities created by the current Form of Government be commended to the presbyteries for study and local action.

The committee will hold its next meeting on May 15-17, 2013. It plans to offer a preliminary draft for review and comment across the church on or about September 1, 2013. A meeting will be held in
early 2014 to review feedback and finalize the report, the precise timing of which will depend in part upon the types of recommendations it will put before the Assembly.
The Committee on the Office of the General Assembly (COGA) was convened by its Moderator, Vincent Thomas, at 3:00 p.m. on Tuesday October 8, 2013 in the Marquette Room at the Detroit Marriott, Renaissance Center, in Detroit, MI.

**Roll Call**
The following persons present for all or part of the meeting were:

**COGA Members:**
Vincent A. Thomas, Moderator
Marcia Mount Shoop, Vice Moderator
Jerrod Belton Lowry
Margaret Elliott
Dennis Hughes
Leah Johnson
Eileen Lindner
Gradye Parsons, Ex-Officio
Neal Presa
Virginia Rainey
Chris Rhodes
Alejandra Spir-Haddad
James Wilson
Arthur Canada, Corresponding Member

**PHS Members:**
Nancy Taylor
Paul Watermulder

**Excused:**
Carol McDonald
John Wood
Kerry Rice
Tom Trinidad
Linda Valentine, Ex-Officio

**GACOR**
Deborah Fair

**PNS Staff:**
Bethany Daily

**OGA Staff:**
Loyda Aja
Deb Davies
The opening worship (Presbyterians Practicing Peace) was led by Marcia Mount Shoop.

Marcia Mount Shoop read a John O’Donahue Poem, “a new beginning.” Participants gathered in discussion to reflect on how this poem spoke to them in regards to their expectation of the COGA meeting and the future of the PC(USA).

The Committee on the Office of the General Assembly reviewed the agenda for this meeting, and –

**VOTED to approve the agenda as written.**

The Committee on the Office of the General Assembly reviewed the Consent Agenda: Updated Sexual Misconduct Policy (Appendix 1) and –

**VOTED to approve the Updated Sexual Misconduct Policy.**

The Committee on the Office of the General Assembly reviewed the minutes from the March 2013 COGA Meeting and –

**VOTED to approve the meeting minutes from March 2013 as presented.**

The Committee on the Office of the General Assembly heard a report from its moderator, Vincent Thomas.

Since the last meeting, Vince attended the Chairs and Chiefs meeting on July 31, 2013 on behalf of COGA. Linda Valentine led the meeting participants through an exercise on future visioning across all agencies.

Vince, along with Jim Wilson, John Wilkinson and Virginia Rainey, has been part of the working group reviewing the Covenant of Understanding between the Office of the General Assembly and the Presbyterian Historical Society.

Vince reflected on COGA’s choice to have the 221st GA remain in Detroit and is grateful for COGA’s support in this effort.

The Committee on the Office of the General Assembly engaged in introductions and shared joys and concerns.

John Wilkinson expressed his gratitude to COGA and OGA for prayers.
and support at the time of his mother’s passing.

The Committee on the Office of the General Assembly heard a report from the Stated Clerk of the General Assembly, Gradye Parsons.

Gradye welcomed new OGA staff members, Angie Stevens and Toya Richards. The OGA staff transition has been a significant process, particularly with 5 of the 9 participants of the Associates Table being new. Relocation OGA staff has begun to reflect the newly aligned ministry areas.

The Committee on the Office of the General Assembly heard a request from Gradye Parsons to appoint Toya Richards to a four-year term as Assistant Stated Clerk (Appendix 2) and –

**VOTED** to approve appointment of Toya Richards as Assistant Stated Clerk.


COGA agreed that time should be allocated at the next joint session between COGA and PMA in February 2014 to discuss the findings of this report as well as the reports coming from other GA Special Committees. Vince Thomas was authorized to work with PMA on the details of our time together.

The Committee on the Office of the General Assembly heard from COGA Big Tent Representatives/OGA Staff.

Carol McDonald and Leah Johnson staffed the COGA booth. The emphasis they made was to share the resource material and how to interpret Per Capita within the Presbyteries. Vince expressed gratitude for those who represented COGA at the exhibit hall.

Gradye Parsons and Loyda Aja were part of the Elders Conference, which was held for the first time in English, Spanish, and Korean.

Gradye Parsons credited Kerry Rice and others on their work on the children’s program at Big Tent. The children’s participation and visibility at worship added to the service.

Jerrod expressed his gratitude for the conversation on race that took place, which was a last-minute addition in response to the Trayvon Martin verdict. He was surprised by how far we really have to go regarding race and looks forward to more opportunities for another open forum.

The committee has had two face-to-face meetings and small group sessions online. The committee is moving forward but no recommendations have been finalized.

The meeting of the Committee on the Office of the General Assembly was recessed at 6:15 p.m.

Committee members and staff shared food and fellowship at the Marriott Hotel.

**Wednesday October 9, 2013**

The meeting of the Committee on the Office of the General Assembly was reconvened at 9:00 a.m. on Wednesday, October 9, 2013 by its Moderator, Vincent Thomas. Marcia Mount Shoop led the opening worship and prayer.

The Committee on the Office of the General Assembly heard a report from the PHS Board Chair, Paul Watermulder (Appendix 4).

Vince moved for the Committee on the Office of the General Assembly to move hearing the presentations from PHS to an executive session and to reconvene with staff and reporters at 10:30 a.m. The Committee on the Office of the General Assembly –

**VOTED** to continue the meeting in Executive Session.

During Executive Session, the Committee on the Office of the General Assembly heard a report from PHS interim director, Nancy Taylor.

During executive session, the Committee on the Office of the General Assembly heard report on PHS/COGA Covenant of Understanding from Vince Thomas (Appendix 5).

Moderator Vince Thomas announced that no actions were taken during Executive Session and the meeting of the Committee on the Office of the General Assembly took a 15-minute break.

The Committee on the Office of the General Assembly heard a report from the Moderator of the 220th General Assembly (2012), Neal Presa (Appendix 6).

Neal Presa discussed future events including the 2nd Unity with Difference Conversation and Colloquium on Ecclesiology taking place at Princeton Theological Seminary in December 2013. Confessions and marriage will be discussed. The 3rd Conversation on Unity with Difference will be held at Whitworth University in Spokane, WA. and the 3rd Colloquium on
Ecclesiology will be at Fuller Theological Seminary in CA.

Tom Trinidad, the Vice Moderator of the 220th General Assembly (2012) was not in attendance (Appendix 7).


Linda Valentine sent greetings and her regrets that she was not able to be present at the COGA meeting.

The Committee on the Office of the General Assembly heard a report for Gradye Parsons with an update on the OGA Budget & Administration (Appendix 8).

The budget is currently where it was last year. The largest increase in expense for the church was for insurance. The staff is working hard to not ask for a per capita increase for 2015-16 and to get the OGA budget down to $11,000,000 by 2016. The plan to achieve this goal is still in process. Gradye Parsons requested that The Committee on the Office of the General Assembly approve the write-off of uncollectable per capita in the amount of $1,348,175.00 from 2012 and -

\textbf{VOTED} to approve the write-off the uncollectable per capita from 2012.

Gradye Parsons requested that the Committee on the Office of the General Assembly approve the Principles and Guidelines in the development of the budget process going forward and -

\textbf{VOTED} to approve the Principles and Guidelines of the budget process.

The Committee on the Office of the General Assembly recessed for lunch at 12:20 p.m. at the Detroit Marriott and moved into working groups with Jerrod Belton Lowry blessing our meal.

Vince Thomas reconvened the meeting of the Committee on the Office of the General Assembly at 2:00 p.m. with Tom Hay introducing COLA leaders Peter Smith (Chair) and Sue Melrose (Vice Chair) and expressing his gratitude for COGA’s support for the efforts to keep the venue for the 221st General Assembly (2014) in Detroit.

The Committee on the Office of the General Assembly heard a review of the Proposed Standing Rule Amendments from Thomas Hay on behalf of Carol McDonald. The Committee on the Office of the General Assembly will revisit this matter at the COGA meeting scheduled in February 2014.

The meeting of the Committee on the Office of the General Assembly heard an update on GA Planning from Thomas Hay, which included the layout of the General Assembly and Exhibit Hall at COBO Hall and. The
potential per diem cost for commissioner for meals were discussed. Tom Hay requested that the Committee on the Office of the General assembly vote to approve the proposed per diem rate of $50 and -

**VOTED** to approve the per diem rate for commissioners of the 221st General Assembly (2014) at $50.

The Committee on the Office of the General Assembly heard the Revised GA Docket (Appendix 9) from Thomas Hay and –

**VOTED** to approve the proposed GA Docket.

The Committee on the Office of the General Assembly heard an update on the local planning for the 221st General Assembly (2014) from COLA Leadership Peter Smith, Chair, and Sue Melrose, Vice Chair.

The Committee on the Office of the General Assembly heard a presentation from Larry Alexander, CEO of the Detroit Convention and Visitors Bureau about Detroit’s history and projects to continue the efforts to the city’s improvement.

The Committee on the Office of the General Assembly recessed at 3:30 p.m. to participate in a tour of Cobo Hall and the Detroit area.

Upon completion of the tour Detroit Area, the Committee on the Office of the General Assembly gathered for dinner and fellowship at Slows Bar-B-Q.

The Committee on the Office of the General Assembly was recessed for the evening 8:15 p.m.

**Thursday October 10, 2013**

The meeting of the Committee on the Office of the General Assembly reconvened at 9:00 a.m. on Thursday October 10, 2013 by its moderator, Vincent Thomas. Marcia Mount Shoop led the morning worship and opening prayer.

Marcia Mount Shoop read poem by Adrian Rich.

The Committee on the Office of the General Assembly discussed the Belhar Confession during Theological Reflection, which was introduced by Vince Thomas. Eileen Lindner provided a history of the confession. Chris Rhodes and Ginny Rainey reviewed the Biblical citations from the Belhar Confession.

Marcia Mount Shoop recommended readings: “Color Blind” by Tim Wise and “Racism Without Racists” by Robert Bonilla Silva for further reflection.
The Committee on the Office of the General Assembly discussed their experience during the tour of the 221st General Assembly (2014) facilities and the great Detroit area and provided feedback to OGA staff members to assist in their continued planning of the General Assembly.

Vince Thomas requested that the Committee on the Office of the General Assembly approve that a letter be drafted reflecting the experience of the Committee on the Office of the General Assembly’s visit to Detroit and the impact that holding the 221st GA in Detroit will have on the city as well as the Presbyterian Church (U.S.A.). The Committee on the Office of the General Assembly -

**VOTED** to approve a letter to be created and submitted to OGA staff for distribution.

The Committee on the Office of the General Assembly commenced meeting in Executive Session.

The Committee on the Office of the General Assembly heard from Gradye Parsons a request for Authoritative Interpretation (Appendix 10) and –

**VOTED** to request the Authoritative Interpretation

The Committee on the Office of the General Assembly heard a report from Jim Wilson regarding the progress of the Ethics Policy for GA Commissioner and Delegates Work Group (Appendix 11). Their draft is ready for approval by COGA. Review for approval of the proposed policy will be added to the agenda of the next COGA meeting in February 2014.

The Committee on the Office of the General Assembly heard an update from the GA Social Media Working Group during executive session (Appendix 12).

The Committee on the Office of the General Assembly heard a report on the progress of the Per Capita group from Gradye Parsons (Appendix 13).

The Committee on the Office of the General Assembly heard an update on the progress of the Statistical Work Group from Marcia Mount Shoop (Appendix 14).

The working group is considering the use of other tools to determine more in-depth statistics within the denomination and will hold several conference calls to continue their work.

The next meeting of the Committee on the Office of the General Assembly will be February 5-7, 2014 in Louisville, KY.

Having no further items of business, the meeting of the Committee on the Office of the General Assembly was adjourned at 12:00 p.m. on Thursday.
October 10, 2013. Vince gave the closing prayer and blessing over the lunch meal.

Respectfully submitted,

Angela Stevens
Recorder
Consent Agenda:

PRESBYTERIAN CHURCH (U.S.A.) SEXUAL MISCONDUCT POLICY
AND ITS PROCEDURES

Background: This report has been edited to reflect the changes in the new Form of Government, the edits are as follows:

1. Minister of Word and Sacrament changed to Teaching Elder
2. Elder changed to Ruling Elder
3. Governing Body changed to Council
4. The Mandatory Reporting Section has been updated to reflect the changes in the current Form of Government.

I. Policy Statement

It is the policy of the Presbyterian Church (U.S.A.) (hereinafter referred to as PC(USA)) that all church members, church officers, non-member employees, and volunteers of congregations, councils, and entities of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct.

Distribution

Copies of this policy and its procedures shall be made available to all council and entity offices. It is intended as guidance for churches, mid-councils, and related entities and if properly implemented by them can be used by church members, church officers, employees, and volunteers. This is a policy of the General Assembly of the PC(USA), which governs and protects employees of the General Assembly Mission Council and the Office of the General Assembly. This policy and its procedures should be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct and their families. Other councils of the PC(USA) may use this policy as a guide to develop their own policies and procedures related to sexual misconduct.

II. Standards of Conduct

… As [God] who called you is holy, be holy yourselves in all your conduct;
… Tend the flock of God that is in your charge, …
not under compulsion but willingly, …
not for sordid gain but eagerly. …
not lord it over those in your charge,
but be examples to the flock.

… You know that we who teach will be judged with greater strictness.
1 Pet. 1:15; 5:2–3; Jas. 3:1, NRSV

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the church because through these representatives an understanding of God and the gospel’s good news is conveyed. “Their manner of life should be a demonstration of the Christian gospel in the church and in the world” (Book of Order, G-2.0104a).

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. It breaks the covenant to act in the best interests of parishioners, clients, co-workers, and students.

2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the pastor’s, counselor’s, officer’s, or supervisor’s responsibility to maintain the appropriate role and prohibit a sexual relationship.

3. Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It is antithetical to the gospel call to work as God’s servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

Definitions

Sexual Misconduct is the comprehensive term used in this policy to include:

Child sexual abuse; including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.

Sexual abuse as defined in the Book of Order: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (Book of Order, D-10.0401c).
Sexual harassment; defined for this policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or their continued status in an institution;

b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;

c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive working environment; or

d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

Rape or sexual contact by force, threat, or intimidation.

Sexual conduct is offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

Sexual Malfeasance; is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

III. Church Response to Allegations of Sexual Misconduct

A. Principles

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.
The PC(USA) has jurisdiction over its members, officers, and employees such that if a member, officer, or employee is alleged to have committed an offense against Scripture or the PC(USA) Constitution, the church has the duty to inquire into the allegations and, if the allegations are proven, to correct the behavior of the member, officer, or employee and ensure the safety of others in the community. Allegations of sexual misconduct are always considered allegations of offense against Scripture or the PC(USA) Constitution that trigger the disciplinary processes of the PC(USA) set forth in the Book of Order. In the case of an active non-member who is employed or volunteers with the church, the individual will be covered by the procedures of the written personnel policies of the council or entity.

If the person accused of sexual misconduct is no longer a member, officer, or employee of the PC(USA), but the conduct occurred while the person was acting on behalf of the PC(USA), the church does not have jurisdiction to correct the behavior, but it does have a duty to hear the allegations of offense and to take measures to prevent future occurrences of harm. The council may appoint an administrative committee or commission to hear the allegations of sexual misconduct. The council may also take measures to prevent future occurrences of harm through education and policy.

B. Reporting Requirements

1. Reporting Sexual Misconduct

A person needing to report that a member, officer, employee, or volunteer of the PC(USA) has committed sexual misconduct is encouraged to seek guidance from a PC(USA) teaching elder or ruling elder regarding filing the report.

Congregation: If the person who is accused of committing sexual misconduct is a member, ruling elder, deacon, volunteer, or employee of a congregation, the report of allegations should be made to the teaching elder, the clerk of session, or the chair of the personnel committee. If the accused is a member or officer of the church, the church will respond by using the procedures set forth in the Rules of Discipline of the Book of Order. If the accused is a nonmember employee or volunteer, the church will respond by using procedures set forth by policy or bylaws of the congregation.

Presbytery: If the person who is accused of committing sexual misconduct is a teaching elder member, the report of allegations should be made to the stated clerk of the presbytery. If the report of allegations is placed in writing, the presbytery will respond by using the procedures set forth in the Rules of Discipline of the Book of Order. If the person who is accused of committing sexual misconduct is a volunteer or nonmember employee of the presbytery, the report of allegations may be made to any of the staff or volunteers of the presbytery. The presbytery will respond by using procedures set forth by policy or bylaws of the presbytery.

Higher Council or Entity of the General Assembly: If the person who is accused of committing sexual misconduct is an employee or volunteer of the higher council or entity, contact the council or entity directly for the appropriate person to receive the
report of allegations. The report of allegations may be made to any person with supervising
capacity. The entity will respond by using procedures set forth by policy or bylaws of the entity.

2. Receiving Reports of Sexual Misconduct

Reports of allegations of sexual misconduct will occur in a variety of ways.

Because a council or entity cannot control to whom the victim of sexual
misconduct will speak first, it is important that officers, employees, and persons highly visible to
customers and visitors understand how reports of incidents are channeled to the proper
person. The allegations may come from persons who have or who do not have a formal
relationship with the PC(USA) and may be made to a variety of officers or leaders within the
PC(USA). It is the duty of these officers to see that any allegation of sexual misconduct is
reported appropriately keeping in mind the mandatory reporting requirements for allegations of
child abuse.

Reports of allegations of sexual misconduct should never be taken lightly or disregarded
and allowed to circulate without concern for the integrity and reputation of the victim, the
accused, and the church. Reports of allegations should be dealt with as matters of highest
confidentiality, both before and after they have been submitted to appropriate authorities as
outlined below.

The first person to learn of an incident of sexual misconduct should not undertake an
inquiry alone or question either the victim or the accused unless the incident is divulged in the
process of pastoral care, counseling, or a therapy session. If the victim is hesitant to talk to
“higher authorities,” the person who has received the initial report has a special pastoral
responsibility to build trust and willingness to speak with the accuser, lest the church be unable
to respond because no one is able to give firsthand information.

The person receiving the initial report of allegations of sexual misconduct shall analyze
the relationship of the person accused of sexual misconduct with the PC(USA) and shall make
sure that the allegations of offense are filed with the council with jurisdiction over the person
accused. This may be done by the person alleging harm or by any member of the PC(USA).

If the report is made orally, the person receiving the report of allegations should request
that the person making the report of allegations place it in writing. A report of allegations of
sexual misconduct in writing from a member of the PC(USA) alleging another member or officer
of the PC(USA) committed an offense must be acted on according to the Rules of Discipline of
the Book of Order. If a clerk or stated clerk receives a report of allegations in writing from a
nonmember of the PC(USA) alleging another member or officer of the PC(USA) committed
sexual misconduct, the report also should be acted on according to the Rules of Discipline of the
Book of Order. If the person who makes the report is unwilling or unable to place it in writing,
any member of the PC(USA) may make the written statement that will automatically trigger the Rules of Discipline of the Book of Order.

3. **Mandatory Reporting of Child Abuse**

All ruling elders, deacons, Certified Christian Educators, and teaching elders are required to report knowledge of child abuse to the civil and ecclesiastical authorities according to the *Book of Order*. The *Book of Order* requires that

- “Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse” (G-4.0302)

Further

“In the exercise of pastoral care, teaching elders (also called ministers of the Word and Sacrament) and ruling elders who have been commissioned by a presbytery to limited pastoral service (G-2.10), shall maintain a relationship of trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing care and all information relating to the exercise of such care.

When the person whose confidences are at issue gives express consent to reveal confidential information, then a teaching elder or a ruling elder commissioned to pastoral service may, but cannot be compelled to, reveal confidential information.

A teaching elder or a ruling elder commissioned to pastoral service may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person (G-4.0301). All persons covered by this policy have an additional duty to report knowledge of child sexual abuse to the employing entity, supervisor, or council representative. All persons should be informed of and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse. These reports should be made within a reasonable time of receiving the information.

These provisions of the *Book of Order* attempt to balance conflicting moral duties for officers of the Presbyterian Church (U.S.A.).

For teaching elders, the provision strives to balance the duty to protect children from future harm with the duty of a teaching elder to hold in confidence any information revealed to them during the exercise of pastoral care in any ministry setting as defined in G-4.0301 in the *Book of Order*.

For ruling elders, deacons, and certified Christian educators, the provisions strive to balance the duty of an officer of the church to protect children from harm and any secular duty the officer may have to hold in confidence any information revealed as a result of a secular relationship such as attorney/client, counselor/client, or physician/patient. The secular duties will be a function of secular law and may vary from state to state.

C. **Responding**

The appropriate council or entity response will vary according to the relationship of
the PC(USA) with the person who is accused of sexual misconduct. Church members and
officers are subject to inquiry and discipline (censure and correction) under the *Book of Order*. Non-church member employees and volunteers are subject to oversight and
correction by the council or entity that employs them.

1. **Accused Covered by Book of Order**

   When an allegation of offense of sexual misconduct has been received by the clerk of
session or stated clerk of the presbytery, the clerk of the council will report to the council that
an offense has been alleged and that the council will proceed according to the procedures set
forth in the Rules of Discipline of the *Book of Order*. The council should appoint an
investigating committee to inquire into the allegations. The investigating committee must
promptly begin its inquiry into the allegations. Delay may cause further harm to the victim
and/or the accused.

   Councils and entities must cooperate with civil authorities in an investigation of child
sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot
interfere with a criminal investigation by civil authorities and may have to be suspended until
these are completed.

   The session has original jurisdiction in disciplinary cases involving members, ruling
elders, and deacons of the church, each congregation having jurisdiction only over its own
members.

   A presbytery has original jurisdiction in disciplinary cases involving teaching elders. A
presbytery may dissolve a pastoral relationship when the “Word imperatively demands it” (G-
2.0904). However, a presbytery may only place a teaching elder on administrative leave when
allegations of child abuse have been received and the presbytery has followed the *Book of Order*
procedures to conduct its risk evaluation to determine whether or not a teaching elder member
accused of child abuse should be placed on administrative leave (D-10.0106). It is recommended
that the permanent judicial commission (PJC) members who will conduct this risk evaluation
based upon the allegations and a hearing should also take into account secular legal advice.

   When a church officer renounces jurisdiction, the clerk or stated clerk shall report the
renunciation at the next meeting of the council and shall record the renunciation in the minutes
of the council. The status of any pending charges may be shared with the council at that time.

2. **Accused Not Covered by Book of Order**

   When a council or entity of the General Assembly receives an accusation of offense of
sexual misconduct against a nonmember employee or volunteer, the procedural response of the
council or entity will be guided by the written personnel policies of the council or entity.
Usually the council or entity will have a personnel committee that will be responsible for the
inquiry. If a council does not have a personnel committee, it may appoint either a committee or
administrative commission for the review of the allegation.

   The committee or commission that will respond to the allegation of offense of sexual
misconduct
misconduct will do the following:

a. Determine whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.

b. If so, gather additional information necessary to make a decision about correcting the behavior.

c. Determine any remedies, including limiting ministry, suspension, or termination necessary and advisable under the circumstances. If the accused is a member of another denomination, that denomination will be notified of the allegations and the response.

d. Inform the victim and the accused of the remedy.

e. In all cases, the personnel committee shall prepare a written report, which shall be included in the accused’s permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

All procedures shall follow the guidelines set forth by the council, employing agency, or entity of the General Assembly.

3. **Council or Entity Record Keeping**

The council or entity should keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential as far as possible. In Case # 208-6, the General Assembly Permanent Judicial Commission (GAPJC) interpreted the Rules of Discipline to say that a council or entity may share the contents of inquiry reports with other councils or entities of the PC(USA) when necessary. The clerk of the council or director of the entity will maintain the records while the inquiry is in process.

IV Prevention and Risk Management

A. **Implementation**

The Book of Order requires that all councils adopt and implement a sexual misconduct policy (G-3.0106). The General Assembly urges all councils and related entities including colleges, universities, and theological institutions to establish policies, procedures, that make it a violation of the employer’s work rules to engage in sexual misconduct and that encourage reporting of sexual misconduct. Councils and entities are strongly encouraged to take appropriate steps to inform members, employees, volunteers, and students of the council’s sexual misconduct policy and the standards of conduct and the procedures for effective response when receiving a report of sexual misconduct.

B. **Liability and Insurance**

A council or entity can be held liable for harm caused by sexual misconduct of an officer, teaching elder or employee based on a number of legal theories. Councils and entities
should take such potential liability into consideration when establishing hiring and supervisory practices.

Councils and entities should regularly inform their liability insurance carriers of the activities and programs they operate or sponsor and of the duties and responsibilities of officers, employees, and volunteers. The standard insurance policy should usually be enhanced by endorsements to cover specific exposures such as camps, day-care operations, shelters, or other outreach programs.

It is also recommended that councils and entities obtain an endorsement to their general liability insurance policy specifically covering sexual abuse and molestation. Such coverage may provide for legal defense expenses and judgments in civil suits brought against the council or entity, its officers, directors, or employees.

C. Employment Practices

1. Record Keeping

Accurate record keeping is an essential part of hiring and supervision practices of churches, middle governing bodies and related entities. Every council and entity should maintain a personnel file on every employee, including teaching elders. The file should contain the application for employment, any employment questionnaires, background checks, references responses, and all other documents related to an employee’s employment, except records which may be required, by law, to be kept in separate files.

2. Prescreening Applicants

Councils and entities are urged to establish thorough and consistent hiring practices. If an applicant is unknown to the employer, the employer should confirm the applicant's identity by requiring photographic identification such as a driver's license. The council should perform a background check, including a national criminal background check, on all applicants that may have interaction with children and youth.

Part of pre-employment screening should include specific questions related to discovering previous complaints of sexual misconduct. See Appendix B: Sample Exhibit E.

3. References

The employing council or entity is responsible for contacting references for prospective teaching elders, employees, or volunteers. A written record of conversations or correspondence with references should be kept in the teaching elder or employee's personnel file. (See Appendix B: Sample Exhibit B for a sample reference form).

A council should delegate responsibility for previous employer reference checks.

The person within the council or entity authorized to give a reference is obligated to give truthful information regarding allegations, inquiries, and administrative or disciplinary action
related to sexual misconduct of the applicant.

If false or misleading information is given by the applicant, or relevant information is withheld, the applicant should be eliminated from consideration.

Applicants should be informed of negative comments regarding sexual misconduct and shall be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

V. Educating and Training - Awareness

Since the issue of sexual misconduct has become an ever more present reality, there is an emerging need to educate and train a wide variety of persons. Persons needing this specific education include: teaching elders; volunteers; officers; nonprofessional and professional staff; ministerial candidates; professionals who will be working with this issue within the denomination; members of the congregation; and council staff including supervisors, employees, and stated clerks.

Education for these persons and groups will be different on a group-by-group basis. A primary requirement for all persons should be common knowledge regarding professional and ministerial boundaries, the General Assembly Sexual Misconduct policy and their own specific council or entity policy.

Theological institutions should include material in their existing curriculum on sexual ethics including the appropriate use of ministerial power, the General Assembly policy and its procedures on sexual misconduct, and other resources. It is further urged that the appropriate presbytery committee(s) include training for inquirers, candidates, newly ordained pastors, and new pastors to their presbyteries regarding sexual misconduct, especially including education on their specific policy and procedures.

Much of a congregation's education currently happens in response to an actual case of sexual misconduct. However, it is recommended that the congregation be as proactive in this area as possible offering education in a variety of settings. There are already numerous resource materials available that could be adapted to a congregation's setting.

Employing entities need to make sure all employees are well acquainted with, understand, and abide by their policy and procedures. Employing entities should offer additional training and resources, such as: a workshop during staff meeting; lunchtime discussion group; articles and books made available; etc.

Any professional (therapists, attorneys, advocates, mediators, arbitrators) used by a council should have access to experts qualified in the field of sexual misconduct if they themselves are not.
Appendix A

Definitions

*Accused* is the term used to represent the person against whom a claim of sexual misconduct is made.

*Accuser* is a term used to represent the person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not have been the victim of the alleged sexual misconduct. A person such as a family member, friend, or colleague may be the accuser.

*Church* when spelled with the initial capitalized refers to the Presbyterian Church (U.S.A.). Church when spelled with the initial in lowercase refers to local churches. The word congregation is used loosely for members and participants.

*Employee* is the comprehensive term used to cover individuals who are hired or called to work for the Church for salary or wages.

*Entity* is the term used to refer to any program or office managed by a board, committee, council, or other body whose membership is elected by a council.

*Council* is a representative body composed of ruling elders and teaching elders: sessions, presbyteries, synods, and the General Assembly. A council may establish entities such as day-care centers, conference centers, camps, or homes for the aged. A council may have both church members and nonmembers as employees.

*Inquiry* is the term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a council. See *Book of Order*, D-10.0000.

*Mandated Reporter* includes a person under the PCUSA constitution who is mandated to report to the civil authorities any reasonably held belief that there will be future harm and is also described by some states’ laws as a person who is required to report any and all suspected incidents of child abuse, including child sexual abuse that come to their attention. State laws vary from defining “all persons having knowledge” as mandated reporters to specifying very limited lists of professions whose members are required to report.

*Persons Covered* by this policy includes church members, church officers, teaching elders, and nonmembers who are employees or volunteers of the General Assembly of the PC(USA). All other councils or entities of the General Assembly are urged to create a sexual misconduct policy using the guidelines set out in this policy.

*Response* is the action taken by the council or entity when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative or judicial or both), (3) pastoral care for victims and their families and others, and (4) pastoral care and rehabilitation for the accused and care for their families.

*Civil Authorities* are the governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

*Secular Law* is the body of municipal, state, and federal laws and is often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under secular law.
*Victim* is a person claiming to have been harmed and/or abused by a person covered under this policy.

*Volunteer* is the term used for those who provide services for the General Assembly of the PC(USA). Volunteers include persons elected or appointed to serve on boards, committees, and other groups. For purposes of this policy, volunteers are treated the same as employees.
Appendix B

Employment Procedures—With Forms

Each "Employing Entity" should have already established and implemented entity personnel policies that include employment procedures for the search, selection, and call of entity staff. The employment procedures should spell out the process to be followed during the election of chief administrative officers and other staff, the appointment of exempt and nonexempt staff, and the call of teaching elders, chief administrative officers, and elected staff. These employment procedures should also include candidate/applicant reference checks prior to employment. Employing entity personnel policies should contain a clearly defined grievance process, a periodic performance review process, and a section that prohibits sexual misconduct (including sexual harassment). These provisions should be applicable to all full-time, part-time, temporary, and interim staff. The personnel policies should also provide for confidential communication channels whereby staff members can voice concerns or apprehensions without fear of retribution.

Churchwide and public advertisement of vacant positions as a part of an employing entity's search procedures to fill vacant positions is required of General Assembly entities and related bodies and is recommended as a guideline for councils by the churchwide personnel policies as well as the Churchwide Plan for Equal Employment and Affirmative Action. In support of this policy and its procedures on sexual misconduct, all vacant positions of religious leadership forwarded to publications for advertisement, distributed to units of the church, as well as posted on local bulletin boards will include the following statement:

"The Presbyterian Church (U.S.A.) is an equal opportunity employer. In addition the church has a strong policy opposing sexual harassment or abuse. References and records will be checked during the employment process."

This statement will also be included in all information distributed through the Personnel Referral Services of the Church Vocations Ministry Unit.

The following forms are included in this appendix: Exhibit A, Employee Questionnaire; and Exhibit B, Confidential Employee References. These two forms will be used by General Assembly entities and institutions, and are recommended for use by all other employing units of the church. Exhibit C, a form for Implementing Policy of Sexual Misconduct, is to be used by each employing entity as it distributes its sexual misconduct policy to employees and others. Exhibit D, Report of Suspected Sexual Misconduct, is for gathering basic information to be passed along to the appropriate person or group handling sexual misconduct cases for a unit or other entity.

As required by acceptable personnel procedures, an employee handbook should be written, published, and distributed to each employee of church employing entities. All existing personnel policies and employee handbooks should be updated to include a sexual misconduct policy.
It is advisable to seek legal advice as other councils, related bodies, and entities develop and publish policy and procedures on sexual misconduct using this General Assembly policy as a guide. All forms should be checked for compliance with state laws.
This is a sample employment questionnaire. In addition to the usual questions one finds on an employment questionnaire, the writing team has added certifications and releases that focus on past incidents of sexual misconduct. All entities are urged to have this or any substitute form they design examined by their legal counsel before using it.

Sample Employment Questionnaire

Name: ____________________________________________

Last              First              Middle

Address: __________________________________________

Street

__________________________________________

City              State              Zip

Business Phone: ___________________Home Phone:____________________

Have you ever been known by any other name? _____Yes_____No____

If yes, please provide other name(s): _______________________________________

Employment Record (List current and previous employers for the last five years)

Employed by:________________________________________

Address: __________________________________________

City, State, Zip: ______________________________________

Supervisor: _______________________________Phone:____________________

Supervisor's Title __________________________________________

Employed from (month/year) to ___________________(month/year)____________________

Why did you leave? __________________________________________

Employed by:________________________________________

Address: __________________________________________

City, State, Zip: ______________________________________

Supervisor: _______________________________Phone:____________________

Supervisor's Title __________________________________________

Employed from (month/year) to ___________________(month/year)____________________
Why did you leave? _____________________________________________________________

Employed by: _______________________________________________________________

Address: _____________________________________________________________________

City, State, Zip: ___________________________________________________________________

Supervisor: ___________________________ Phone: _____________________________

Supervisor's Title ___________________________________________________________________

Employed from (month/year) to _________ (month/year)___________________

Why did you leave? _____________________________________________________________

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.

__________________________________________
Signature Date

Note: If you are unable to make the above certification you may instead give in the space provided a description of the complaint, termination, or the outcome of the situation and any explanatory comments you care to add.

Release

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize (Name of Employing Entity) to make any and all contacts necessary to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release any and all requested relevant information to the (Name of Employing Entity) ___________________________.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I wily hold harmless the employing entity or judicial authority from any and all claims, liabilities, and cause of action for the legitimate release or use of any information.

__________________________________________
Signature

__________________________
Witness

__________________________
Witness
Sample Exhibit B

This is a sample form that may be used to keep a record of all face-to-face or telephone reference checks. Additions that have to do with sexual misconduct or child abuse may be needed by the entity to justify to a court of law that they have done reasonable and prudent screening before hiring a person for a position within that entity.

Confidential Employment Reference

1. Name of applicant: ____________________________

2. Reference or church contacted (if a church, identify both the church and person contacted):

3. Date and time of contact: ____________________________

4. Person contacting the reference or church: ____________________________

5. Method of contact (phone, letter, personal conversation): ____________________________

6. Summary of conversation (summarize the reference's remarks concerning the applicant's fitness and suitability for the position, any convictions for or actions pending related to sexual misconduct, sexual harassment or child abuse): ____________________________

__________________________________________________________________________

Name ____________________________ Title ____________________________

Signature ____________________________ Date ____________________________
Sample Exhibit C

This is a sample designed to implement the sexual misconduct policy. It is necessary that all employees acknowledge being in receipt of the sexual misconduct policy. The policy provides protection and empowerment for the employee.

Form for Implementing Policy of Sexual Misconduct Acknowledgement of Receipt

I hereby acknowledge that I received on ____________________________ (date), a copy of the "Policy and Its Procedures on Sexual Misconduct of the Presbyterian Church (U.S.A.)" dated that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Signature ____________________________________________

A similar acknowledgement should be signed at the time amendments to the policy are made and distributed.
Sample Exhibit D

This exhibit provides entities with a sample Report of Suspected Sexual Misconduct. It provides space for the names, addresses, and telephone numbers of victims, the accused, possible witnesses, and others involved. It also provides space for a description of the offending behavior as well as other pertinent information. This form or a revision of it should be filed with the appropriate supervisor, office, or administrator of an entity who is required to file this with the constituting authority or its response coordination team (See section on Subsequent Reporting in this policy and its procedures.)

Report of Suspected Sexual Misconduct

Reported by: ____________________________

Name __________________________________

Title __________________________________

Address __________________________________

City, State, and Zip Code ____________________________

Telephone ____________________________

Date of Report: ____________________________

Person suspected of misconduct:

Name __________________________________

Title __________________________________

Address __________________________________

City, State, and Zip Code ____________________________

Telephone ____________________________

Other person(s) involved (witness or victims):

Name __________________________________ Title ____________________________

Age ____________________________ Sex ____________________________

Address __________________________________

City, State, and Zip Code ____________________________

Telephone ____________________________
Report of Suspected Sexual Misconduct

Describe incident(s) of suspected sexual misconduct, including date(s), time(s), and location(s):

____________________________________________________________________________________

____________________________________________________________________________________

Identify eyewitnesses to the incident, including names, addresses, and telephone numbers, where available:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Sample Exhibit E

Employment Questions to ask of potential employees:

Councils and entities should ask persons seeking ministerial calls or employment in nonordained positions questions such as:

a. Has a civil, criminal, or ecclesiastical complaint ever been sustained against you involving sexual misconduct by you?

b. Have you ever resigned or been terminated from a position for reasons relating to allegations of sexual misconduct by you?

c. If so, indicate the date, nature and place of these allegations, and the name, address, and telephone number of your employer at that time.

d. Have you been required to receive professional treatment, physical or psychological, for reasons related to sexual misconduct to you?

e. If so, please give a short description of the treatment including the date, nature of treatment, place, and name, address, and telephone number of the treating physician or other professional.

A sample employment questionnaire is attached as Exhibit A for adaptation by councils and entities. The questions included in this sample may be integrated into a standard employment questionnaire along with other necessary questions.
Appendix C
Meeting the Needs of All Involved

In cases of sexual misconduct there are needs that have to be met for the good of all persons, groups, and entities. To ensure that the council is ready to meet the variety of needs present, an independent response coordination team may be named. This team will not investigate the allegation or in any way function as an investigating committee for disciplining members or officers, but should confine itself to coordinating a process that will meet the specific needs of victims and their families (if any), the accused and family (if any), employing entities, congregations, and councils:

A. The Needs of the Victim

The council, employing entity, and response coordination team should assure that adequate treatment and care are available for alleged victims of sexual misconduct and their families. Sometimes, the victim or family is so angry and alienated from the church, that offers of help may be perceived as insincere or as attempts of a cover-up. If the victim or family at first refuses, the church should continue to offer help. Above all the church should not act in a self-protective manner by ignoring the victim and their families.

The extent of the damage to the victims of sexual misconduct will vary from person to person, and is influenced by such factors as the degree or severity of abuse, the age and emotional condition of the victim, human dynamics, and the importance of one’s religious faith. The council, entity, and response coordination team is to assume in all cases that the victim has been wounded by the experience.

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness, and feelings of alienation from God, self, the religious community, and family are frequent injuries suffered by victims. It is important for the response coordination team to be sensitive to the victim’s pain and need for healing, and to act by making appropriate pastoral care available.

The following are some of the needs of the victim:

1. To be heard and taken seriously. From the time that the victim is first able to indicate that sexual misconduct has occurred, that person should receive immediate attention and serious consideration from all church representatives.

2. To receive pastoral and therapeutic support. The victim may require spiritual and professional assistance as a result of sexual misconduct. The response coordination team should offer to help arrange for such support from a pastor and therapist, if the victim desires. Discussions with such people would be confidential, privileged conversations.

3. To be informed about church process and progress with regard to the accusation. One member of the response coordination team should be the church contact person for the victim. Frequently, this contact person will give the victim information as to what is happening in the church as a result of the accusation.

4. To receive legal advice. The response coordination team should suggest that the victim might benefit from independent legal advice. (Legitimate claims might be more effectively pursued and flimsy...
or false claims discouraged.) If requested, the response coordination team should suggest ways in which independent legal advice can be obtained.

5. To be assured of an advocate of one’s own choosing. A victim may need continuing moral support from one individual who is present while the church process deals with the accusation. This advocate may be a relative, friend, or someone suggested by the response coordination team. This advocate could speak for the victim, if necessary.

- To be assured that justice will be pursued. The victim needs to be told by the response coordination team, and shown by the processes of the church, that justice is being pursued through fact-finding, truth-telling, confrontation, and agreement that may include removal or temporary exclusion of the accused from office or adjudication of the complaint.

- To receive healing and reconciliation. In addition to specific forms of restitution mentioned above, the victim needs to receive a sense of healing and reconciliation with all concerned—the self, the family, the church and, ideally, the accused. The response coordination team can help bring this about using the church’s processes and resources. While the above are needs of the victim, one recognizes that all of these needs may also not be met through a reasonable handling of a specific case, but may only occur over a lengthier period of time. All of these needs, however, should be taken seriously and compassionately, and the rights of the victim respected.

B. The Needs of the Accused

The council or entity shall offer treatment and care for the accused as well as alleged victims and families. If the accused is a teaching elder, this is the primary responsibility of the presbytery (Book of Order, G-3.0307).

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, depression, unworthiness, and feelings of alienation from God, self, the religious community, and family are often experienced by the accused. In addition, there may be fear of job loss, incarceration, and indignation if an allegation is false.

When a person is found not guilty of charges of sexual misconduct, it is important for the council or entity to see that the decision is disseminated as widely as possible within their power, unless doing so would further injure the person accused.

1. Personal Care

Whether the allegations about the accused are eventually found to be true or not, the accused deserves to be treated with Christian kindness and respect.

The response coordination team may suggest that the accused seek spiritual support or professional counseling. People in staff positions, such as presbytery executives or stated clerks, should not engage in personal counseling of the accused because of their potential involvement in disciplinary process.

2. Economic Security and Care for Family of Accused
When an allegation of sexual misconduct has been made against a teaching elder, the economic security of the accused is directly threatened, along with reputation, career, and family relationships. Again, the presbytery can be of assistance.

The response coordination team may alert the presbytery to the possible spiritual, emotional, and financial needs of the family of the accused and recommend expert resources.

C. The Needs of a Congregation in a Context of Sexual Misconduct

The council, employing entity, and response coordination team should be aware of the problems a congregation or employing entity may experience following allegations of sexual misconduct by a teaching elder, employee, or volunteer. The allegations may polarize the congregation or organization, damage morale, create serious internal problems, and even limit the trust a congregation may place in succeeding pastors. Efforts should be taken to recognize and identify the problems and heal any damage that may be done to the congregation or organization.

When there is sexual misconduct on the part of a teaching elder, non-ordained staff, or volunteer in a particular congregation, a number of needs unique to that congregation will emerge since sexual misconduct impacts congregations in different ways. Therefore, these needs will not necessarily emerge in the same sequence in each situation. Depending on the parties involved in the sexual misconduct, some of the needs may not emerge. In any event, those managing the church’s response to the sexual misconduct will want to know that the following needs may emerge:

1. Pastoral Care

Members and staff of the congregation will need pastoral care. If it is the pastor who is involved in the sexual misconduct, care will need to be provided by another member of the ordained staff (if the church is a multiple-staff church) or by a trained interim pastor. If the pastor leaves as a result of sexual misconduct, in extreme cases a trained interim pastor or consultant in sexual misconduct may need to work with the congregation for an extended period of time.

If it is not a pastor who is involved in the sexual misconduct, then the pastor will provide the needed care for the congregation. The pastor, if not previously trained in this specialty area, will need to consult with denominational specialists who will advise him or her how to proceed and any anticipated problems.

2. Information About the Case

Members of the congregation will need opportunities both to receive and give information. If a case of sexual misconduct becomes a matter of public knowledge within a congregation and if a pastor has been found guilty of sexual misconduct, the interim pastor or consultant may hold appropriate meetings with individuals, small groups, or with the whole congregation. Such meetings should provide information about sexual misconduct in general, Presbyterian polity and our judicial process, and how others who may have been victimized may be heard and ministered to. If the offender is not the pastor, then the pastor may perform these functions. At such meetings, one may expect members to vent their feelings. An opportunity for this to happen should be provided. If this venting does not take place, then it may create serious problems for the future of the congregation, for future pastors, and for the governing
Dynamics may differ somewhat in racial ethnic churches, but no empirical studies have yet demonstrated different dynamics.

3. Resource Persons

In light of the above needs, the following are several resource persons whose services would be valuable to a congregation in the context of sexual misconduct: a trained interim pastor, a presbytery representative knowledgeable in polity and the effects of sexual misconduct in the church, a consultant or therapist with knowledge and experience in dealing with sexual misconduct, an attorney who can discuss legal aspects of a case, an insurance agent who can advise the congregation about their exposure to liability or coverage.

It is the responsibility of the council to establish policy and its procedures governing cases of sexual misconduct in that jurisdiction. The PC(USA) policy and its procedures are intended to guide the development of council policy and procedures.
Assistant Stated Clerks

The Stated Clerk of the General Assembly recommends that the Committee on the Office of the General Assembly (COGA) confirm the appointment of Toya Richards, to a four-year term as Assistant Stated Clerks of the General Assembly.

Rationale:

Assistant Stated Clerks are exemplary staff persons who may be asked by the Stated Clerk to give leadership to a GA Permanent Committee, task force or commission. These persons also represent the Office of the General Assembly as speakers, workshop leaders, at ecumenical gatherings, etc., as needed.

Toya Richards is a faithful Christian leader who serves the church with “energy, intelligence, imagination, and love.” The Stated Clerk of the General Assembly is pleased to bring Toya Richards for confirmation as Assistant Stated Clerk of the General Assembly, Presbyterian Church (U.S.A.).

The Standing Rules of the General assembly at H.2.d. states the following:

The Stated Clerk, after consultation with the Committee on the Office of the General Assembly, may appoint one or more Assistant Stated Clerk (see Standing Rule E.2.d.(4)). The term of appointment shall be four years, subject to reappointment by the Stated Clerk, after consultation with the Committee on the Office of the General Assembly.
For Discussion:

Report regarding the Work of Mid Council Commission II

This report is intended to summarize the current status of the work of the Mid Council Commission II, with a focus on particular issues that require COGA’s attention. More complete information regarding MCCII’s work can be found at http://oga.pcusa.org/section/committees/mid-councils-commission/meetings/

1. Charge to the Commission

The 220th General Assembly charged the Commission with the following responsibilities:

- Respond to Recommendations 1-4 of the Mid Council Commission I Report and report to the 221st General Assembly.

  - Discuss, refine and bring back recommendations concerning composition and organization” of synods. The Commission has understood this charge to require it to refine Recommendations 1-4 of the Mid Council Commission I Report, even if it decided not to recommend adoption of those refined recommendations.

  - The Commission understands that its charge relates only to synods, and that any recommendations as to presbyteries are limited to presbyteries as they are impacted by synods.

  - Exercise commission authority regarding organizing, uniting and dividing synods and presbyteries and changing the boundaries of presbyteries through the transference of congregations from one presbytery to another.

  - Review the nature and function of the Presbyterian Mission Agency and the office of the General Assembly with respect to their relationship with and support of mid councils.

2. Summary of Process

MCCII has met in person on November 26-28, 2012, March 14-16, 2013, and September 9-11, 2013, and by telephone conference on June 18, 2013 and July 10, 2013. The final meeting of the commission will be held January 13-15, 2014. Four members of the Commission are members of COGA: Eileen Lindner, Jerrod Lowry, Marcia Mount Shoop and Jim Wilson. Jill Hudson and Andrew Yeager-Buckley have provided strong staff support. Gradye Parsons participated in the Commission’s June 18th conference call.
The Commission has worked through three subgroups between its previous meetings. In addition, members of the commission have participated in telephonic consultations with representatives of most of the synods. Co-moderator Ariel Mink and Jim Wilson also met in person with the Synod Executives Forum. Some of the themes that emerged from these consultations were:

- There cannot be a “one size fits all” solution. Any recommendation needs to be flexible based on the needs of the presbyteries within the existing synod (i.e., follow a bottom-up local approach rather than a top-down directive).
- Generally, there is a reluctance to enter into an “arranged marriage” kind of relationship. The synods want a voice with respect to the possible merger/expansion of boundaries.
- There is a general consensus that both presbyteries and synods ought to be involved in discernment process regarding evolution of synods.
- Whatever recommendation is made, the rationale regarding the reconfiguration of the structure needs to be based on missional priorities and objectives, rather than simply on saving money.

More information regarding the learnings from these consultations can be found in the Synod Consultation Report at http://oga.pcusa.org/section/committees/mid-councils-commission/meetings/.

3. **Current Status of Recommendations**

The provisional recommendations of the Commission approved at the September 2013 meeting are the following, all of which are subject to further revision at or before the Commission’s January 2014 meeting.

1. **That the 221st General Assembly (2014):**

   a. Direct that the number of synods be reduced to no more than eight.

   b. Direct the Moderator of the 221st General Assembly, in consultation with the Stated Clerk, to appoint six members of Mid Council Commission II, 220th General Assembly (2012), to consult with and assist synods and their presbyteries in seeking to determine the most prudent boundary changes to accomplish the reduction in the number of synods to no more than eight, with the results of that consultation to be reported to the 222nd General Assembly.

   c. Recommend that if the synods and their presbyteries are unsuccessful in reaching agreement as to a proposal to reduce the number of synods to no more than eight for action by the 222nd General Assembly, that the 222nd General Assembly direct its Moderator, in consultation with the Stated Clerk, to appoint an administrative commission with the authority to recommend to the 223rd General Assembly the boundary changes necessary to reduce the number of synods to no more than eight.
d. In order to ensure that the responsibilities listed in G-3.0502 are fulfilled, establish a “Standing Committee on Mid Councils” and charge it to engage in a process for the on-going strengthening and nurturing of the mid councils of the Presbyterian Church (U.S.A.), with particular emphasis on collaborating with the synods of the Presbyterian Church (U.S.A.) to support clarity as to their ecclesial and missional identity, purpose, structure, and strategies. [Note that as discussed below, the Commission understands that this paragraph requires revision.]

2. That the 221st General Assembly (2014) direct the agencies of the PCUSA to review their processes to streamline those that require approval by a synod or a request by a lower council if such approval has become perfunctory or unnecessary.

3. That the 221st General Assembly (2014) continue the Mid Council Commission II through the meeting of the 222nd General Assembly with the following authority:

   a. Pursuant to G-3.0502d, to organizing new synods, or dividing, uniting, or otherwise combining previously existing synods or portions of synods; and

   b. Pursuant to G-3.0502e, approving the acts of synods to organize, divide, unite or combine presbyteries or portions of presbyteries.

4. That the 221st General Assembly (2014) accept this report as the Commission’s answer to the items referred to it by the 220th General Assembly (2012).

Recommendations 1, 3 and 4 of above arose from the Commission’s consideration of three options: (1) eliminating synods as ecclesial bodies consistent with Recommendations 1-4 of MCCI, (2) mandating minimum function synods, or (3) creating fewer synods with more clarity of purpose. The recommendations above reflect the Commission’s decision to pursue the third option.

With respect to the Commission’s charge to review the nature and function of the Presbyterian Mission Agency and the Office of the General Assembly with respect to their relationship with and support of mid councils, one of the working groups of the Commission presented a draft synthesis of input received regarding the perceptions of OGA and PMA support for and relationship with mid councils. Those findings are summarized as follows in the Conclusion Section of that Draft:

This review of the relationships which characterize the presbyteries and synods with the PMA and OGA respectively did not reveal any acute or critical points of tension. Nonetheless, the review did reflect a rather disquieting and widespread malaise concerning the identity of the church as a whole. In the present moment, there is expressed concern for whether the church can afford, financially and in terms of human resources, the continued existence of what are seen as two large, and expensive national agencies as well as two levels of mid council structures.
This finding was not, however, accompanied by any assessment that suggested the two agencies are seen as duplicating efforts.

Perhaps due to some sampling bias in this review, presbyteries were consistently clearer on both their positive and negative assessments of relationships with the two agencies. Synod responses tended to be more vague and to have their experience mediated by that of their respective presbyteries in their assessments. Presbyteries and Synods seek and often obtain assistance from OGA/PMA on a host of issues and matters of church life. Yet, at both synod and presbytery levels there is a concern that neither agency is equipped to help the mid councils address their most acute needs and sometimes serve as a distraction from that vital task.

This subgroup of the Commission is currently working to add more quantitative information regarding the relationship between OGA and PMA and the mid councils, and discussing whether any recommendations should be made based upon those findings. In addition, the Commission is currently working to refine the above recommendations, and to develop the full rationale for its report. It has also begun the process of considering how it can interpret the report to mid councils and throughout the denomination.

4. **Issues Requiring Consideration by COGA**

Four particular issues related to the work of MCCII would benefit significantly from COGA input:

1. The Commission’s review of the relationship with and support of mid councils provided by PMA and OGA would benefit from discussion at the COGA meeting, particularly with respect to what quantitative information (e.g., information regarding budgeted resources or positions, previous reviews of these agencies, assessments made as part of the consultant process) regarding the relationship between PMA/OGA and the mid councils ought to be considered and what recommendations the Commission might make regarding these relationships.

2. Refinement of Recommendation 1d would benefit from COGA input. The current language of this recommendation is somewhat confusing. The intent of the recommendation is actually not to create a standing or permanent committee, but rather that each future assembly would have in its committee structure a “Committee on Mid Councils,” much like each assembly in recent years has had Assembly Committees on General Assembly Procedure, Polity and Mission Coordination. One avenue to accomplish this intent would be a standing rule amendment. Discussion as to COGA’s view on whether that is an appropriate approach, or alternatives to accomplishing that intent, would be valuable to the Commission. Further, it would be helpful to gain COGA’s sense of the financial and institutional implications of this recommendation.

3. The manner in which the report will be handled at the Assembly is of obvious interest to the Commission. The hope of the Commission is that its report can generate a real conversation, within the limits that the structure of the Assembly presents, regarding the role of synods and the
nature of General Assembly’s relationship with those synods. Input from COGA as to the best steps to allow such a conversation in committee and in plenary would be appreciated.

4. The COGA members and perhaps the Commission as a whole recognizes that the PCUSA at every level is evolving institutionally. A key question that requires thoughtful discussion is how to maintain coherence and coordination as various councils of the church (GA/PMA/OGA, synods, presbyteries), each with its own decision making processes, engage in parallel processes of reorganization, staff reduction, and other reallocations of resources.
A. Significant changes and initiatives during the last six months at PHS:

1. Staffing and Budget:
Declines in the per capita budget and the restructure of the Office of the General Assembly mandated changes in PHS staffing. Executive Director Fred Heuser and Records Manager Margaret Merrick took the voluntary separation packages offered through OGA. We laid off two fulltime employees paid through the per capita budget—Senior Reference Archivist Leah Gass Goldrick and Technical Services Technician David Geiger—and moved 3.5 positions to the designated budget. We revised the 2013 PHS per capita budget to reflect the 20.5 percent decrease in per capita funds for this year.

2. OGA:
As part of the OGA reorganization, PHS is now part of Church Wide Ministries. Our “Records and History” section includes two new OGA employees based in Louisville: OGA Records Coordinator Kris Valerius and OGA Publications Coordinator Terri Stephenson.

3. Departure of Executive Director Fred Heuser:
On May 16, we celebrated Fred Heuser’s 31 years at PHS with a celebratory send off into retirement. Stated Clerk Gradye Parsons appointed Director of Programs and Services Nancy Taylor and Director of Administration John Wood as co-transitional leaders of PHS until a new Executive Director is named.

4. Strategic Initiatives, Revenue Enhancement, and Development:
PHS has commenced a process to develop and implement new funding streams and strengthen our already successful Development efforts. The five year plan will move PHS to a more balanced funding model with an equal reliance on per capita and new revenue streams by 2018. To date, the following projects are ongoing in support of the plan:

• A complete redesign of our website.
• Engagement of John Hewitt and Associates to assist Samantha Piccolo in a new business plan to aggressively increase our development efforts.
• Developing new revenue models that will directly engage our denominational members and congregations with new services from PHS.

PHS is using its existing unrestricted designated reserves to fund the implementation of this plan.

5. Architectural Review:
PHS has engaged Godshall, Kane O’Rourke Architects to develop potential building changes that improve space utilization, overhaul mechanical systems, comply with ADA standards and reduce the high cost of building operations. The PHS building is now close to 50 years old with
limited improvements and upgrades. We have identified three imminent needs that require our attention:

- HVAC /Heating systems –cost $250,000
- Pavement replacement around building perimeter--- cost $100,000
- Handicapped accessibility and ADA compliance--- cost $75,000

We are working on the funding of these projects and reviewing other potential building improvements that will improve our efficiencies.

**B. Other Building updates:**
- A cyber attack by an unknown attacker compromised our website on April 17, and we had to disable the web server. A new server was built and populated with backup copies of the website, up-to-date applications were rolled out, and the web server was put back into service May 1.
- We continued the lighting replacement project throughout the building. This has helped reduce consumption and costs by over 20%.
- We installed fiber optic capable for web based services, greatly increasing our band width and thus our digital capabilities.
- We identified a heating design flaw that has existed since 1966 and caused much of our heating irregularities and increased costs. New valves to correct the flaw were installed this summer.

**C. Statistics snap shot:**
For the period from March through August, PHS:
- responded to 1,886 reference queries
- hosted 228 researchers in the reading room in Philadelphia for a total of 383 research days
- posted 104 times on the PHS Facebook page
- brought in over 350 cubic feet of records as well as over 17 gigabytes of digital material
- cataloged or recataloged 466 books, all now with electronic descriptions in our online catalog, CALVIN

**D. Highlights of other activities:**

**March**
- Cataloger Elaine Shilstut finished the Library of Congress name authority file training for the new RDA (Resource Description and Access) standard, and she has been authorized to create new name authority records in RDA. Thus, we will continue to be an authority on Presbyterian-related names for the worldwide library community.

**April**
- We redesigned our paper newsletter, *Presbyterian Heritage*, going to six pages in full color and two issues per year.
- We started sharing PHS church postcards and print ephemera on Tumblr, [http://presbyterianhistoricalsociety.tumblr.com](http://presbyterianhistoricalsociety.tumblr.com).
We created a poster featuring Rev. William Barr Leonard and the First Presbyterian Church of Beaver, Oklahoma, for the grand opening of the new addition to the Jones and Plummer Trail Museum in Beaver on April 14.

Records Archivist David Staniunas and Nancy Taylor staffed the PHS exhibit booth at the BOP Eastern Regional Benefits Conference in Philadelphia April 17 and 18.

Senior Reference Archivist Lisa Jacobson spoke at the Spring Gathering of the Presbyterian Women of the Presbytery of Monmouth on April 20.

Fred Heuser and Nancy Taylor traveled to Princeton Theological Seminary on April 23 to meet with new PTS President Craig Barnes and discuss new ways for PTS and PHS to collaborate.

As the National Council of Churches of Christ in the U.S.A. prepared to consolidate offices in Washington D.C., we received 67 cubic feet of NCCC records from the New York office.

Digital Archivist Elise Warshavsky and David Staniunas fine-tuned procedures for intake of born-digital records. We successfully transferred the 2012 CIFs and PIFs in electronic form to the archives.

May

- We designed bulletin inserts for Heritage Sunday 2013, featuring the history of communion tokens.
- We published the Spring/Summer 2013 issue of *The Journal of Presbyterian History*, featuring two articles about leading figures at Princeton Theological Seminary, Samuel Miller and John Mackay.
- David Staniunas taught the records management section of New Stated Clerks’ Orientation on May 7.
- After sending out RFPs in March, we chose Tabula Creative, a Philadelphia company, to redesign our website.
- We sent almost 300 appeal letters soliciting support for the Heuser Fund in honor of retiring Executive Director Fred Heuser. As of September 10, we have raised over $22,000 for the Fund.
- We published a Living History video with Rev. Vernon Broyles on our YouTube channel. Rev. Broyles talks about his experiences as a Presbyterian pastor in North Carolina and Alabama in the 1960s and early 1970s as the PCUS wrestled with the implications of the civil rights movement.

June

- The PHS Board met in Philadelphia June 7 and 8. The Board formed a new Programs and Services Committee and appointed members to a joint task force to review the Covenant of Understanding between the Board and COGA.
- Head of the Princeton Theological Seminary library Donald Vorp and Global Network Librarian Jenifer Gundry visited PHS on June 19 for a tour and initial discussion on areas for joint collaboration between the two libraries/archives.
- We launched a redesigned Presbyterian Family Tree on our website: [http://www.history.pcusa.org/history/denominations.cfm](http://www.history.pcusa.org/history/denominations.cfm)
- We digitized four U-matic tapes—three from the 1983 reunion communion and one from a 16mm film transfer of Eugene Carson Blake’s July 4, 1963 arrest in Baltimore during a civil rights protest. David Staniunas’s blog post and video about Blake’s arrest is our
most popular post to date; video from the reunion communion posted to the blog to coincide with Big Tent and the 30th anniversary of the PC(USA) is our second most popular post to date

July
- On July 25, Nancy met with Ron Vinson, Executive Director of the Presbyterian Heritage Center in Montreat, to discuss loans of museum material between the two institutions.
- We advertised the Heritage Microfilming Program in the Presbyterian Outlook in July and August and the Adopt-a-Document Program in September.

August
- PHS designed exhibits for Big Tent celebrating the 30th anniversary of Reunion and the 25th anniversary of the dedication of the Presbyterian Center in Louisville.
- David, Sam, and Nancy staffed the PHS exhibit booth at Big Tent.
- On August 5, a delegation from the Francis Makemie Society visited PHS to conduct research and discuss issues surrounding the upkeep of the Makemie Memorial Park and Monument in Virginia.
- We published a Living History video with Rev. Richard Poethig on our YouTube channel. Rev. Poethig talks about his involvement in social justice issues and urban industrial mission, both in the United States and in the Philippines.
- On August 26, Nancy, Manager of Technical Services Margo Szabunia, and Digital Archivist Elise Warshavsky traveled to Princeton for an all-day meeting with PTS library staff. The group has decided to collaborate on digitizing Korea Mission material as their first joint venture.
- On August 28, we presented the lecture, “A Great Lady in Modern Medicine: A Nephew’s Quest to Uncover the Incredible Story of his Great Aunt, Dr. Eliza Leonard,” at Waverly Heights Retirement Community in Gladwyne, PA. PHS Board member Bill Leonard shared stories and photos about his great aunt and her life as a Presbyterian medical missionary in China.

September
- We launched the Genealogy Research Service, which allows genealogists to contract with PHS for up to three hours of research in church records held at PHS. The fee is $30 per hour.
- We launched an on-line gift shop through Zazzle that features tote bags, key chains, magnets, mugs, postcards, prints, and playing cards with images from the PHS collections and the PHS name and logo.
- On September 17, the Delaware Valley Council hosted a group from Princeton, NJ, for a tour and lunch at PHS. This Princeton group will become the core of a new Princeton Council.
- We mailed a “Here For You” postcard to all mid councils and PC(USA) congregations with 70 or more members and followed this up with an email blast to all congregations with email contacts in the PC(USA) congregations database. Both the postcard and email said: “Let us help your congregation preserve its unique history, microfilm and digitize records, research your heritage, and explore Presbyterian history.”

Respectfully submitted,
Nancy J. Taylor and John J. Wood
Co-Transitional Executive Directors
For Discussion:

Prelude

The following Covenant of Understanding between the Committee on the Office of the General Assembly and the Presbyterian Historical Society Board attempts to clarify the Board’s broad responsibilities for PHS. It should be cross-referenced with two other attached governance documents: The Governance Structure of the Presbyterian Historical Society (approved by the 216th General Assembly) and the By Laws of the Presbyterian Historical Society.
Covenant of Understanding between COGA and the PHS Board (The Board)

1) **Per capita budget:**
*Understandings:* PHS staff develops per capita budget as part of the regular OGA budget process. The Board approves PHS per capita budget and recommends to COGA. COGA approves the per capita budget and sends to General Assembly for final approval.

2) **PHS Designated budget:**
*Understandings:* PHS staff develops the designated budget as part of the regular OGA budget process. The Board reviews and approves the designated budget and transmits to COGA. COGA receives the designated budget and forwards it to the General Assembly for final approval.

3) **Oversight of PHS non-financial assets:**
*Understanding:* The Board is responsible for providing oversight for PHS’s building, property, and collections. The Board will develop a capital facilities plan that will be shared with the Office of the General Assembly and COGA. The Board will report at least annually to COGA on these and other fiduciary issues in accordance with the Standing Rules of the General Assembly.

4) **PHS Development Efforts:**
*Understanding:* The Board provides oversight for the direction, management, and implementation of the Society’s development efforts in accordance with its Gift Acceptance policy.

5) **PHS Endowment and Income Funds:**
*Understanding:* In cooperation with the OGA and the Presbyterian Foundation, the Board ensures compliance with donor intent for all PHS endowment and income funds.

6) **Personnel issues:**
Understanding: The Board adheres to the personnel policies of the Office of the General Assembly.

Understanding: The Board names representatives to participate with the Stated Clerk’s office in the annual evaluation of the Executive Director.

Understanding: The Board names representatives to participate in the search process for the Executive Director should a vacancy occur therein.

Understanding: For other appropriate high level positions (Deputy Director and Director of Development), the Executive Director may appoint representatives from the Board to participate in a search process should vacancies occur.

7) Strategic Planning:
   Understanding: The Board in cooperation with the executive staff is responsible for the Society’s strategic planning and will communicate its work to the Stated Clerk’s office and COGA.

8) Autonomy of the Board:
   Understanding: The Board has the autonomy to issue regular communications (press releases, written reports), to establish bylaws for the conduct of its business, and to set the strategic direction for the Society in cooperation and coordination with the Office of the General Assembly and the Committee on the Office of the General Assembly.

9) Nominations Process:
   Understanding: The Board’s nominating committee shall consist of three board members, one representative from the Committee on the Office of the General Assembly and the Executive Director. The COGA representative and the Executive Director shall serve ex officio.

10) PHS Board and COGA:
    Understanding: COGA shall appoint annually a liaison to the Board who shall serve ex officio. The chair of the Board will attend at least one COGA meeting per year.
Governance Structure for the Presbyterian Historical Society

The formal structure will consist of a Board of Directors and its supporting Leadership Council. Implementation Plan: June 2004 approval by the 214th General Assembly. Four quarterly meetings (1.5-2 days), beginning in September 2004; January 2005; April 2005; July 2005.

I. The Board

Mission: The Board exists to assure that the mission of the PHS--to collect, preserve, and share our history--is achieved in the most effective and efficient manner, in support of the mission of the PC(USA), and in faithfulness to God’s call.

We do this as committed stewards, anticipating changing environments, By:
1) Setting strategic directions and measuring effectiveness and outcomes;
2) Providing oversight and accountability to the church at large;
3) Ensuring financial stability;
4) Advocating, promoting, and serving internal and external stakeholders, now and in the future.

Roles and Responsibilities:

Organize itself to accomplish the mission of PHS
Orient and establish performance expectations for Board and Board Committees
Operate in compliance with best practices and highest ethical standards for all applicable professional disciplines
Ensure PHS operates in accordance with rules of the General Assembly
Fiduciary responsibilities – financial oversight, budget, protecting assets, funds management, ensuring financial reporting, protecting non-financial assets, ensuring accountability to COGA
Assure adequate financial resources, including raising money
Assure adequate human resources
  Advise on staffing design/rationale
  Provide input to the Clerk on the selection and evaluation of the Executive Director
Planning – set and approve strategic direction, setting goals and objectives (long and short term), monitor implementation of plan including measure progress and outcome, approve major programs
Policy – recommend denomination-wide policies to COGA; review, approve, and amend major PHS policies and make sure critical policies are in place at PHS
Establish effective process of communication with COGA
Advocate within and outside the denomination
Set guidelines for volunteer recruitment and development
Appoint Board representatives to nominating committees for the Board and for the LC
Review, approve, and delegate the work of the Leadership Council
Provide oversight to the Leadership Council by establishing clear lines of responsibility, accountability, and communication with the Leadership Council

Responsibilities of Board Members
Provide leadership from the perspectives and needs of the national Church
Serve at least one term
Attend all Board meetings
Involve oneself actively in committee work
Prepare for and participate actively in meetings
Promote and help support the organization in the community
Make contacts available to benefit the organization
Contribute financially
Support fundraising efforts
Participate in organization events, when possible
Identify prospective Board members, LC members, and donors
Educate oneself and keep informed about the organization and relevant issues
Understand responsibilities – legal, fiduciary, ethical, stewardship, etc.
Share expertise and skills
Avoid and disclose conflicts of interest
Comply with the most current Ethical Conduct Standards adopted by the PC(USA)
Bring business to the Board in a proactive manner
Meet quarterly—1.5 to 2 days and conference calls as required

Composition of the Board
Two classes of members
May serve two consecutive terms, full or partial
A full term is four years
One member in each class may be an ecumenical representative
Board size: A minimum of 8 elected and a maximum of 12 members, plus four ex officio: Stated Clerk, PHS Executive Director, COGA representative, Moderator of Leadership Council

Kinds of Board members needed:
Knowledge of nonprofit organizational development
Expertise in finance and funds development
Well connected to existing or new constituencies or funding sources and/or skilled at networking
Knowledge of cultural/historical institutions
Ability to contribute or access money
Good working knowledge of the Presbyterian Church (U.S.A.) and Presbyterian polity
Representation from diverse constituencies to ensure broader and better
decision-making
Demonstrated leadership qualities
Represent the following stakeholders:
   PC(USA)
   COGA (will have liaison from COGA)
   Donors
   Users/audiences

How Board members are selected:
The Board Nominating Committee includes three representatives from the PHS
Board and one from COGA, with the Executive Director of PHS and the COGA
liaison to the Board ex officio.

The committee solicits names (from Board, COGA, staff, Leadership Council,
stakeholders, and GANC), assembles a slate, and consults with the Stated Clerk
and the GANC about the slate.
The slate is elected by COGA and confirmed by GA.

The first Board Nominating Committee will include a COGA representative. The
CPHS moderator will appoint three CPHS representatives, two other stakeholders
(Key Club members/community representatives), and name the moderator of the
nominating committee. The PHS Executive Director and the COGA liaison to
CPHS will serve ex officio.

Relationship between the Board and the Leadership Council:

The Board reviews, approves, and delegates, the work of the Leadership Council.
The Moderator of the LC is ex officio on the Board.
The Board appoints one of its members as ex officio on the LC.
The Board may invite members of the LC to serve on committees/task forces.
The LC will provide periodic reports to the Board, including an annual written report.

II. The Leadership Council

Mission:
The mission of the Leadership Council is to support the Board in accomplishing
the mission of PHS, as directed by the Board, through advocacy, program input,
fundraising, and gaining connections with relevant constituencies.

Roles and responsibilities:
   Advocate for PHS
Provide “community” feedback
Review, monitor, or assess a program or programs
Provide a sounding board
Permit involvement of people who do not have time or interest to serve on the Board
Provide “technical” expertise
Build membership
Broaden base of interest and support
Raise funds under the direction of the Board
Build a group of potential board members
Carry out other assignments as invited by the Board and senior staff

Composition of the LC:
May range between 12 to 25 members (open to non-Presbyterians)
3 year renewable terms
Staff involvement – Executive Director and staff designated by Executive Director as liaisons

Kinds of members wanted:
Representation from diverse constituencies in order to ensure broader and better decision-making
Knowledge of potential funding sources
Knowledge, experience, background in relevant fields, i.e. publications, archives, historical organizations, educational practices, libraries, museums, public programming, scholars
Public relations experience
Marketing experience
Major donors
PC (USA) constituencies
Leadership potential
Networking skills

How the Leadership Council is selected:
The Leadership Council Nominating Committee will include three members from the Board, two from and selected by the LC, and the Executive Director or one designee with vote.
Names to be gathered from: Board, LC, staff, COGA, stakeholders.
The slate will be recommended to the Board for vote.
The Board will constitute the first LC.
Use some CPHS members in transition to LC as transitional Advisory Committee.

Internal structure and functioning of the LC:
Functioning of LC will be determined by the Board and LC as the LC develops.
ARTICLE 1

NAME OF THE ORGANIZATION

1.1 The name of the organization shall be the Presbyterian Historical Society and it may sometimes be referred to in these Bylaws as the “Society.”

PURPOSES

1.2 The purposes of the Society are religious, educational, and charitable. In pursuing such purposes, the Society shall not act so as to impair its eligibility for exemption under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

ARTICLE 2

OFFICES

2.1 Main Office. The main office of the Society shall be at such location as the Directors and the General Assembly of the Presbyterian Church (U.S.A.) may from time to time determine. The main office is located at 425 Lombard Street, Philadelphia, Pennsylvania.

2.2 Other Offices. The Society may also have offices at such other places as the Directors may select and the business of the Society shall require.

ARTICLE 3

MEMBERS

3.1 Membership Corporation. The Society shall have no members.

3.2 Honorary Titles. The Directors may create such classes of "membership," such as contributing members or honorary members, as the
Directors see fit, but such persons shall not have any rights as members other than those rights or benefits established by the Directors.

ARTICLE 4

DIRECTORS

4.1 **Powers.** The Directors shall have all powers and duties for the conduct of the activities of the Society except as otherwise required by these Bylaws or a resolution duly adopted by the Board.

4.2 **Number, Election, Tenure, and Qualifications.** The Board of Directors shall consist of not less than 8 or more than 12 persons. Directors may be elected annually by the Committee on the Office of the General Assembly upon the recommendation of the Board. All Directors elected by the Committee on the Office of the General Assembly will be confirmed at the next meeting of the General Assembly. Directors shall take office following their election by COGA. Directors shall serve a four year term, which is renewable. Directors shall serve no more than two consecutive terms. As nearly as possible, an equal number of terms shall expire each year. Each Director shall be an individual of at least 18 years of age.

4.3 **Quorum.** A simple majority of all Directors, present at any duly convened meeting, shall constitute a quorum of the Board. The acts of a majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors, unless a greater number is required by these Bylaws.

4.4 **Vote.** Each Director shall be entitled to one (1) vote.

4.5 **Unanimous Consent of Directors in Lieu of Meeting.** Any action which may be taken at a meeting of the Board may be taken without a meeting if a consent or consents in writing setting forth the action so taken shall be signed by all of the Directors in office and shall be filed with the Secretary of the Society.

4.6 **Annual Meeting.** The annual meeting of the Board of Directors shall be held in the spring of each year at the main office of the Society. At such, the Board of Directors shall elect the officers of the Society in accordance with Article 5 of these Bylaws and may also transact any further business to properly come before the Board.

4.7 **Regular Meetings.** Regular meetings of the Directors shall be held as determined by the Board.

4.8 **Special Meetings.** Special meetings of the Directors may be called at the discretion and pleasure of the Chairman, or by one-quarter of the Directors at
any time. At least fifteen (15) days written notice stating the time, place and purpose of any special meeting shall be given to the Directors.

4.9  Adjourned Meetings. When a meeting is adjourned, it shall not be necessary to give any notice of the adjourned meeting or of the business to be transacted at an adjourned meeting, other than by announcement at the meeting at which such adjournment is taken.

4.10  Teleconference Meetings. One or more Directors may participate in a meeting of the Board or any committee thereof by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other.

4.11  Evaluation. The Board shall annually review and evaluate its own performance and the composition of the Board in terms of the skills, experience and contributions of its members to identify ways it may improve its effectiveness by selection of new Directors and otherwise.

ARTICLE 5

OFFICERS

5.1  Positions, Election, Term. The officers of the Society shall include a Chairman, Vice chair, Secretary Treasurer and such other officers whose positions shall be created from time to time by the Directors. A person may hold more than one office except that the same person may not be Chair and Secretary. The officers shall be elected by the Directors at the annual meeting of Directors and shall serve for a term of one year and until their successors are elected and qualified. Those persons elected to officer positions created by these Bylaws shall be elected from among the Directors.

5.2  Consecutive Terms. Officers may be elected for consecutive terms.

5.3  Duties. The duties of the officers shall include the following:

(a)  The Chairman shall preside at all meetings of the Directors; shall generally supervise the business of the Society. The Chairman shall be an ex-officio member of every Society committee.

(b)  A Vice chairman shall have such powers and perform such duties as the Board of Directors may prescribe or as the chair may delegate.

(c)  The Secretary shall ensure that minutes are prepared and maintained for all meetings of the Board; shall ensure that appropriate notice is
given for all meetings of the Board; and shall perform such other duties as may be prescribed by the Board or by the Chairman.

(d) The Treasurer shall ensure that accurate accounts of the receipts and disbursements of the Society are maintained; shall cause financial reports to be provided to the Board as requested, but not less than once a year; and shall perform such other duties as may be prescribed by the Board or by the Chairman.

5.4 Removal of Officers. Any officer or agent may be removed by the Board whenever in its judgment the best interests of the Society may be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

ARTICLE 6

COMMITTEES

6.1 Establishment. The Board may establish one or more committees to consist of one or more Directors of the Society. Any such committee, to the extent provided in the resolution of the Board, shall have and may exercise all of the power and authority of the Board, except that no committee shall have any power or authority as to the following:

(a) The filling of vacancies on the Board.

(b) The adoption, amendment or repeal of the Bylaws.

(c) The amendment or repeal of any resolution of the Board.

(d) Action on matters committed by the Bylaws or by resolution of the Board to another committee of the Board.

6.2 Appointment of Members. Unless otherwise determined by the Board or set out in these Bylaws, the Chairman shall appoint members of all committees.

6.3 Creation and Composition of Advisory Boards. The Society may, in its discretion, establish Advisory Boards which may include as members persons who are not members of the Board. Such Advisory Boards shall have no power to bind the Society and shall have only other such responsibilities and duties as delegated to it by the Board or the Chairman.
ARTICLE 7

RESIGNATION AND VACANCIES

7.1 Resignations. Any Director or officer may resign such position at any time, such resignation to be made in writing and to take effect from the time of its receipt by the Society, unless some later time may be fixed in the resignation, and then from that date. The acceptance of the resignation shall not be required to make it effective.

7.2 Filling Vacancies.

(a) If a vacancy exists among the positions available for Directors, by virtue of a desire to fill unfilled positions, or by reason of death, resignation, disqualification or otherwise, the Directors in office shall recommend to the Committee on the Office of the General Assembly a person or persons who may serve as a Director for the remainder of the applicable term.

(b) If the position of any officer becomes vacant, by an increase in the number of officers, or by reason of death, resignation, and disqualification or otherwise, the Directors may choose a person or persons who shall hold office for the remaining term.

ARTICLE 8

MEETINGS AND NOTICE

8.1 Place of Meetings. Meetings may be held at such place as the Board may from time to time determine.

8.2 Notice. Whenever written notice is required to be given to any person, it may be given to such person either personally or by sending a copy thereof by first class or express mail, postage prepaid, or by telegram (with messenger service specified), telex or TWX (with answer back received) or courier service, charges prepaid, or by facsimile transmission or electronic mail, to that person's address (or telex, TWX, facsimile number or e-mail address) appearing on the books of the Society, or in the case of Directors or members of an other body, supplied by that person to the Society for the purpose of notice. If the notice is sent by mail, telegraph or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail, or deposited with a telegraph office or courier service for delivery to such person or, in the case of telex, TWX, facsimile or electronic mail, when dispatched. Such notice shall specify the place, day and hour of the meeting and any other information which may be required by these Bylaws.
8.3 **Waiver of Notice.** Any required notice may be waived by the written consent of the person entitled to such notice either before or after the time for giving of notice, and attendance of a person at a meeting shall constitute a waiver of notice, except where a person attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

8.4 **Electronic Mail.** Any written communication or signature required or permitted by these Bylaws, including a unanimous written consent, shall be valid if sent and received by electronic mail.

**ARTICLE 9**

**LIABILITY AND INDEMNIFICATION**

9.1 **General Rule.** A Director shall not be personally liable for monetary damages as Director for any action taken, or any failure to take any action, unless:

(a) the director has breached or failed to perform the duties of Director in accordance with the standard of conduct contained in Section 5712 of the Pennsylvania Nonprofit Corporation Law of 1988 and any amendments and successor acts thereto; and

(b) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness;

Provided, however, the foregoing provision shall not apply to (a) the responsibility or liability of a Director pursuant to any criminal statute or (b) the liability of a Director for the payment of taxes pursuant to local, state or federal law.

9.2 **Indemnification.** The Society shall indemnify any officer or Director or employee or representative who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, (and whether or not by, or in the right of, the Society) (a "Proceeding") by reason of the fact that such person is or was a representative of the Society, or is or was serving at the request of the Society as a representative of another domestic or foreign entity for-profit or not-for-profit, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such Proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Society, and with respect to any criminal proceeding, had no reason to believe such conduct was illegal, provided, however, that no persons shall be entitled to indemnification pursuant to this Article in any instance in which the action or failure to take action giving rise to the claim for indemnification is
determined by a court to have constituted willful misconduct or recklessness; and provided, further, however, in instances of a claim by or in the right of the Society, indemnification shall not be made under this section in respect of any claim, issue or matter as to which the person has been adjudged to be liable to the Society unless and only to the extent that the court of the judicial district embracing the county in which the registered office of the Society is located or the court in which the action was brought determines upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses that the court shall deem proper.

9.3  Procedure. Unless ordered by a court, any indemnification under Section 9.2 or otherwise permitted by law shall be made by the Society only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because he or she has met the applicable standard of conduct set forth under that section. Such determination shall be made:

(1)  by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to the action or proceeding; or

(2)  if such a quorum is not obtainable or if obtainable and a majority vote of a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.

9.4  Advancement of Expenses. The Society shall advance expenses incurred by an officer or Director who may be eligible for indemnification pursuant to this Article in defending a Proceeding unless such Proceeding is brought against the person by or in the right of the Society, and may advance such expenses in any case in which it decides indemnification may be appropriate, in advance of the final disposition of such Proceeding, upon receipt of an undertaking by or on behalf of such person to repay the amount so advanced if it shall ultimately be determined that such person is not entitled to be indemnified by the Society.

9.5  Continuing Right to Indemnification. The indemnification and advancement of expenses provided pursuant to this Article shall continue as to any person who has ceased to be an officer or Director or employee or representative of the Society and shall inure to the benefit of the heirs, executors and administrators of such person.

9.6  Other Rights. This Article shall not be exclusive of any other right which the Society may have to indemnify any person as a matter of law.
ARTICLE 10

AMENDMENTS

10.1 The Bylaws may be amended by a majority of all Directors at any duly convened meeting of Directors after notice of such purpose has been given, including a copy of the proposed amendment or a summary of the changes to be effected thereby.

ARTICLE 11

MISCELLANEOUS

11.1 Fiscal Year. The fiscal year of the Society shall begin on the first day of January and end on the last day of December.

11.2 Conflicts of Interest. The Board shall adopt a policy on dealing with conflicts of interest that is consistent with that of the Presbyterian Church (U.S.A.), A Society.

11.3 Headings. In interpreting these Bylaws, the headings of articles shall not be controlling.

11.4 Bond. If required by the Board, any person shall give bond for the faithful discharges of his or her duty in such sums and with such surety as the Board shall determine.

11.5 Subventions. The Society shall be authorized, by resolution of the Directors, to accept subventions on terms and conditions not inconsistent with the purposes of the Society.

Approved by PHS Board, July 2005
For Action:

General Assembly Moderator Report to COGA – October 2013 Meeting
Rev. Dr. Neal D. Presa

I. Travel/Activities since the March 18-20, 2013 COGA Meeting

March
24 Forum on Gun Violence, Wachung (NJ) Presby Ch., Elizabeth Presbytery

April
2 Convened GoTo Planning Mtg for 2nd Moderator’s Pre-Assembly Convocation for Asian American Presbyterians
9 Keynote Address for Korean English Ministry Pastors’ Conference at Princeton Theological Seminary
10 Presbyterian Mission Agency Board, Louisville, KY
11 Planning Team for General Assembly YAAD Reunion Gathering
12 Synod of the Northeast Racial Ethnic Convocation, Princeton Theological Seminary
13 Planning for 2013 Moderator’s Conference
16 Gregg Mast (President of New Brunswick Theological Seminary) and Craig Barnes (President of Princeton Theological Seminary)
18-19 PC(USA) mission consultation with the Presbyterian Church of Korea, Louisville Presbyterian Theological Seminary
20 Chicago Presbytery
21 Preached at Rogers Park Presbyterian Church, Chicago
    Preached at Fourth Presbyterian Church, Chicago
    Ecumenical and Interreligious Working Group of Chicago Presbytery
22 McCormick Theological Seminary, Chicago
23-25 Co-Convened Moderator’s 1st Colloquium on Ecclesiology, Austin Presbyterian Theological Seminary
26-27 Consultation on Theological Education in Southeast Asia, Silliman University, Dumaguete, Philippines
May

28 Preached at the Silliman University Church, Dumaguete, Philippines

2 New Braunsels, TX New Church Development
Mission Presbytery, San Antonio, TX

3 Austin Presbyterian Theological Seminary
-town hall forum on denominational issues
-meeting with young pastors

5-8 National Evangelical Synod of Syria and Lebanon – Moderatorial delegation to Lebanon, various meetings in and around Beirut, Near East School of Theology

9-14 Presbyterian Evangelical Church of Egypt (Synod of the Nile) – Moderatorial delegation to Cairo, Alexandria, including meetings with leaders of the Coptic Orthodox Church and the Egyptian Council of Churches

16-23 General Assembly of the Church of Scotland, Edinburgh

June

4 Preached & Town Hall Forum at the Joint Meeting of the Mercersburg Society and the Association of Reformed Liturgy and Music, Princeton Theological Seminary

7 Planning Team of YAAD Reunion Gathering

9 Preached at First Presbyterian Church, Ossing, NY

10 Town Hall Forum on Denominational Issues – Synod of the Trinity, State College, PA

15 160th Anniversary celebration of Ridgewood (NY) Presbyterian Ch.

16 Started 52-week blog reflection on the Heidelberg Catechism, “Journey to Detroit and #GA221 via Heidelberg” available at http://www.nealpresa.com/heidelberg-catechism

20-22 1st Reunion Gathering of General Assembly YAADs, Nashville, TN @ Scarritt Bennett Center and Mission Service at Room at the Inn

23 Preached at First Presbyterian Church, Nashville, TN

July

2 GoTo Meeting with Preachers for 221st General Assembly
10    Town Hall Forum on Denominational Issues at Graystone Presby Church, Indiana, PA

17-18 Presbyterian Youth Triennium, Purdue University, West Lafayette, IN -Greetings and led small group
28-30 Massanetta Bible Springs Conference, Shenandoah, VA

31    “Chairs and Chiefs” meeting at Louisville, KY

August
1-2    Big Tent, Louisville, KY -commissioned mission personnel, worship participation, led workshop on Heidelberg Catechism, addressed National Asian Presbyterian Council, and Edler Hawkins Dinner of National Black Presbyterian Caucus
14    Addressed National Hispanic/Latino/a Presbyterian Ministers Training Seminar, Montreat (NC) Conference Center
16-17 Preached, Town-Hall Forum, Presided at Lord’s Table Joint Gathering of Homestead and Missouri River Valley presbyteries, Calvin Crest Camp and Conference Center, Fremont, NE

27-Sept 2
   Sinodo de Boriquen (Puerto Rico)
   Presbyteries of San Juan, Nuroeste, Suroeste
   Evangelical Theological Seminary in San Juan
   Inter-American University campuses
   Preached at Hormigueros Presbyterian Church
   Visited various congregations and ministry sites

September
3-4    Planning teleconferences for Dec. Moderator events @ Princeton
5      Convocation Preacher at Columbia Theological Seminary, Decatur, GA
6-7    Clean Water U Training of Living Waters for the World, Oxford, MS
8      Preached at First Presbyterian Church, Tupelo, MS
10     Preached and Town Hall Forum at Eastminster Presbytery at Mineral Ridge, OH
14     Town Hall Forum at West Virginia Presbytery
16     Leadership of Racial Ethnic Caucuses/Councils, ACREC, GACOR
16-17 Committee on Theological Education at Union Presbyterian Seminary, Charlotte, NC

23 Video Recordings Promotions for Dec. Moderator events at Princeton Theological Seminary

24 Newark Presbytery, East Orange, NJ

25-26 Presbyterian Mission Agency Board, Louisville, KY

27 Alaska Presbytery, Juneau, AK

28 Santa Barbara Presbytery in Oxnard, CA

29 Preach at El Montecito Presbyterian Church, Santa Barbara, CA

October

1 St. Augustine Presbytery, Starke, FL

5 Cincinnati Presbytery at Blue Ash Presbyterian Church

6 Preach at Pleasant Ridge (OH) Presbyterian Church

II. Other Travel/Activities during March-October 2013

- Almost monthly teleconference check-ins w/ the GA Stated Clerk, PMA Executive Director, GA Vice Moderator

- Monthly columns with the GA Stated Clerk reflecting on the Church and faith

- Quarterly column in Horizons magazine of Presbyterian Women

- Weekly blog on Heidelberg Catechism as previously mentioned

- Taught four courses on preaching, worship, Presbyterian studies at New Brunswick Theological Seminary; monthly faculty meetings at the Seminary but had to miss two meetings, baccalaureate, and commencement exercises due to moderatorial-related travels; served as the 2013 Mark Kraai Lecturer in Public Theology at the Seminary

- Co-authored and co-presented paper at academic conference in Germany on ecclesiology, ecumenical theology, and liturgical reform since Vatican II

- Joint press releases/call to prayer for Moore, OK tornado devastation; George Zimmerman verdict and Trayvon Martin case; Food Stamp Snap
Challenge; Syria and opposing use of military intervention; joint letter of greetings to Independent Presbyterian Church in Brazil

III. Key Events Upcoming

- Moderator’s 2nd Colloquium on Ecclesiology (#ModCE), December 9-11, 2013 @ Princeton Theological Seminary
  “Gathered-Sent Communities of Worship & Witness: The Nature and Purpose of the Church”
  Presenters: Martha Moore-Keish, Frank Yamada, Robina Winbush, Joe Small, John Burgess, Corey Widmer, Jerry Andrews

- Moderator’s 2nd Conversation on Unity with Difference (#UnityDiff), December 11-13, 2013 @ Princeton Theological Seminary
  Presenters: Cynthia Rigby, Martha Moore-Keish, Joe Small, Kevin Park, Barry Ensign-George, Charles Wiley

- Moderator’s 3rd Conversation on Unity with Difference (#UnityDiff), March 12-14, 2014 @ Whitworth University, Spokane, WA
  “Race, Gender, and Religious Identities in the Church and Culture”
  Presenters: TBA

- Moderator’s 3rd Colloquium on Ecclesiology (#ModCE), March 17-19, 2014 @ Fuller Theological Seminary, Pasadena, CA
  Presenters: TBA

- Moderator’s 2nd Convocation for Asian American Presbyterians Pre-Assembly Event, June 12-13, 2014, Detroit, MI
  Presenters: All attendees using Pechakucha methodology

IV. Observations

- Living and serving as an Easter people in a Good Friday world Sunday through Saturday is key to our discipleship
A “feasting ecclesiology” (not dining, not eating) is what we need to be about. Eating is merely exist; dining is existing with rules and good manners. Feasting has the following characteristics:
- EPIC (from Leonard Sweet): Experiential, Participatory, Image-rich, Connective
- Dignifies difference – not merely tolerate difference
- High threshold to welcome and engage dissent without diminishment of a sense of belongingness
- Tethered to traditions, anchored to the Gospel of Jesus Christ
- Patterns of worship and witness: what about slightly modifying 1001 Worshipping Communities to 1001 Worshipping-Witnessing Communities?

“Feasting ecclesiology” exemplified in at least three places:
- Community of YAADs
- Presbyterian Youth Triennium
- Living Waters for the World ministry

These three communities integrate well evangelism-justice, worship-witness, gather-send, equipping followers of Jesus Christ for the work of ministry

Living Waters for the World, a 20 y.o. ministry started in St. Andrews Presbytery in the Synod of Living Waters with seed money from Presbyterian Women birthday offering, trains volunteers to train in-country teams to install and maintain water filtration systems for their neighborhoods/communities while teaching about Jesus Christ as the Living Water. Over 545 water filtration units in 25 countries with over 1600 folks trained, Living Waters for the World, in both content and methodology, can dramatically shape how we approach the future of our ecclesial life. Synod of the Sun, through their Solar Under the Sun ministry, followed this model, and installs solar panels.

What if the conversation around the future of synods/presbyteries/mid-councils is reoriented, not to discussions on geographical boundaries, but on collaboration around missional foci and interests/passions? Imagine: Synod of Living Waters, Synod of the Sun, as well as a Synod of Immigration Justice, a Synod on Human Trafficking, a Synod on Living Bread, etc. In other words, particular focused relationships, collaboration around missional passions/interests that weds evangelism and justice. These focused missional interests can be for 10-year periods.

This would dramatically shape how we approach biennial General Assemblies. Imagine: a one-week conversation of collaborators. There would be governance pieces, but only 10%. Our 90% would be
on these particular 8 missional interests (why 8? The MCC-2 is recommending the 221GA affirm no more than 8 synods). The Assembly would be focused on praying, strategizing, training, theologizing, on 8 missional interests and doing them well. The eight would address real human needs, with tangible outcomes and results.

- Combine that with the energy and worship content and Bible study reflection methods of the YAAD reunion gathering and Presbyterian Youth Triennium – future General Assemblies will be exciting, collaborative, and the Church will come away with concrete strategies and learnings that will enrich and enable their own ministries in their congregations, presbyteries, and their own personal discipleship of Jesus Christ.

V. Final Thoughts

- Grateful for the assistance of Molly Williams and bade her Godspeed as she and her husband moved to Silicon Valley.

- Welcome to Angie Stevens and the stellar work she has been doing in assisting Vice Moderator Trinidad and me.

- Welcome to Toya Richards in the communications office, who has assisted tremendously with the December events, monthly columns, and press releases.

- Thank you to all of you and so many staff colleagues

- I am deeply grateful and humbled to be serving Jesus Christ, His Church, and alongside all of you these past 466 days and look forward to the remaining 248 days.
For Action:

Vice-Moderator Activities and Comments since Last COGA Meeting

4/22-25 Austin Seminary: Moderated Colloquium on Ecclesiology with Neal Presa
4/27 Denver Presbytery: Preached at Dangerous Elders event with Gradye Parsons
5/17-21 North Carolina: Centennial Celebration at Grandfather’s Home for Children; preached at two local churches; Conversations at Salem and Charlotte Presbyteries
6/18-20 Mo Ranch: gave workshop on contemporary theology of Advent
6/27-29 Chicago: attended discernment workshop with members of biennial review committee
8/1-3 Louisville: Big Tent, presided at table during final worship
8/10-11 Des Moines: presented on discernment and preached in local church
8/24 Athens, GA: keynote talk on “Listening as Leadership” plus workshop on frequent communion
9/5-7 Louisville: consultation on revision of Directory for Worship

Comments:

• I am very sorry to be missing this time with you. I have come to value COGA meetings as among the highlights of my service to the church.
• I find those who are remaining PCUSA are increasingly proud to be PCUSA
• There is anxiety about marriage definition
• I was very discouraged and disillusioned by the events at First Winston-Salem: they hosted me under the auspices of “discerning whether to leave” and a week later announced to presbytery they were leaving. Felt like a kick in the gut to me, and left me feeling very cynical about the Fellowship, churches in the Fellowship, and those churches that have left for ECO, EPC.
• Continue to hear desire for GA to be less encumbered by frivolous business and for it to be less contentious and more relational
• I don’t know how to do it, but we eventually need to
  o Identify commissioners sooner than we do so we can,
  o Assign commissioners to committees sooner and,
• Provide community/relationship building among commissioners at least through technology, maybe even get-to-know-you events sponsored by synods.

• Equip commissioners with spiritual resources for practicing discernment individual and then corporately. These resources should include Bible study, prayers, hymns/songs, and some basic training in Reformed theology and Presbyterian polity.

• I believe more than ever that worship will be a primary means to renewal and health in our congregations and denomination
For Action

BUDGET REPORT FOR COGA MEETING

a. For Information:
REVIEW BUDGET PERFORMANCE (JAN-AUG) 2013
Revenue: Approximately 55% of the total apportionment has been received, compared with the same % received at this point the previous year. The total income from investments in the undesignated side are about 83% behind the budgeted amounts at the end of the 2nd quarter (66% last year), while an unrealized gain of about $15,000 was recorded during this period ($110,000 last year).
Expenditure: At this point all expenditures are within budgeted annual provisions, with Schedules 1-3 (OGA) having an unutilized variance of about 30% (average), and for the total budget about 45%.

(Attachment 1 – Per Capita Financial Statements)

b. For Action:
UNCOLLECTIBLE PER CAPITA 2011

The uncollectible GA per capita receipts for the past year 2012 which impacts the 2013 budget, now stands at $1,348,175, an increase of $127,798 over the previous year ($1,220,377 in 2011). The total uncollected for 2012 represents about 10.2% of the total billed (9.5% last year). We have contacted all presbyteries that have outstanding balances. Most of them have churches withholding funds and are unable to make up the difference, 2 presbyteries indicated that they are experiencing financial problems. At this point, we do not expect to receive any more per capita payments for 2012. It is therefore appropriate to write off the balance uncollected per capita amounting to $1,348,175 by end year, and report it as uncollectible in the 2013 financial statements.

The provision for uncollectible per capita in the 2013 budget was $900,000. Consequently, this will have a negative impact on the budget by about $448,000 which we expect to counter partly, from savings through under expenditure, and other measures. A brief analysis of the statement follows:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over $50K</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>$25 - $50K</td>
<td>12</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>$15 - $25K</td>
<td>14</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>$10 - $15K</td>
<td>5</td>
<td>5</td>
<td>6</td>
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<tr>
<td>$5 - $10K</td>
<td>9</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Less than $5K</td>
<td>18</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>Total</td>
<td>63</td>
<td>64</td>
<td>56</td>
</tr>
</tbody>
</table>

(Attachment 2 – Outstanding Per Capita Receipts 2012 - August 2013).

Suggested Recommendation:
The Committee on the Office of the General Assembly recommends that the uncollectible balance for 2011 GA per capita be closed and written off by end year 2012, after setting off recovery from the 2012 budgeted provision for unrecoverable per capita, and the excess from prior year accumulation.
c. For Approval:

**BUDGET PRINCIPLES & GUIDELINES**

Attached are the Budget Principles & Guidelines developed by OGA, for consideration during the preparation of the Per Capita Budgets; Revised Budget for 2014, and Proposals for 2015 & 2016.

(Attachment 3 – Budget Principles & Guidelines)
## Assets

<table>
<thead>
<tr>
<th></th>
<th>Per Capita</th>
<th>Dept. of History</th>
<th>Total 08/31/2013</th>
<th>Total 08/31/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$ 590,130</td>
<td>$ 17,149</td>
<td>$ 607,279</td>
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<td>Short term investments</td>
<td>2,065,535</td>
<td>993,338</td>
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<td>3,659,820</td>
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<tr>
<td>OGA Foundation</td>
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<td>221,055</td>
<td>111,034</td>
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<td>Per Capita Investments</td>
<td>3,655,421</td>
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<td>3,655,421</td>
<td>3,503,522</td>
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<td>Long term investments</td>
<td>-</td>
<td>3,426,817</td>
<td>3,426,817</td>
<td>2,976,749</td>
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<td>Endowment investments</td>
<td>654,664</td>
<td>44,840</td>
<td>699,503</td>
<td>664,173</td>
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<td>Investments PILP</td>
<td>371,027</td>
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<td>371,027</td>
<td>365,881</td>
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<td>Apportionment receivable--current year</td>
<td>5,968,988</td>
<td>-</td>
<td>5,968,988</td>
<td>5,852,111</td>
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<td>Apportionment receivable--prior year</td>
<td>1,348,761</td>
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<td>1,348,761</td>
<td>1,287,305</td>
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<tr>
<td>Allowance for Uncollectible Apportionments</td>
<td>(1,234,100)</td>
<td>-</td>
<td>(1,234,100)</td>
<td>(890,538)</td>
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<tr>
<td>Other receivables</td>
<td>19,400</td>
<td>170,000</td>
<td>189,400</td>
<td>264,410</td>
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<tr>
<td>Receivable - PMA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prepaid-Other</td>
<td>27,741</td>
<td>-</td>
<td>27,741</td>
<td>23,379</td>
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<tr>
<td>Land, Building and Fixed Assets</td>
<td>18,668</td>
<td>3,216,382</td>
<td>3,235,050</td>
<td>3,235,050</td>
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<tr>
<td>Accumulated depreciation</td>
<td>(9,334)</td>
<td>(1,933,539)</td>
<td>(1,942,873)</td>
<td>(1,767,333)</td>
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<tr>
<td>Total Assets</td>
<td>$ 13,697,956</td>
<td>$ 5,934,986</td>
<td>$ 19,632,942</td>
<td>$ 20,155,747</td>
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</tbody>
</table>

## Liabilities and Net Assets

### Liabilities:

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<tr>
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<th>Per Capita</th>
<th>Dept. of History</th>
<th>Total 08/31/2013</th>
<th>Total 08/31/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable-PMA</td>
<td>$ 442,797</td>
<td>$ 32,280</td>
<td>$ 475,077</td>
<td>$ 1,406,471</td>
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<td>Accounts Payable</td>
<td>-</td>
<td>-</td>
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<td>(915)</td>
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<td>Receipts in Process/ Other</td>
<td>383,251</td>
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<td>383,251</td>
<td>59,082</td>
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<td>Total liabilities</td>
<td>$ 826,048</td>
<td>$ 32,280</td>
<td>$ 858,327</td>
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### Net assets:

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<th>Per Capita</th>
<th>Dept. of History</th>
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<th>Total 08/31/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>#REF!</td>
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<td>#REF!</td>
<td>10,488,470</td>
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<tr>
<td>Undesignated</td>
<td>#REF!</td>
<td>2,763,172</td>
<td>#REF!</td>
<td>4,574,747</td>
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<td>Designated</td>
<td>#REF!</td>
<td>1,435,889</td>
<td>#REF!</td>
<td>1,620,762</td>
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<tr>
<td>Plant Fund</td>
<td>9,334</td>
<td>1,445,223</td>
<td>1,620,647</td>
<td>1,620,647</td>
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<tr>
<td>Temporarily Restricted</td>
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<td>1,008,584</td>
<td>#REF!</td>
<td>1,222,500</td>
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<tr>
<td>Permanently Restricted</td>
<td>89,569</td>
<td>784,630</td>
<td>874,199</td>
<td>874,199</td>
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<tr>
<td>Total net assets</td>
<td>#REF!</td>
<td>$ 5,902,706</td>
<td>#REF!</td>
<td>$ 18,691,109</td>
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<tr>
<td>Total liabilities and Net Assets</td>
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<td>$ 5,934,986</td>
<td>#REF!</td>
<td>$ 20,155,747</td>
</tr>
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</table>
### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrest/Desig</th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Plant Fund</th>
<th>YTD Total</th>
<th>2013 Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Contributions</td>
<td>$23,849</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$23,849</td>
<td>$295,000</td>
<td>(271,151)</td>
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<tr>
<td>2 Grants</td>
<td>27,000</td>
<td>-</td>
<td>-</td>
<td>27,000</td>
<td>25,000</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>3 Income from Programs</td>
<td>$36,253</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$36,253</td>
<td>42,000</td>
<td>(5,747)</td>
</tr>
<tr>
<td>4 Deposits from Investments</td>
<td>$94,574</td>
<td>8,887</td>
<td>-</td>
<td>-</td>
<td>$103,461</td>
<td>153,390</td>
<td>(49,929)</td>
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<tr>
<td>5 Income from Investments</td>
<td>$65,944</td>
<td>2,636</td>
<td>-</td>
<td>-</td>
<td>$68,579</td>
<td>31,980</td>
<td>36,599</td>
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<tr>
<td>6 Realized and unrealized (loss) gain on investments</td>
<td>11,194</td>
<td>9,792</td>
<td>-</td>
<td>20,986</td>
<td>-</td>
<td>20,986</td>
<td></td>
</tr>
<tr>
<td>7 Misc/ Adj/Withdrawal/transfer from Investments</td>
<td>(59,904)</td>
<td>-</td>
<td>-</td>
<td>(59,904)</td>
<td>-</td>
<td>(59,904)</td>
<td></td>
</tr>
<tr>
<td><strong>Total revenue</strong></td>
<td><strong>$198,910</strong></td>
<td><strong>$21,314</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$220,225</strong></td>
<td><strong>$547,370</strong></td>
<td><strong>(327,145)</strong></td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrest/Desig</th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Plant Fund</th>
<th>YTD Total</th>
<th>2013 Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Microfilming</td>
<td>$53,308</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$53,308</td>
<td>$144,516</td>
<td>91,208</td>
</tr>
<tr>
<td>2 Journal</td>
<td>$17,826</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$17,826</td>
<td>37,318</td>
<td>19,492</td>
</tr>
<tr>
<td>3 Acquisitions</td>
<td>$3,017</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$3,017</td>
<td>4,500</td>
<td>1,483</td>
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<td>4 Preservation</td>
<td>$22,330</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$22,330</td>
<td>10,000</td>
<td>(12,330)</td>
</tr>
<tr>
<td>5 Outreach/ Promotion/ Marketing</td>
<td>$5,187</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$5,187</td>
<td>32,000</td>
<td>26,813</td>
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<tr>
<td>6 Technology</td>
<td>$20,649</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$20,649</td>
<td>37,000</td>
<td>16,351</td>
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<tr>
<td>7 Fundraising/Membership Support</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>$104,569</td>
<td>216,716</td>
<td>112,147</td>
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<tr>
<td>8 Duplication Services</td>
<td>$225</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$225</td>
<td>1,500</td>
<td>1,275</td>
</tr>
<tr>
<td>9 Administration</td>
<td>$9,585</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$9,585</td>
<td>3,000</td>
<td>(6,585)</td>
</tr>
<tr>
<td>10 Maintenance Building &amp; Grounds</td>
<td>$25,834</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$25,834</td>
<td>10,000</td>
<td>(15,834)</td>
</tr>
<tr>
<td>11 Depreciation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12 Public Services</td>
<td>$65,174</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$65,174</td>
<td>23,936</td>
<td>(41,238)</td>
</tr>
<tr>
<td>13 Technical Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$327,704</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$327,704</strong></td>
<td><strong>$520,486</strong></td>
<td><strong>192,782</strong></td>
</tr>
</tbody>
</table>

### Change in Net Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrest/Desig</th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Plant Fund</th>
<th>YTD Total</th>
<th>2013 Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change in Net Assets</strong></td>
<td><strong>$ (128,794)</strong></td>
<td><strong>$ 21,314</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ (107,480)</strong></td>
<td><strong>$ 26,884</strong></td>
<td><strong>(134,364)</strong></td>
</tr>
</tbody>
</table>

**Net Assets at January 01, 2013**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Contributions</td>
<td>2,891,966</td>
<td>987,270</td>
<td>695,061</td>
<td>1,435,889</td>
<td>6,010,186</td>
<td>6,010,186</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Assets at August 31, 2013</strong></td>
<td><strong>$ 2,763,172</strong></td>
<td><strong>$ 1,008,584</strong></td>
<td><strong>$ 695,061</strong></td>
<td><strong>$ 1,435,889</strong></td>
<td><strong>$ 5,902,706</strong></td>
<td><strong>$ 6,037,070</strong></td>
<td><strong>(134,364)</strong></td>
</tr>
</tbody>
</table>
# Presbyterian Church (U.S.A.)
## PER CAPITA
### UNRESTRICTED DESIGNATED NET ASSETS

**August 31, 2013**

<table>
<thead>
<tr>
<th>Beg. Balance</th>
<th>YTD</th>
<th>End Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 1, 2013</strong></td>
<td><strong>Revenue</strong></td>
<td><strong>Expenditures</strong></td>
</tr>
<tr>
<td>OGA Sales of Publications</td>
<td>$ (83,106)</td>
<td>$ 281,491</td>
</tr>
<tr>
<td>Ecumenical Reserve</td>
<td>128,664</td>
<td>-</td>
</tr>
<tr>
<td>OGA - Replacement Reserve</td>
<td>64,301</td>
<td>-</td>
</tr>
<tr>
<td>DOH - Replacement Reserve</td>
<td>79,303</td>
<td>-</td>
</tr>
<tr>
<td>General Assembly Registration</td>
<td>72,518</td>
<td>267</td>
</tr>
<tr>
<td>Fall Polity</td>
<td>974</td>
<td>-</td>
</tr>
<tr>
<td>Cooperative Reading Group</td>
<td>60,763</td>
<td>76,250</td>
</tr>
<tr>
<td>Moderator’s Travel</td>
<td>46,479</td>
<td>-</td>
</tr>
<tr>
<td>Moderator’s Annual Gathering</td>
<td>30,192</td>
<td>-</td>
</tr>
<tr>
<td>YAAD Reunion</td>
<td>-</td>
<td>580</td>
</tr>
<tr>
<td>Vocation</td>
<td>(16)</td>
<td>-</td>
</tr>
<tr>
<td>Fred Jenkins Memorial Library Fund</td>
<td>1,464</td>
<td>-</td>
</tr>
<tr>
<td>Ecumenical Consultation</td>
<td>25,000</td>
<td>-</td>
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<tr>
<td>WCRC Consultation</td>
<td>(0)</td>
<td>-</td>
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<tr>
<td>New EP Training</td>
<td>4,669</td>
<td>-</td>
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<tr>
<td>Church Property and Legal</td>
<td>76,186</td>
<td>-</td>
</tr>
<tr>
<td>Contributions</td>
<td>7,449</td>
<td>5,250</td>
</tr>
<tr>
<td>National Elders Conference</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Big Tent</td>
<td>7,711</td>
<td>2,000</td>
</tr>
<tr>
<td>Unity &amp; Ref Heritage Seminar</td>
<td>3,117</td>
<td>-</td>
</tr>
<tr>
<td>MGB Financial Network</td>
<td>24,743</td>
<td>2,290</td>
</tr>
<tr>
<td>PMA/GA Task Forces</td>
<td>44,602</td>
<td>-</td>
</tr>
<tr>
<td>Presbyterian Leader Formation</td>
<td>51,964</td>
<td>71,411</td>
</tr>
<tr>
<td>Diversity Project GACOR</td>
<td>12,000</td>
<td>-</td>
</tr>
<tr>
<td>Social Creed</td>
<td>(300)</td>
<td>-</td>
</tr>
<tr>
<td>Other Resources ACSWP</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Immigration Assistance</td>
<td>515</td>
<td>-</td>
</tr>
<tr>
<td>One Church All Agency Meeting</td>
<td>20</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>(2,813)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 656,398</strong></td>
<td><strong>$ 439,539</strong></td>
</tr>
</tbody>
</table>

**Designated to Subsequent Assembly**

|$ 33,243|

**Total After GA Designated Funds**

|$ 689,641 | $ 439,539 | $ 664,567 | $ 464,613|
## SOURCES OF FUNDING

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget Rev’d App</th>
<th>Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Apportionments</td>
<td>$13,198,919</td>
<td>$13,198,919</td>
<td>$ (0)</td>
<td>-0.0%</td>
</tr>
<tr>
<td>2 Investment Inc</td>
<td>213,000</td>
<td>36,651</td>
<td>(176,349)</td>
<td>-82.8%</td>
</tr>
<tr>
<td>4 Miscellaneous</td>
<td>2,000</td>
<td>9</td>
<td>(1,991)</td>
<td>-99.5%</td>
</tr>
<tr>
<td>5 Unrealized/Realized Gain (Loss)</td>
<td></td>
<td>15,094</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL SOURCES OF FUNDING</strong></td>
<td>$13,413,919</td>
<td>$13,250,673</td>
<td>$(163,246)</td>
<td>-1.2%</td>
</tr>
</tbody>
</table>

## EXPENDITURES

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Church Wide Ministries</td>
<td>$2,902,801</td>
<td>$1,593,970</td>
<td>$1,308,831</td>
<td>45.1%</td>
</tr>
<tr>
<td>2 Ecclesial &amp; Ecumenical Ministries</td>
<td>2,656,692</td>
<td>2,351,859</td>
<td>304,833</td>
<td>11.5%</td>
</tr>
<tr>
<td>3 Mid Council Ministries</td>
<td>1,559,927</td>
<td>1,085,909</td>
<td>474,018</td>
<td>30.4%</td>
</tr>
<tr>
<td>4 Presbyterian Mission Agency/Board</td>
<td>1,785,971</td>
<td>1,215,628</td>
<td>570,344</td>
<td>31.9%</td>
</tr>
<tr>
<td>5 Other PMA Supervised Work</td>
<td>861,766</td>
<td>497,019</td>
<td>364,747</td>
<td>42.3%</td>
</tr>
<tr>
<td>6 Support Services</td>
<td>655,275</td>
<td>482,054</td>
<td>173,221</td>
<td>26.4%</td>
</tr>
<tr>
<td>7 Other Expenses</td>
<td>179,000</td>
<td>51,743</td>
<td>127,257</td>
<td>71.1%</td>
</tr>
<tr>
<td>8 Uncollectible Apportionments</td>
<td>900,000</td>
<td>-</td>
<td>900,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>9 Staff Severance Costs</td>
<td>757,135</td>
<td>-</td>
<td>757,135</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$12,258,567</td>
<td>$7,278,181</td>
<td>$4,980,386</td>
<td>40.6%</td>
</tr>
<tr>
<td>Committed for Subsequent Assemblies</td>
<td>(1,384,030)</td>
<td>-</td>
<td>1,384,030</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Estimated Under-Expenditure</td>
<td>300,000</td>
<td>-</td>
<td>300,000</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES &amp; COMMITMENTS</strong></td>
<td>$13,413,919</td>
<td>$7,278,181</td>
<td>$6,604,416</td>
<td>45.5%</td>
</tr>
<tr>
<td>Net to or (from) Reserve</td>
<td>$71,322</td>
<td>$5,972,491</td>
<td>$5,901,170</td>
<td>8274.0%</td>
</tr>
</tbody>
</table>

## 1A - ASSEMBLY OPERATIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mileage &amp; Per Diem</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2 Place of Meeting</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3a Official Personnel</td>
<td>2,400</td>
<td>-</td>
<td>2,400</td>
<td>100.0%</td>
</tr>
<tr>
<td>3b Plenary</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4 Printing</td>
<td>-</td>
<td>928</td>
<td>(928)</td>
<td>-</td>
</tr>
<tr>
<td>5 Local Committee</td>
<td>19,000</td>
<td>383</td>
<td>18,617</td>
<td>98.0%</td>
</tr>
<tr>
<td>6 Accident Ins - Commissioners</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7 Training</td>
<td>2,000</td>
<td>-</td>
<td>2,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>8 GA Programs</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9 Committees at GA</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10 Worship</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11 GA Technology</td>
<td>-</td>
<td>472</td>
<td>(472)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total 1A</strong></td>
<td>$23,400</td>
<td>$1,782</td>
<td>$21,618</td>
<td>92.4%</td>
</tr>
</tbody>
</table>
### PRESBYTERIAN CHURCH (U.S.A.)
### PER CAPITA
### STATEMENT OF ACTIVITIES
### For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1B - ASSEMBLY SUPPORT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$667,572</td>
<td>$252,967</td>
<td>$414,605</td>
</tr>
<tr>
<td>2 Administrative</td>
<td>7,900</td>
<td>71</td>
<td>7,829</td>
</tr>
<tr>
<td>3 Travel &amp; Meetings</td>
<td>32,300</td>
<td>5,037</td>
<td>27,263</td>
</tr>
<tr>
<td><strong>Total 1B</strong></td>
<td><strong>$707,772</strong></td>
<td><strong>$258,076</strong></td>
<td><strong>$449,696</strong></td>
</tr>
<tr>
<td>1C - PERMENANT &amp; SPECIAL COMMITTEES</td>
<td>2013 Budget Rev'd App</td>
<td>2013 Actual</td>
<td>Variance</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>1 Permanent Judicial Commission</td>
<td>$92,450</td>
<td>$17,971</td>
<td>$74,479</td>
</tr>
<tr>
<td>2 GA Nominating Committee</td>
<td>60,765</td>
<td>18,352</td>
<td>42,413</td>
</tr>
<tr>
<td>3 Committee on Ecumenical Relations</td>
<td>46,110</td>
<td>8,901</td>
<td>37,209</td>
</tr>
<tr>
<td>4 Committee of the Presbyterian Historical Society</td>
<td>25,000</td>
<td>14,088</td>
<td>10,912</td>
</tr>
<tr>
<td>5 GA Committee on Representation</td>
<td>102,227</td>
<td>17,490</td>
<td>84,737</td>
</tr>
<tr>
<td>6 Advisory Committee on Constitution</td>
<td>10,644</td>
<td>-</td>
<td>10,644</td>
</tr>
<tr>
<td>7 Advisory Committee on Litigation</td>
<td>10,605</td>
<td>1,458</td>
<td>9,147</td>
</tr>
<tr>
<td>8 Committee on the Office of General Assembly</td>
<td>69,000</td>
<td>19,084</td>
<td>49,916</td>
</tr>
<tr>
<td>9 COGA TF - Biennial Assembly /PR F110, 03-18</td>
<td>27,230</td>
<td>7,674</td>
<td>19,556</td>
</tr>
<tr>
<td>10 Committee for Review of GA</td>
<td>36,000</td>
<td>13,631</td>
<td>22,369</td>
</tr>
<tr>
<td>11 Presbyterian Cooperative Committee</td>
<td>-</td>
<td>1,933</td>
<td>(1,933)</td>
</tr>
<tr>
<td>12 Stated Clerk Rev/Nomination</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>16 Committee on Middle East Issues</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>17 Comm. on Translation of Heidelberg Catechism</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>18 Committee on Belhar Confession</td>
<td>36,250</td>
<td>5,037</td>
<td>31,213</td>
</tr>
<tr>
<td>20 Sexual Misconduct Prevent Rscs</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>21 Theological Diversity Commission</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>30 Rev Com on Adv. Committees</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>31 Com-MGB &amp; Adm Rev PR F110 04-06</td>
<td>-</td>
<td>16,058</td>
<td>(16,058)</td>
</tr>
<tr>
<td>32 FOG Com on Interpretn F110 07-11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>33 Committee on Nature-Church 21st F110, 11-10</td>
<td>16,805</td>
<td>-</td>
<td>16,805</td>
</tr>
<tr>
<td>34 Comm. Racial Ethnic /New Immigrants F110, 15-08</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>35 Comm. Hispanic/Latino Participation F110, 15-09</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>36 Comm. Synod Boundaries/Mid Cncls F112, 05-12</td>
<td>29,500</td>
<td>-</td>
<td>29,500</td>
</tr>
<tr>
<td>37 TF Review Racial Ethnic Ministries FI 05-12 R8</td>
<td>15,050</td>
<td>13,349</td>
<td>1,701</td>
</tr>
<tr>
<td>38 Study Team Ordination Exams FI 07-07</td>
<td>17,660</td>
<td>-</td>
<td>17,660</td>
</tr>
<tr>
<td>39 Committee Fund Theological Institutions F1 10-18</td>
<td>9,860</td>
<td>5,800</td>
<td>4,060</td>
</tr>
<tr>
<td><strong>Total 1C</strong></td>
<td>$605,156</td>
<td>$160,827</td>
<td>$444,329</td>
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</table>
Presbyterian Church (U.S.A.)
PER CAPITA
STATEMENT OF ACTIVITIES
For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th>2013 Budget Rev’d App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1D - RECORDS &amp; HISTORICAL SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$983,755</td>
<td>$874,846</td>
<td>$108,909</td>
</tr>
<tr>
<td>2 Temporaries</td>
<td>4,000</td>
<td>175</td>
<td>3,825</td>
</tr>
<tr>
<td>3 Postage</td>
<td>11,000</td>
<td>3,661</td>
<td>7,339</td>
</tr>
<tr>
<td>4 Insurance</td>
<td>75,000</td>
<td>72,693</td>
<td>2,307</td>
</tr>
<tr>
<td>5 Telephone</td>
<td>18,500</td>
<td>16,066</td>
<td>2,434</td>
</tr>
<tr>
<td>6 Contract Services</td>
<td>53,350</td>
<td>37,735</td>
<td>15,615</td>
</tr>
<tr>
<td>7 Travel &amp; Meetings</td>
<td>35,000</td>
<td>13,471</td>
<td>21,529</td>
</tr>
<tr>
<td>8 Supplies</td>
<td>20,350</td>
<td>16,779</td>
<td>3,571</td>
</tr>
<tr>
<td>9 Utilities</td>
<td>202,300</td>
<td>87,503</td>
<td>114,797</td>
</tr>
<tr>
<td>10 Repairs &amp; Services</td>
<td>8,600</td>
<td>13,584</td>
<td>(4,984)</td>
</tr>
<tr>
<td>11 Miscellaneous</td>
<td>500</td>
<td>233</td>
<td>267</td>
</tr>
<tr>
<td>12 Replacement Reserve</td>
<td>75,000</td>
<td></td>
<td>75,000</td>
</tr>
<tr>
<td>13 Staff Development</td>
<td>7,150</td>
<td>5,133</td>
<td>2,017</td>
</tr>
<tr>
<td>14 Library Computer Services</td>
<td>5,500</td>
<td></td>
<td>5,500</td>
</tr>
<tr>
<td>15 Technology</td>
<td>32,000</td>
<td>31,405</td>
<td>595</td>
</tr>
<tr>
<td>Total 1D</td>
<td>$1,532,005</td>
<td>$1,173,285</td>
<td>$358,720</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>1E - INNOVATION &amp; ENGAGEMENT</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$34,468</td>
<td></td>
<td>$34,468</td>
</tr>
<tr>
<td>Total Schedule 1</td>
<td>2,902,801</td>
<td>1,593,970</td>
<td>$1,308,831</td>
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</table>

Schedule 2 - ECCLESIAL & ECUMENICAL MINISTRIES

<table>
<thead>
<tr>
<th>2A - ECUMENICAL ALLOCATIONS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1 National Council of Churches</td>
<td>$197,880</td>
<td>$95,332</td>
<td>$102,548</td>
</tr>
<tr>
<td>2 World Council of Churches</td>
<td>444,650</td>
<td>296,433</td>
<td>148,217</td>
</tr>
<tr>
<td>3 Churches Uniting in Christ</td>
<td>20,000</td>
<td>7,500</td>
<td>12,500</td>
</tr>
<tr>
<td>4 World Alliance of Reformed Churches</td>
<td>232,732</td>
<td>145,155</td>
<td>87,577</td>
</tr>
<tr>
<td>5 Christian Churches Together</td>
<td>5,000</td>
<td>46,107</td>
<td>(41,107)</td>
</tr>
<tr>
<td>6 Ecumenical Assembly Allocations</td>
<td>75,000</td>
<td></td>
<td>75,000</td>
</tr>
<tr>
<td>Total 2A</td>
<td>$975,262</td>
<td>$590,527</td>
<td>$384,735</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2B - ECUMENICAL SUPPORT</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$244,936</td>
<td>$260,958</td>
<td>(16,022)</td>
</tr>
</tbody>
</table>
Presbyterian Church (U.S.A.)  
PER CAPITA  
STATEMENT OF ACTIVITIES  
For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>2013 Budget Rev’d App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Administration</td>
<td>9,000</td>
<td>3,314</td>
<td>5,686</td>
</tr>
<tr>
<td>3</td>
<td>Travel &amp; Meetings</td>
<td>38,000</td>
<td>6,782</td>
<td>31,218</td>
</tr>
<tr>
<td>4</td>
<td>Ecumenical Expenses</td>
<td>107,400</td>
<td>34,465</td>
<td>72,935</td>
</tr>
<tr>
<td>Total 2B</td>
<td></td>
<td>$ 399,336</td>
<td>$ 305,519</td>
<td>$ 93,817</td>
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### Presbyterian Church (U.S.A.)
#### PER CAPITA
#### STATEMENT OF ACTIVITES
#### For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th>2C - ECCLESIAL SUPPORT</th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$647,468</td>
<td>$497,836</td>
<td>$149,632</td>
<td>23.1%</td>
</tr>
<tr>
<td>2 Administration</td>
<td>$40,000</td>
<td>$26,901</td>
<td>$13,099</td>
<td>32.7%</td>
</tr>
<tr>
<td>3 Travel &amp; Meetings</td>
<td>$66,000</td>
<td>$277,976</td>
<td>$(211,976)</td>
<td>-321.2%</td>
</tr>
<tr>
<td>5 Moderator: Jan. - June</td>
<td>$35,100</td>
<td>$32,040</td>
<td>$3,060</td>
<td>8.7%</td>
</tr>
<tr>
<td>6 Moderator: July - Dec.</td>
<td>$35,100</td>
<td>$15,896</td>
<td>$19,204</td>
<td>54.7%</td>
</tr>
<tr>
<td>7 Moderators Gathering</td>
<td>$6,000</td>
<td>$3,434</td>
<td>$2,566</td>
<td>42.8%</td>
</tr>
<tr>
<td>8 Presbyterian Service Committee</td>
<td>$4,000</td>
<td>-</td>
<td>$4,000</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 2C</strong></td>
<td><strong>$833,668</strong></td>
<td><strong>$854,083</strong></td>
<td><strong>$(20,415)</strong></td>
<td><strong>-2.4%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2D - COMMUNICATIONS</th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$150,755</td>
<td>$307,876</td>
<td>$(157,121)</td>
<td>-104.2%</td>
</tr>
<tr>
<td>2 Administration</td>
<td>$12,000</td>
<td>$356</td>
<td>$11,644</td>
<td>97.0%</td>
</tr>
<tr>
<td>3 Travel &amp; Meetings</td>
<td>$10,000</td>
<td>$3,255</td>
<td>$6,745</td>
<td>67.5%</td>
</tr>
<tr>
<td>4 Technology-Equipment &amp; Maintenance</td>
<td>$49,000</td>
<td>$9,168</td>
<td>$39,832</td>
<td>81.3%</td>
</tr>
<tr>
<td>5 Translate Docs to Korean/Spanish F112, 16-07</td>
<td>$19,171</td>
<td>-</td>
<td>$19,171</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 2D</strong></td>
<td><strong>$240,926</strong></td>
<td><strong>$320,655</strong></td>
<td><strong>$(79,729)</strong></td>
<td><strong>-33.1%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2E - COMMON OFFICE EXPENSES</th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries-Temporaries</td>
<td>$6,000</td>
<td>-</td>
<td>$6,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>2 Supplies</td>
<td>$20,000</td>
<td>$1,924</td>
<td>$18,076</td>
<td>90.4%</td>
</tr>
<tr>
<td>3 Office Equipment &amp; Accessories</td>
<td>$4,000</td>
<td>$309</td>
<td>$3,691</td>
<td>92.3%</td>
</tr>
<tr>
<td>4 Telephone</td>
<td>$65,000</td>
<td>$29,400</td>
<td>$35,600</td>
<td>54.8%</td>
</tr>
<tr>
<td>5 Professional Fees</td>
<td>$7,000</td>
<td>$5,958</td>
<td>$1,042</td>
<td>14.9%</td>
</tr>
<tr>
<td>6 Insurance</td>
<td>$51,000</td>
<td>$45,697</td>
<td>$5,303</td>
<td>10.4%</td>
</tr>
<tr>
<td>7 Equipment Maintenance &amp; Repair</td>
<td>$1,500</td>
<td>-</td>
<td>$1,500</td>
<td>100.0%</td>
</tr>
<tr>
<td>8 Emerging Developments</td>
<td>$35,000</td>
<td>$191,935</td>
<td>$(156,935)</td>
<td>-448.4%</td>
</tr>
<tr>
<td>9 Miscellaneous</td>
<td>$8,000</td>
<td>$5,853</td>
<td>$2,147</td>
<td>26.8%</td>
</tr>
<tr>
<td>10 Replacement Reserve</td>
<td>$10,000</td>
<td>-</td>
<td>$10,000</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 2E</strong></td>
<td><strong>$207,500</strong></td>
<td><strong>$281,076</strong></td>
<td><strong>$(73,576)</strong></td>
<td><strong>-35.5%</strong></td>
</tr>
<tr>
<td><strong>Total Schedule 2</strong></td>
<td><strong>$2,656,692</strong></td>
<td><strong>$2,351,859</strong></td>
<td><strong>$304,833</strong></td>
<td><strong>11.5%</strong></td>
</tr>
</tbody>
</table>

### Schedule 3 - MID COUNCIL MINISTRIES

<table>
<thead>
<tr>
<th>3A - CONSTITUTIONAL INTERPRETATION</th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$491,722</td>
<td>$309,684</td>
<td>$182,038</td>
<td>37.0%</td>
</tr>
<tr>
<td></td>
<td>2013 Budget Rev'd</td>
<td>2013 Actual</td>
<td>Variance</td>
<td>% Variance</td>
</tr>
<tr>
<td>---</td>
<td>-------------------</td>
<td>-------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>2</td>
<td>Administration</td>
<td>12,825</td>
<td>1,290</td>
<td>11,535</td>
</tr>
<tr>
<td>3</td>
<td>Travel &amp; Meetings</td>
<td>50,000</td>
<td>15,580</td>
<td>34,420</td>
</tr>
<tr>
<td>4</td>
<td>Immigration Network</td>
<td>14,015</td>
<td>9,921</td>
<td>4,094</td>
</tr>
<tr>
<td>5</td>
<td>Church Property &amp; Legal Fees</td>
<td>47,500</td>
<td>-</td>
<td>47,500</td>
</tr>
<tr>
<td>6</td>
<td>Stated Clerk Training</td>
<td>27,400</td>
<td>11,945</td>
<td>15,455</td>
</tr>
<tr>
<td>7</td>
<td>Polity Conference</td>
<td>35,000</td>
<td>-</td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total 3A</strong></td>
<td><strong>$ 678,462</strong></td>
<td><strong>$ 348,420</strong></td>
<td><strong>$ 330,042</strong></td>
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</table>
## Presbyterian Church (U.S.A.)
### PER CAPITA
#### STATEMENT OF ACTIVITES
For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th>3B - VOCATION MINISTRIES</th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$ 501,912</td>
<td>$ 560,712</td>
<td>($58,800)</td>
<td>-11.7%</td>
</tr>
<tr>
<td>2 Administration</td>
<td>12,000</td>
<td>551</td>
<td>11,449</td>
<td>95.4%</td>
</tr>
<tr>
<td>3 Travel &amp; Meetings</td>
<td>52,000</td>
<td>13,232</td>
<td>38,768</td>
<td>74.6%</td>
</tr>
<tr>
<td>4 Program</td>
<td>68,500</td>
<td>20,800</td>
<td>47,700</td>
<td>69.6%</td>
</tr>
<tr>
<td>5 Pastoral Residency Support</td>
<td>25,000</td>
<td>-</td>
<td>25,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>6 Healthy Ministries</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>7 COM/CPM Event</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total 3B</strong></td>
<td>$ 689,412</td>
<td>$ 595,295</td>
<td>$ 94,117</td>
<td>13.7%</td>
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</table>

<table>
<thead>
<tr>
<th>3C - MID COUNCIL RELATIONS</th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
<td>$ 150,553</td>
<td>$ 121,110</td>
<td>$ 29,443</td>
<td>19.6%</td>
</tr>
<tr>
<td>2 Administration</td>
<td>3,000</td>
<td>38</td>
<td>2,962</td>
<td>98.7%</td>
</tr>
<tr>
<td>3 Travel &amp; Meetings</td>
<td>32,500</td>
<td>15,046</td>
<td>17,454</td>
<td>53.7%</td>
</tr>
<tr>
<td>4 MGB Reception / Office at GA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5 Presbyterian Leadership Forum</td>
<td>6,000</td>
<td>6,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total 3C</strong></td>
<td>$ 192,053</td>
<td>$ 142,194</td>
<td>$ 49,859</td>
<td>26.0%</td>
</tr>
<tr>
<td><strong>Total Schedule 3</strong></td>
<td>$ 1,559,927</td>
<td>$ 1,085,909</td>
<td>$ 474,018</td>
<td>30.4%</td>
</tr>
</tbody>
</table>

### Schedule 4 - PRESBYTERIAN MISSION AGENCY/BOARD

<table>
<thead>
<tr>
<th>4A - MEETING COSTS</th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Board Meetings</td>
<td>$ 150,500</td>
<td>$ 75,555</td>
<td>$ 74,945</td>
<td>49.8%</td>
</tr>
<tr>
<td>2 GA Presentations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3 Special Communications</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4 Member Related Expenses</td>
<td>5,000</td>
<td>-</td>
<td>5,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>5 Staff Teams/Cabinet</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6 GA Orientation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7 PMA Elected Member Travel</td>
<td>9,500</td>
<td>3,212</td>
<td>6,288</td>
<td>66.2%</td>
</tr>
<tr>
<td>8 MGB Advisory Board</td>
<td>9,000</td>
<td>3,484</td>
<td>5,516</td>
<td>61.3%</td>
</tr>
<tr>
<td>9 MGB Planning Team</td>
<td>4,000</td>
<td>-</td>
<td>4,000</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 4A</strong></td>
<td>$ 178,000</td>
<td>$ 82,252</td>
<td>$ 95,748</td>
<td>53.8%</td>
</tr>
</tbody>
</table>

### 4B - COMMITTEE MEETING

| 10 Executive Committee | $ 39,500 | $ 6,500 | $ 33,000 | 83.5% |
| 11 Nominating Committee | 5,000    | -       | 5,000    | 100.0% |
### Presbyterian Church (U.S.A.)
**PER CAPITA**
**STATEMENT OF ACTIVITIES**
For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>2013 Budget Rev’d App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total 4B</strong></td>
<td>$ 44,500</td>
<td>$ 6,500</td>
<td>$ 38,000</td>
<td>85.4%</td>
</tr>
<tr>
<td><strong>4C - OTHER MEETING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 PMA Task Forces</td>
<td>$ 30,000</td>
<td>$ 4,143</td>
<td>$ 25,857</td>
<td>86.2%</td>
</tr>
<tr>
<td>13 Mission Partnership Fund Consulting</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>14 Executive Training</td>
<td>9,500</td>
<td>-</td>
<td>9,500</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 4C</strong></td>
<td>$ 39,500</td>
<td>$ 4,143</td>
<td>$ 35,357</td>
<td>89.5%</td>
</tr>
</tbody>
</table>
### Presbyterian Church (U.S.A.)
#### PER CAPITA
#### STATEMENT OF ACTIVITIES
For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th>2013 Budget Rev’d</th>
<th>2013 App</th>
<th>Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4D - OTHER MEETING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Advisory Committee - Racial Ethnic Concerns</td>
<td>$52,210</td>
<td>$23,501</td>
<td>$28,709</td>
<td>55.0%</td>
</tr>
<tr>
<td>16 Advisory Committee - Social Witness Policy</td>
<td>50,000</td>
<td>14,877</td>
<td>35,123</td>
<td>70.2%</td>
</tr>
<tr>
<td>17 ACSWP - Globalization Task Force</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>18 ACSWP - Dist. Res. Connecting to the Creed. F110 10-02</td>
<td>-</td>
<td>4,718</td>
<td>(4,718)</td>
<td>-</td>
</tr>
<tr>
<td>19 Task Force - Study Economic Trends F110, 10-09</td>
<td>-</td>
<td>(4,459)</td>
<td>4,459</td>
<td>-</td>
</tr>
<tr>
<td>20 ACSWP - Peacemaking Review F110, 13-11</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>21 Develop Study Materials on HIV/AIDS F110, 19-05</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>22 Advisory Committee - Women's Concerns</td>
<td>52,210</td>
<td>33,709</td>
<td>18,501</td>
<td>35.4%</td>
</tr>
<tr>
<td>23 Task Force - Status of Women F110, 09-17</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>24 Task Force - Violence against Women/Children F110, 10-06</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>25 ACSWP - War, Drugs Incarceration F112, 11-08</td>
<td>1,500</td>
<td>-</td>
<td>1,500</td>
<td>100.0%</td>
</tr>
<tr>
<td>26 ACSWP - Study Tax Policy F112, 11-09</td>
<td>20,635</td>
<td>17,542</td>
<td>3,093</td>
<td>15.0%</td>
</tr>
<tr>
<td>27 ACSWP - Study Disputed Sahara F112, 14 NB</td>
<td>1,753</td>
<td>-</td>
<td>1,753</td>
<td>100.0%</td>
</tr>
<tr>
<td>28 Consult - Racial Ethnic/ New Immigrants F112, 16-06</td>
<td>36,315</td>
<td>29,372</td>
<td>6,943</td>
<td>19.1%</td>
</tr>
<tr>
<td>29 ACSWP - Study Compensation/Justice F112, 16-07</td>
<td>4,000</td>
<td>-</td>
<td>4,000</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 4D</strong></td>
<td>$218,623</td>
<td>$119,261</td>
<td>$99,362</td>
<td>45.4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4E - OFFICE EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Supplies</td>
</tr>
<tr>
<td>2 Printing &amp; Duplicating</td>
</tr>
<tr>
<td>3 Postage</td>
</tr>
<tr>
<td>4 Telephone</td>
</tr>
<tr>
<td>5 Equipment &amp; Software</td>
</tr>
<tr>
<td>6 Insurance</td>
</tr>
<tr>
<td>7 Resource Material</td>
</tr>
<tr>
<td>8 Outside Legal Costs</td>
</tr>
<tr>
<td>9 Executive Director Costs</td>
</tr>
<tr>
<td>10 Leadership Team Expenses</td>
</tr>
<tr>
<td>11 Miscellaneous</td>
</tr>
<tr>
<td><strong>Total 4E</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4F - PERSONNEL EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salaries &amp; Benefits</td>
</tr>
<tr>
<td>4 Travel - Exempt Staff</td>
</tr>
</tbody>
</table>
### Presbyterian Church (U.S.A.)

**PER CAPITA**

**STATEMENT OF ACTIVITIES**

For The Period Ending August 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>2013 Budget Rev'd App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Travel - Non-Exempt Staff</td>
<td>6,650</td>
<td>-</td>
<td>6,650</td>
<td>100.0%</td>
</tr>
<tr>
<td>6 Staff Relations</td>
<td>-</td>
<td>159</td>
<td>(159)</td>
<td>-</td>
</tr>
<tr>
<td>6 Consultant Fees</td>
<td>9,500</td>
<td>5,234</td>
<td>4,266</td>
<td>44.9%</td>
</tr>
<tr>
<td>7 Staff Development</td>
<td>3,800</td>
<td>1,811</td>
<td>1,989</td>
<td>52.3%</td>
</tr>
<tr>
<td>8 Cultural Proficiency Programs</td>
<td>4,750</td>
<td>-</td>
<td>4,750</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 4F</strong></td>
<td>$1,233,148</td>
<td>$973,166</td>
<td>$259,982</td>
<td>21.1%</td>
</tr>
<tr>
<td><strong>Total Schedule 4</strong></td>
<td>$1,785,971</td>
<td>$1,215,628</td>
<td>$570,344</td>
<td>31.9%</td>
</tr>
<tr>
<td>5 - OTHER PMA SUPERVISED WORK</td>
<td>2013 Budget Rev’d App</td>
<td>2013 Actual</td>
<td>Variance</td>
<td>% Variance</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------</td>
<td>-------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>1 Office of Legal Services</td>
<td>$617,655</td>
<td>$344,859</td>
<td>$272,796</td>
<td>44.2%</td>
</tr>
<tr>
<td>2 Internal Auditor</td>
<td>244,111</td>
<td>152,160</td>
<td>91,951</td>
<td>37.7%</td>
</tr>
<tr>
<td><strong>Total 5</strong></td>
<td><strong>$861,766</strong></td>
<td><strong>$497,019</strong></td>
<td><strong>$364,747</strong></td>
<td><strong>42.3%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 - SUPPORT SERVICES</th>
<th>2013 Budget Rev’d App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Building Operations</td>
<td>$323,261</td>
<td>$215,507</td>
<td>$107,754</td>
<td>33.3%</td>
</tr>
<tr>
<td>2 Finance &amp; Accounting Services</td>
<td>279,231</td>
<td>231,359</td>
<td>47,872</td>
<td>17.1%</td>
</tr>
<tr>
<td>3 Office of Information Services</td>
<td>52,783</td>
<td>35,189</td>
<td>17,594</td>
<td>33.3%</td>
</tr>
<tr>
<td><strong>Total 6</strong></td>
<td><strong>$655,275</strong></td>
<td><strong>$482,054</strong></td>
<td><strong>$173,221</strong></td>
<td><strong>26.4%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7 - OTHER EXPENSES</th>
<th>2013 Budget Rev’d App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Contingency</td>
<td>$100,000</td>
<td>$</td>
<td>$100,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>2 Audit Expenses</td>
<td>79,000</td>
<td>51,743</td>
<td>27,257</td>
<td>34.5%</td>
</tr>
<tr>
<td><strong>Total 7</strong></td>
<td><strong>$179,000</strong></td>
<td><strong>$51,743</strong></td>
<td><strong>$127,257</strong></td>
<td><strong>71.1%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8 - UNCOLLECTIBLE APPORTIONMENTS</th>
<th>2013 Budget Rev’d App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Uncollectable Per Capita</td>
<td>$900,000</td>
<td>$</td>
<td>$900,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>2 Adjustment to Uncollectable Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$900,000</strong></td>
<td><strong>$</strong></td>
<td><strong>$900,000</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9 - STAFF SEVERANCE COSTS</th>
<th>2013 Budget Rev’d App</th>
<th>2013 Actual</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Staff Severance Costs</td>
<td>$757,135</td>
<td>$</td>
<td>$757,135</td>
<td>100.0%</td>
</tr>
<tr>
<td>PRESBYTERY</td>
<td>APPORTIONMENT RECEIPTS</td>
<td>BALANCE</td>
<td>COMMENTS</td>
<td>% UNPAID</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------</td>
<td>---------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Albany **</td>
<td>48,810.06</td>
<td>42,332.05</td>
<td>3,003.89</td>
<td>6.15%</td>
</tr>
<tr>
<td>Atlantic Korean</td>
<td>11,887.59</td>
<td>0.00</td>
<td>11,887.59 Contacted by ltr &amp; phone, not responding</td>
<td>100.00%</td>
</tr>
<tr>
<td>Beaver-Butler</td>
<td>82,709.25</td>
<td>34,622.14</td>
<td>48,087.11</td>
<td>58.14%</td>
</tr>
<tr>
<td>Blackhawk</td>
<td>93,920.58</td>
<td>66,167.01</td>
<td>27,753.57</td>
<td>29.55%</td>
</tr>
<tr>
<td>Cayuga-Syracuse</td>
<td>33,077.07</td>
<td>32,746.57</td>
<td>330.50</td>
<td>1.00%</td>
</tr>
<tr>
<td>Central Florida</td>
<td>180,289.59</td>
<td>136,034.87</td>
<td>44,254.72</td>
<td>24.55%</td>
</tr>
<tr>
<td>Central Washington**</td>
<td>45,017.70</td>
<td>21,330.64</td>
<td>18,621.74</td>
<td>41.37%</td>
</tr>
<tr>
<td>Charleston-Atlantic</td>
<td>114,069.15</td>
<td>100,207.00</td>
<td>13,862.15</td>
<td>12.15%</td>
</tr>
<tr>
<td>Charlotte</td>
<td>262,097.16</td>
<td>260,762.00</td>
<td>1,335.16</td>
<td>0.51%</td>
</tr>
<tr>
<td>Cherokee</td>
<td>63,979.50</td>
<td>34,701.36</td>
<td>29,278.14</td>
<td>45.76%</td>
</tr>
<tr>
<td>Dakota</td>
<td>6,059.82</td>
<td>0.00</td>
<td>6,059.82</td>
<td>100.00%</td>
</tr>
<tr>
<td>Donegal **</td>
<td>131,207.70</td>
<td>117,469.21</td>
<td>7,108.49</td>
<td>5.42%</td>
</tr>
<tr>
<td>East Iowa</td>
<td>93,290.73</td>
<td>73,811.92</td>
<td>19,478.81</td>
<td>20.88%</td>
</tr>
<tr>
<td>Eastern Korean</td>
<td>46,714.98</td>
<td>46,257.51</td>
<td>457.47</td>
<td>0.98%</td>
</tr>
<tr>
<td>Eastern Oklahoma</td>
<td>60,240.18</td>
<td>38,467.00</td>
<td>21,773.18</td>
<td>36.14%</td>
</tr>
<tr>
<td>Eastminster***</td>
<td>57,495.36</td>
<td>45,777.35</td>
<td>11,418.96</td>
<td>19.98%</td>
</tr>
<tr>
<td>Flint River</td>
<td>38,241.84</td>
<td>36,494.67</td>
<td>1,747.17</td>
<td>4.57%</td>
</tr>
<tr>
<td>Foothills</td>
<td>133,369.08</td>
<td>99,575.97</td>
<td>33,793.11</td>
<td>25.34%</td>
</tr>
<tr>
<td>Grace</td>
<td>274,926.21</td>
<td>163,940.39</td>
<td>110,985.82 pay only 50%, no more</td>
<td>40.37%</td>
</tr>
<tr>
<td>Greater Atlanta</td>
<td>295,479.21</td>
<td>175,473.92</td>
<td>120,005.29 Large churches withholding, no more</td>
<td>40.61%</td>
</tr>
<tr>
<td>Hanmi</td>
<td>15,494.31</td>
<td>6,732.28</td>
<td>8,762.03</td>
<td>56.55%</td>
</tr>
<tr>
<td>Lake Michigan</td>
<td>107,260.14</td>
<td>97,877.84</td>
<td>9,382.30</td>
<td>8.75%</td>
</tr>
<tr>
<td>Lehigh</td>
<td>64,483.38</td>
<td>56,859.48</td>
<td>7,623.90</td>
<td>11.82%</td>
</tr>
<tr>
<td>Long Island</td>
<td>73,612.89</td>
<td>73,086.19</td>
<td>526.70</td>
<td>0.72%</td>
</tr>
<tr>
<td>Mackinac</td>
<td>40,933.62</td>
<td>40,131.00</td>
<td>802.62</td>
<td>1.96%</td>
</tr>
<tr>
<td>Mid-South**</td>
<td>41,861.82</td>
<td>40,588.86</td>
<td>1,272.96</td>
<td>3.04%</td>
</tr>
<tr>
<td>Midwest Hanmi</td>
<td>21,428.16</td>
<td>11,596.00</td>
<td>9,832.16</td>
<td>45.88%</td>
</tr>
<tr>
<td>Mission</td>
<td>200,119.92</td>
<td>182,000.00</td>
<td>18,119.92</td>
<td>9.05%</td>
</tr>
<tr>
<td>Mississippi</td>
<td>29,735.55</td>
<td>13,466.92</td>
<td>16,268.63</td>
<td>54.71%</td>
</tr>
<tr>
<td>Muskingum Valley</td>
<td>66,744.21</td>
<td>47,571.57</td>
<td>19,172.64</td>
<td>28.73%</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>64,311.00</td>
<td>63,960.00</td>
<td>351.00</td>
<td>0.55%</td>
</tr>
<tr>
<td>New Covenant</td>
<td>233,859.99</td>
<td>109,221.88</td>
<td>124,638.11 Large churches withholding, no more, 2more leavng</td>
<td>53.30%</td>
</tr>
<tr>
<td>North Carolina</td>
<td>29,370.90</td>
<td>25,022.00</td>
<td>4,348.90</td>
<td>14.81%</td>
</tr>
<tr>
<td>Northumberland</td>
<td>34,018.53</td>
<td>17,097.76</td>
<td>16,920.77</td>
<td>49.74%</td>
</tr>
<tr>
<td>Pacific</td>
<td>86,428.68</td>
<td>77,365.47</td>
<td>9,063.21</td>
<td>10.49%</td>
</tr>
<tr>
<td>Peace River</td>
<td>119,930.07</td>
<td>96,169.59</td>
<td>23,760.48</td>
<td>19.81%</td>
</tr>
<tr>
<td>Peaks</td>
<td>113,041.50</td>
<td>109,912.14</td>
<td>3,129.36</td>
<td>2.77%</td>
</tr>
<tr>
<td>Philadelphia **</td>
<td>226,427.76</td>
<td>189,527.59</td>
<td>33,823.85</td>
<td>14.94%</td>
</tr>
<tr>
<td>Plains And Peaks</td>
<td>57,084.30</td>
<td>31,256.94</td>
<td>25,827.36</td>
<td>45.24%</td>
</tr>
<tr>
<td>Prospect Hill</td>
<td>46,463.04</td>
<td>27,409.51</td>
<td>19,053.53</td>
<td>41.01%</td>
</tr>
<tr>
<td>Providence</td>
<td>55,493.10</td>
<td>54,296.94</td>
<td>1,196.16</td>
<td>2.16%</td>
</tr>
<tr>
<td>Pueblo **</td>
<td>47,537.10</td>
<td>13,262.39</td>
<td>34,274.71 Lost 7 churches, no more</td>
<td>72.10%</td>
</tr>
<tr>
<td>PRESTORY</td>
<td>APPORTIONMENT RECEIPTS</td>
<td>BALANCE</td>
<td>COMMENTS</td>
<td>% UNPAID</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Sacramento</td>
<td>68,176.29</td>
<td>53,297.41</td>
<td>14,878.88</td>
<td>21.82%</td>
</tr>
<tr>
<td>Salem</td>
<td>220,215.45</td>
<td>146,214.96</td>
<td>74,000.49</td>
<td>33.60%</td>
</tr>
<tr>
<td>San Diego **</td>
<td>91,858.65</td>
<td>61,244.13</td>
<td>30,614.52</td>
<td>33.33%</td>
</tr>
<tr>
<td>San Gabriel</td>
<td>64,092.21</td>
<td>46,183.64</td>
<td>17,908.57</td>
<td>27.94%</td>
</tr>
<tr>
<td>Santa Barbara</td>
<td>51,561.51</td>
<td>0.00</td>
<td>Churches w/holding, presbytery-fin prblms</td>
<td>100.00%</td>
</tr>
<tr>
<td>Scioto Valley</td>
<td>136,060.86</td>
<td>100,308.49</td>
<td>35,752.37</td>
<td>26.28%</td>
</tr>
<tr>
<td>Shenango</td>
<td>87,549.15</td>
<td>39,300.95</td>
<td>48,248.20</td>
<td>55.11%</td>
</tr>
<tr>
<td>South Alabama</td>
<td>31,505.76</td>
<td>22,529.39</td>
<td>9,976.37</td>
<td>28.49%</td>
</tr>
<tr>
<td>South Louisiana</td>
<td>44,306.15</td>
<td>33,428.11</td>
<td>10,878.04</td>
<td>24.55%</td>
</tr>
<tr>
<td>Southern Kansas **</td>
<td>65,484.51</td>
<td>47,848.77</td>
<td>16,488.75</td>
<td>25.18%</td>
</tr>
<tr>
<td>Southwest</td>
<td>15,242.37</td>
<td>0.00</td>
<td>Contacted by ltr &amp; phone, not responding</td>
<td>100.00%</td>
</tr>
<tr>
<td>Tampa Bay</td>
<td>147,908.67</td>
<td>98,131.04</td>
<td>49,777.63</td>
<td>33.65%</td>
</tr>
<tr>
<td>Tres Rios</td>
<td>43,161.30</td>
<td>42,141.00</td>
<td>1,020.30</td>
<td>2.36%</td>
</tr>
<tr>
<td>Trinity</td>
<td>111,118.80</td>
<td>90,362.86</td>
<td>20,755.94</td>
<td>18.68%</td>
</tr>
<tr>
<td>Tropical Florida</td>
<td>89,007.75</td>
<td>83,004.66</td>
<td>6,003.09</td>
<td>6.74%</td>
</tr>
<tr>
<td>Utah</td>
<td>23,456.94</td>
<td>22,997.00</td>
<td>459.94</td>
<td>1.96%</td>
</tr>
<tr>
<td>Wabash Valley</td>
<td>83,882.76</td>
<td>81,374.52</td>
<td>2,508.24</td>
<td>2.99%</td>
</tr>
<tr>
<td>Washington</td>
<td>64,669.02</td>
<td>48,501.90</td>
<td>16,167.12</td>
<td>25.00%</td>
</tr>
<tr>
<td>West Virginia</td>
<td>76,185.59</td>
<td>73,340.86</td>
<td>2,844.73</td>
<td>3.73%</td>
</tr>
<tr>
<td>Western Colorado</td>
<td>13,385.97</td>
<td>12,387.37</td>
<td>998.60</td>
<td>7.46%</td>
</tr>
<tr>
<td>Yukon</td>
<td>16,767.27</td>
<td>12,554.69</td>
<td>4,212.58</td>
<td>25.12%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SUBTOTAL (GL Balance)</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,348,759.23</td>
<td>0.00%</td>
</tr>
<tr>
<td>Carlisle</td>
<td>92,826.63</td>
<td>92,826.43</td>
<td>0.20</td>
<td>0.00%</td>
</tr>
<tr>
<td>Chicago</td>
<td>234,576.03</td>
<td>234,576.00</td>
<td>0.03</td>
<td>0.00%</td>
</tr>
<tr>
<td>Genesee Valley</td>
<td>82,583.28</td>
<td>82,583.27</td>
<td>0.01</td>
<td>0.00%</td>
</tr>
<tr>
<td>Homestead</td>
<td>58,310.85</td>
<td>58,310.84</td>
<td>0.01</td>
<td>0.00%</td>
</tr>
<tr>
<td>Lake Erie</td>
<td>64,576.20</td>
<td>64,575.96</td>
<td>0.24</td>
<td>0.00%</td>
</tr>
<tr>
<td>Sheppards And Lapsley**</td>
<td>82,398.74</td>
<td>79,911.00</td>
<td>0.39</td>
<td>0.00%</td>
</tr>
<tr>
<td>St Andrew</td>
<td>38,951.25</td>
<td>38,951.00</td>
<td>0.25</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transylvania</td>
<td>62,673.39</td>
<td>62,673.36</td>
<td>0.03</td>
<td>0.00%</td>
</tr>
<tr>
<td>Western North Carolina</td>
<td>119,678.13</td>
<td>119,678.00</td>
<td>0.13</td>
<td>0.00%</td>
</tr>
<tr>
<td>South Dakota</td>
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<p>|                  |                         |               | CREDIT BALANCES                              | -586.03  |
|                  |                         |               | TOTAL OUTSTANDING                            | 1,348,175.18 |</p>
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<tr>
<th>PRESBYTERY</th>
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<th>BALANCE</th>
<th>COMMENTS</th>
<th>% UNPAID</th>
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<td>(0.03)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(586.03)</td>
</tr>
</tbody>
</table>

• Commitment to a budget shaped by the renewed vision and strategies developed during the major reorganization and restructure of the Office of the General Assembly, in March 2013, focusing on the primary theme: “To nurture and support the connective tissue of the Body of Christ that is Presbyterian Church (U.S.A)”
  (a) Although recovering from the impact to the per capita budget at the end of 2012 by an increase in uncollectable income has been quite a challenge, we have been able to become more buoyant by the changes made since March 2013.
  (b) Increased focus primarily in the areas of sharing resources and more efficient work practices, have resulted in total budget reductions of about $770,000 (net) for the current year 2013, and about $1,500,000 going forward for 2014, from the OGA departments alone.
  (c) Taking into consideration the more efficient use of resources and the reductions in expenditure, we will endeavor to report a balanced per capita budget to the 221st General Assembly for the years 2015 and 2016, without increasing the Per Capita allocation rate.
  (d) For the period 2015 and 2016, there will be more intentional goals setting, as we seek to live out the renewed Vision and evolving new Strategies. The budget will reflect these initiatives.

• Commitment to prepare more realistic estimates and projections
  (a) Use more accurate estimates to account for membership changes, and uncollectible apportionments, given the impact caused by recent decisions and evolving issues in the Church.
  (b) Volatility in investment markets has caused difficulty in achieving budgeted targets in revenues in designated budgets during recent years. We will use more conservative numbers to calculate investment income.
  (c) Consider the reality of inflationary increases in the cost of travel, housing, utility and other expenses, while exploring efficiencies for the more effective and strategic use of technology, virtual meetings and communication, within the budgeted operations.

• Commitment to plan and manage a stable budget over a two year period as a result of biennial General Assembly Meetings
  We will continue to maintain flexibility of planning and distributing direct cost of GA meetings over two years, while upholding the integrity of the process, containing costs, and improving efficiency.

• Commitment to staff
  (a) The budgets for 2015 & 2016 should continue to honor the dedicated work of our staff. We should maintain remuneration levels that allow OGA to maintain quality personnel as well as attract new personnel of high quality.
  (b) We were compelled to consider voluntary and involuntary severance packages offered to our staff in February-March 2013, resulting in savings of over $700,000 this year and about $1,500,000 in 2014 and beyond.
We will continue to explore ways to manage efficiently the revenue and expenses, by focusing on working smarter and providing training to staff as necessary.

- **Commitment to manage reserves to serve short term budget needs and long term resource management, as well as renewed focus on funds development**
  
  (a) Some of the reserves are designated for specific purposes, while some others are the result of accumulated under expenditures in previous years. There has been an intentional effort to spend down the reserves instead of raising per capita allocations.
  
  (b) In fact the recent reductions from the OGA staff restructure have impacted the per capita budget favorably beginning 2013. This reduction reduces the need for significant increase in the per capita apportionment rate in the immediate future, and we will continue to monitor the situation as we plan for 2015 & 2016.
  
  (c) We may reach a point when we will not be able to continue augmenting the per capita budget with undesignated reserves. In fact there is a need to focus on funds development to supplement the funding of particular programs with view to reducing dependency on the per capita budget.

- **Commitment to work toward developmental support for DOH outside of per capita budget**

  The Presbyterian Historical Society has completed its 160th anniversary in 2012. We need renewed focus, to create an adequate endowment to underwrite the work of the Department of History and reduce dependency on the per capita budget. The scope and results of this development effort will continue to be a priority goal for OGA and the PHS board in the next few years.

- **Flexibility to meet emerging needs and issues**

  Issues are constantly emerging in the Presbyterian Church (U.S.A) that requires new efforts of staff resources, equipment and funding. New technologies of communications are an expectation and no more an option. The 2014-2016 budgets need to provide for the flexibility to meet a changing church environment, and the demands of technology in the manner of holding and doing business in all the General Assembly related operations. Some emerging needs and initiatives relate to providing resources for technological requirements for these GA operations.

- **Uncertainty in light of current economic & political situations**

  The economic future for the period 2014-2016 continues to be very unpredictable, for both our Church and our Country. Opposing beliefs and opinions are polarizing the political, social, and religious infrastructure of our lives, and in places where we work and worship. There is uncertainty in light of the current international situation as well, with the dark clouds of the threat of war constantly looming over us, in addition to the spate of natural disasters that burden us from time to time. Yet the need for witness by the Presbyterian Church (U.S.A) is crucial. The challenge will be to meet that need with the possibility of declining revenues. The Committee on the Office of the General Assembly and the staff of the Office of the General Assembly will need to develop creative approaches to maintain required services and to meet the unpredictable needs. The availability of resources and the demands upon them may be more apparent by January 2014.
<table>
<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14</td>
<td>June 15</td>
<td>June 16</td>
<td>June 17</td>
<td>June 18</td>
<td>June 19</td>
<td>June 20</td>
<td>June 21</td>
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<tr>
<td><strong>Riverside Conversations:</strong> 8:45 - 9:30 9:45 - 10:30</td>
<td>Worship in local congregations</td>
<td>Morning Worship/OGA Breakfast 7:00 - 9:00</td>
<td>Morning Worship 8:30 - 9:15</td>
<td>Ecumenical Worship Service 8:30 - 9:45</td>
<td>Plenary Meeting 6 8:30 The proclamation of the gospel for the salvation of humankind</td>
<td>Plenary Meeting 9 8:30 The preservation of the truth</td>
<td>Plenary Meeting 12 9:00</td>
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<tr>
<td>Opening of Assembly and Worship 11:00 - 12:30</td>
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<td>Committee Meetings II 9:30</td>
<td>Committee Meetings V 9:30</td>
<td></td>
<td>Morning Worship 11:15</td>
<td>Morning Worship 11:15</td>
<td>Closing Worship at close of business</td>
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<tr>
<td><strong>Group Lunch</strong></td>
<td><strong>Lunch Break</strong></td>
<td><strong>Lunch Break</strong></td>
<td><strong>Lunch Break</strong></td>
<td><strong>Sem. Lunches</strong></td>
<td><strong>Lunch Break</strong></td>
<td><strong>Group Lunch</strong></td>
<td><strong>Adjourn</strong></td>
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<tr>
<td>Plenary Meeting 1 2:30 - 5:30</td>
<td>Plenary Meeting 3 2:30 - 4:30</td>
<td>Committee Meetings III 1:30</td>
<td>Committee Meetings VI 1:30</td>
<td>Plenary Meeting 4 2:00</td>
<td>Plenary Meeting 7 1:30 The shelter, nurture, and spiritual fellowship of the children of God</td>
<td>Plenary Meeting 10 1:30 The promotion of social righteousness</td>
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<tr>
<td>Moderator’s Reception 4:40 - 6:30</td>
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<td></td>
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<tr>
<td><strong>Group Dinner</strong></td>
<td><strong>Group Dinner</strong></td>
<td><strong>Dinner Break</strong></td>
<td><strong>Group Dinner</strong></td>
<td><strong>Dinner Break</strong></td>
<td><strong>Group Dinner</strong></td>
<td><strong>Group Dinner</strong></td>
<td><strong>Group Dinner</strong></td>
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<tr>
<td>Plenary Meeting 2 [Moderator’s Election] 7:00</td>
<td>Committee Meetings I 7:30</td>
<td>Committee Meetings IV 7:30</td>
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<td>Plenary Meeting 5 7:00</td>
<td>Plenary Meeting 8 7:30 The maintenance of divine worship</td>
<td>Plenary Meeting 11 7:00 The exhibition of the Kingdom of Heaven to the world</td>
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</tr>
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**221st General Assembly (2014)**
For Action:

Requested Interpretation of the Constitution

The Committee on the Office of the General Assembly, fulfilling its responsibility to, “(o)n behalf of the General Assembly, bring forward according to G-6.02 any such questions requiring an interpretation of the Constitution that may arise from the work of the General Assembly” (Organization for Mission, Section IV.C.2.(19)) requests an authoritative interpretation of G-3.0301:

G-3.03 The Presbytery

G-3.0301 Composition and Responsibilities

The minimum composition of a presbytery is ten duly constituted sessions and ten teaching elders.

Answers to the following questions are also requested:

1. What happens if a presbytery takes action that causes it to fall below the constitutional minimum composition of a presbytery?

2. Is it constitutional for a presbytery to take action that would cause the presbytery to fall below the constitutional minimum composition of a presbytery?

3. Since the synod “is responsible for the life and mission of the church throughout its region and for supporting the ministry and mission of its presbytery...” (G-3.0401), what specific responsibilities does the synod hold in such situations?

Rationale

In April 2013, the Presbytery of Alaska reported to the Office of the General Assembly, the dismissal of 6 PC(USA) congregations from the presbytery. This action brought the number of congregations in the presbytery to nine congregations, below the Form of Government stated minimum of “ten duly constituted sessions.”

Upon notification of the dismissals, the Stated Clerk, citing this sentence in G-3.0301, notified the presbytery and the synod of Alaska Northwest that the presbytery had fallen below the minimum composition of a presbytery and was, therefore, no longer a duly constituted presbytery of the PC(USA). They Synod of Alaska Northwest assumed the presbytery’s administrative responsibilities through administrative commissions.

As presbyteries consider the dismissal of congregations, an authoritative interpretation of this sentence would be helpful, especially for smaller presbyteries who may find themselves faced with a similar situation to that of the Presbytery of Alaska.

From: Joyce Lieberman, Associate for Constitutional Interpretation
For Discussion/Action: COGA, March 18-20, 2013

Working Group on Ethics Policy for GA Commissioners and Advisory Delegates

Referral:

The 220th General Assembly (2012) of the Presbyterian Church (U.S.A.) directs the Committee on the Office of the General Assembly, in consultation with the Stated Clerk of the General Assembly, to develop and bring to the 221st General Assembly (2014) a Code of Ethics Policy for all commissioners and advisory delegates that reflects the intent and content of the Ethics Policy for Elected and Appointed Members of the General Assembly Mission Council and the Committee on the Office of the General Assembly of the Presbyterian Church (U.S.A.) that was approved in 2009.

Recommendation:

The Committee on the Office of the General Assembly recommends that the 221st General Assembly (2014) adopt the following as a Code of Ethics for Commissioners and Advisory Delegates to the General Assembly:

Standards of Ethics for Commissioners and Advisory Delegates to the General Assembly

1. Foundations. The standards of ethical conduct for commissioners and advisory delegates to the General Assembly are founded in our calling as disciples of Jesus Christ and the witness of Scripture. Commissioners and advisory delegates to the General Assembly should find particular guidance in the Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A.). In fulfilling the particular responsibilities of service as commissioners and advisory delegates to the General Assembly, particular ethical obligations arise from the nature of the Assembly and the role commissioners and advisory delegates play in it. Among the foundational principles of our polity that lead to particular ethical responsibilities for commissioners and advisory delegates are that:

   a. The Presbyterian Church (U.S.A.) is governed by presbyters exercising “shared power … by presbyters gathered in councils” F-3.0202 & F-3.0208.
   b. “Presbyters are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ.” F-3.0204.

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1 While not all advisory delegates will have been ordained to the ordered ministries of the Presbyterian Church (U.S.A.), the standards set forth therein are appropriate guidance to all who have accepted service as an advisory delegate to the General Assembly.
c. “Decisions shall be reached in councils by vote, following opportunity for discussion and discernment, and a majority shall govern.” F-3.0205.

All commissioners and advisory delegates have a responsibility to act in a manner that preserves these principles. These specific aspects of these responsibilities are set forth below.

2. **Independent Judgment.** All commissioners and advisory delegates shall avoid actually or potentially compromising the exercise of their independent judgment in seeking to discern the will of Christ in the decisions made by the General Assembly, and situations that give even the appearance of compromising the exercise of their independent judgment.

a. **Definition.** “Compromising independent judgment” means any situation in which the commissioner or advisory delegate may be influenced or appear to be influenced in decision-making by any motive or desire for personal advantage or obligation to others with an interest in the decisions of the General Assembly. Such situations can arise not only during the meeting of the General Assembly, but at any time after an individual has been selected as a commissioner or advisory delegate. Personal advantage means a financial interest or some other personal interest, whether present or potential, whether direct or indirect. When in doubt, the commissioner or advisory delegate is to assume there might be at least the appearance of a compromise of his or her independent judgment, and should raise the question pursuant to these standards.

b. **Potential Compromises of Independent Judgment.** All commissioner or advisory delegates are likewise to disclose promptly, in writing, matters and relationships that have the potential for giving rise to the appearance of compromising his or her independent judgment in the business before the General Assembly. Examples include, but are not limited to, financial interests in a decision of the Assembly, acceptance of gifts or trips provided by those with an interest in or who are advocating for or against a recommendation or overture before the Assembly. All disclosures are to be made promptly in writing to the moderator the General Assembly’s Bills & Overtures Committee.

c. **Gifts and Relationship Building.** To avoid even the appearance of impropriety, any gifts, gratuities, special favors, and hospitality to a commissioner or advisory delegate shall not be accepted by any commissioner or advisory delegate from any person or organization that sells, delivers, or receives any goods, materials, or services to or from any entity of the Presbyterian Church (U.S.A.) or from any person or entity who are advocating for or against a recommendation or overture before the General Assembly. This prohibition includes those persons or organizations that desire to enter into such relationships with any entity of the Presbyterian Church (U.S.A.). There are four exceptions to this rule:

1. Gifts, meals, outings, and relationship-building activities provided by Presbyterian Church (U.S.A.) churches, middle councils, partner churches or related organizations. Commissioner or advisory delegate shall not accept monetary gifts of any amount.
2. Gifts that primarily benefit the General Assembly and not an individual commissioner or advisory delegate, such as gift cards, gifts of complimentary rooms given to the General Assembly by hotels, conventions, and conferences in relation to official General Assembly business.

3. Occasional small gifts (less than $50.00 in value, such as flowers or foodstuffs) to an individual commissioner or advisory delegate. Where gifts are shared with other commissioner or advisory delegates or other General Assembly participants (e.g., foodstuffs set out for all to partake), then the gift is not deemed to be to an individual commissioner or advisory delegate.

4. Luncheons, dinners, outings, and relationship-building activities in connection with General Assembly business may be received. If an activity permitted under this paragraph results in a value of over $100 to the commissioner or advisory delegate, the commissioner or advisory delegate shall promptly report this in writing to the General Counsel of the PCUSA and the moderator of the General Assembly’s Bills and Overtures Committee. The written report will include a description of the activity, the dollar value, the name of the person/organization providing it, and the business that person/organization does with an entity of the Presbyterian Church (U.S.A.) or the recommendation before the General Assembly that the person/organization is advocating for or against. The Bills and Overtures Committee shall maintain a log that includes all of the written reports submitted under this section #4.

d. Process and Resolution. All disclosures, reports, or questions regarding actions that might actually or potentially compromise a commissioner’s or advisory delegate’s independent judgment are to be made promptly and in writing to the moderator of the General Assembly’s Bills and Overtures Committee. The Bills and Overtures Committee will consult with the Stated Clerk and with the General Counsel of the General Assembly or designee as appropriate. After consultation, the Bills and Overtures Committee will make a recommendation to the General Assembly. The General Assembly makes the final decision as to whether any action of a commissioner or advisory delegate has compromised a commissioner’s or advisory delegate’s independent judgment.

3. Confidentiality of General Assembly Information. In the rare circumstance in which the General Assembly meets in executive session, commissioner or advisory delegate shall not disclose information disclosed in the course of such a session that is not known outside of the General Assembly or is not known by public means. Standing Rule F.5.g.

4. Preservation of the Deliberative Process. Each commissioner and advisory delegate should act in a manner that preserves the rights of other commissioners and advisory delegates to participate in the deliberative process.

a. Cellular telephones. Use of cellular telephones is prohibited during meetings of the General Assembly and meetings of the assembly committees. During these meetings, pagers may be used only in the silent mode. Standing Rule F.5.e.
b. Demonstrations. Spontaneous or planned demonstrations by individuals or groups are prohibited inside the building where the General Assembly meets.” Standing Rule F.11.

5. Violations. Allegations of any violation of these standards during the course of a General Assembly shall be brought to the Bills and Overtures Committee. The Bills and Overtures Committee shall give the accused reasonable opportunity to be heard. If it finds a violation of these standards has occurred after giving the accused due process (RONR §61), the Bills and Overtures Committee may bring to the General Assembly a motion to reprove the accused commissioner or advisory delegate. A decision by the Bills and Overtures Committee not to bring a motion to reprove to the General Assembly is not appealable to the General Assembly. Violation or noncompliance with this policy may also result in discipline by the council with jurisdiction over the commissioner or advisory delegate.

6. Amendments. These standards may be amended from time to time. In consultation with the General Counsel of the General Assembly, the Committee on the Office of the General Assembly is authorized to periodically review this policy and to recommend reasonable and necessary changes to these standards.

7. Designees. Where these standards assign a duty to a particular officer or staff position, that officer or staff position may use the General Counsel or its designee to complete the duties.

8. No Waiver by Presbyterian Church. Nothing in these standards shall be construed to waive any claim, assertion or defense of the Presbyterian Church (U.S.A.) to exemption or exclusion from applicability of a statute and/or regulation or lack of jurisdiction of a civil court or governmental agency.

9. Trainings. Trainings to familiarize the commissioner or advisory delegates with these standards and its related forms and procedures will be posted on the General Assembly website in advance of each meeting of the General Assembly. Commissioners assigned to the Bills and Overtures Committee will receive training regarding their responsibilities under this policy.

Rationale

1. Background:

The Committee on the Office of the General Assembly was charged by the 220th General Assembly as follows:

The 220th General Assembly (2012) of the Presbyterian Church (U.S.A.) directs the Committee on the Office of the General Assembly, in consultation with the Stated Clerk of the General Assembly, to develop and bring to the 221st General Assembly (2014) a Code of Ethics Policy for all commissioners and advisory delegates that reflects the intent and content of the Ethics Policy for Elected and Appointed Members of the General Assembly Mission Council and the Committee on the Office of the General Assembly of the Presbyterian Church (U.S.A.) that was approved in 2009.
The rationale for the Commissioner Resolution that was the basis for this action indicates that the underlying concern was “the attempt to influence the actions and vote of commissioners and advisory delegates through the offer and acceptance of expensive gifts or experiences.” However, the Commissioner Resolution itself and the rationale reference the PMA-COGA Ethics Policy as the model COGA should use in developing a policy for commissioners and advisory delegates.

COGA sought to model these standards on the PMA-COGA Ethics Policy, while recognizing that commissioners and advisory delegates to the General Assembly serve in a different role than elected members of COGA and the Presbyterian Mission Agency. These standards are therefore premised on the need to protect the integrity of the General Assembly’s deliberative process and the ability of commissioners and advisory delegates to seek the will of Christ unfettered by actions that might compromise their independent exercise of judgment on matters before a General Assembly, as well as insuring that commissioners and advisory delegates do not interfere with the General Assembly’s deliberations. Accordingly, the proposed standards begin with a statement of the foundational principles that govern the ethical responsibilities of individuals called to service as commissioners and advisory delegates. It then sets forth three areas of ethical duty: avoiding even the appearance of any action that would compromise the independent exercise of a commissioner’s or advisory delegate’s judgment, maintaining confidences, and preservation of the integrity of the deliberative process. The remaining provisions (§§ 5-9) concern administration of these standards.
Being a Covenant Community in the Virtual Community of Social Media
Guidance for participants at a General Assembly

Social media has become a normal and integral part of our lives as a society. It covers an ever-evolving collection of programs and devices like Twitter, texting, blogging and Facebook.

Social media is a fundamental shift in the way we communicate. Social media gives people a chance to share ideas and think aloud with many communities simultaneously. Attending or observing a General Assembly, we can instantly share our thoughts with others nearby and across the globe. We can post reflections, continue debates after the voting is over and by passing along links, point our friends to the thoughtful reflections of others.

Social media can build up community or undermine community. Like any communication it can bring people together and enrich the dialogue among those participating. Yet by its very nature it can also destroy community by disassociating the writer with those hurt by their writing and making falsehoods appear as truths.

The General Assembly exists as a covenant community of faith. When the Assembly gathers, its end is that the whole church become “a community of faith, hope, love and witness.” (Book of Order G-3.05)

By virtue of our baptisms, our actions and words are not our own for we belong to each other. Our polity professes that as we are bound by the Holy Spirit to Christ through our baptisms and that baptism also “unites the people of God with each other.” We live to make witness to that unity in the body of Christ Jesus.

In Councils like the General Assembly, we put our trust in the powerful discernment which occurs when women and men gather to speak and listen to each other in the Holy Spirit. Our councils are clearly defined in membership and in method. At a particular General Assembly we believe that the commissioners and advisory delegates who have gathered together are uniquely set aside for the decisions they will bring forth at that particular time.

The guiding principle for using social media at a General Assembly is to be attentive and present to the community gathered immediately around us and to the mysterious and wondrous movement of the Spirit of Christ in this place. Our baptisms call us to engage our hearts with each other in the moment during the business of a General Assembly.

- Please do not make using social media the primary focus of your attention during meetings of the Assembly.
- Cell-phone conversations will continue to be banned from the floor during plenary.
- Through live video streaming people throughout the world will be watching the proceedings as they happen. Do not serve as a proxy for those outside the assembly who wish to ask questions or make motions. The commissioners and advisory delegates with whom you serve trust that your words are a reflection of your own heart and convictions.
- Remember that anything you write can be copied and distributed. Please do not make a comment about the proceedings that you would not make in person to other commissioners and advisory delegates.
- Participants in the assembly should identify themselves in their username. As a courtesy, profile information or the username should represent who you are and your affiliation with the General Assembly.
For Discussion:

General Assembly Per Capita Referral to COGA

On this Item, the General Assembly Procedures Committee, acted as follows:

**Referral**
That the recommendation be referred to the Committee on the Office of the General Assembly (COGA) for deliberate consideration and recommendation to the 221st General Assembly (2014) with comment.

Comment: The 220th General Assembly (2012) makes this referral because the difficulty of per capita funds goes beyond the scope of the original overture.

[Counted Vote - Committee]
Affirmative: 41
Negative: 0
Abstaining: 0

**RECOMMENDATION**
The Presbytery of Detroit overtures the 220th General Assembly (2012) to direct the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

Shall the last paragraph of G-3.0106 be amended as follows:

[Text to be added is shown as italic.]

“Each council above the session shall prepare a budget for its operating expenses, including administrative personnel, and may fund it with a per capita apportionment among the particular congregations within its bounds. Presbyteries are responsible for raising their own funds and for raising and timely transmission of per capita funds received to their respective synods and the General Assembly. Presbyteries may direct per capita apportionments to sessions within their bounds, but in no case shall the authority of the session to direct its benevolences be compromised.”

**RATIONALE**
Per capita apportionments are a traditional means of funding General Assemblies, and have evolved over the years into a method for supporting various ecclesiastical and administrative expenses of presbyteries and synods. The term per capita refers to the fact that the amount apportioned is based on the membership of the presbytery.

Some presbyteries have funded their own ecclesiastical and
administrative expenses by apportioning per capita to their congregations, to which they add the apportionments from their synod and the General Assembly. Other presbyteries pay all of these expenses from their general mission budget.

Since The Presbytery of Detroit v. Westminster Church Port Huron in 1976, presbyteries have been forbidden from punishing churches for their failure to pay per capita apportionments. The matter has been addressed and litigated many times over the years, and the prohibition has never been removed, so that a presbytery has no way to require its churches to pay when they refuse as a means of objection to grievances. The position has been taken that per capita apportionments are benevolences, and presbyteries do not have the authority to require a session to pay any benevolence (Minihan, et al., v. Presbytery of Scioto Valley, Remedial Case 216-1, Minutes, 2004, Part I, p. 348).

The wording of the per capita provision has always required presbyteries to pay the apportionments to their synods and the General Assembly regardless of whether it has been received by the congregations. Some presbyteries have recently decided to submit only per capita funds received to their synod and the General Assembly. Other presbyteries have continued to pay these apportionments whether or not received by their churches.

In recent years increasing numbers of congregations have declined to pay per capita apportionments as a way of expressing dissatisfaction with actions of the church, frequently for actions of the General Assembly. Since presbyteries are required to pay the full apportionment to higher governing bodies from its mission budget when not received, the effect is to reduce the amount available for the mission of the presbyteries to their own regions. In effect, it forces presbyteries to pay from what may be benevolence monies (Minutes, 1999, Part I, p. 701) to their synods and the General Assembly. In those cases where the presbytery’s per capita has also been withheld, the effect is to double the cost to the presbytery.

In these days where budgets are very constrained at all levels, and where presbyteries under the new Form of Government are called to support their congregations, the effect of the requirement to pay per capita apportionments for the ecclesiastical expenses of their synods and the General Assembly is to reduce their ability to support their congregations. The result is that the General Assembly, which is the often source of the disaffection, is unaffected while the presbyteries are placed under severe pressure. The intention that the presbyteries play important parts in generating missional congregations is damaged.

Since some presbyteries are already paying only what they have
received, the effect is that those presbyteries that are loyal to the rules of our polity are penalized. To remove the penalty for faithfulness seems equitable. Moreover, where it is forbidden for presbyteries to require the payment of benevolences, it also should be forbidden for higher governing bodies to require presbyteries to pay from their benevolences.

**COMMENT**

**ADVICE FROM THE ACC**

The Advisory Committee on the Constitution advises the 220th General Assembly (2012) to disapprove Item 03-02.

**Rationale**

The Advisory Committee on the Constitution advises the General Assembly that Item 03-02 is ambiguous and unclear and will cause confusion in the church. By proposing the insertion of the word “received” to modify “per capita funds” it appears to make the erroneous assumption that presbyteries use uniform procedures to raise funds to meet their per capita responsibilities. The lack of uniformity in presbytery methods for raising per capita means that for some presbyteries the insertion is meaningless or would create no change, but for others it would create the misperception that a presbytery’s responsibility is limited to a single stream of income that it calls “per capita,” such as the designated gifts sent in response to the presbytery’s statement to the churches of the amounts of per capita needed.

A presbytery may use unrestricted funds to meet its responsibility to raise the per capita funds requested by the synod and General Assembly (Request 99-1, Minutes, 1999, Part I, p. 107). It should be obvious that all restricted or unrestricted funds that a presbytery possesses are or were received at some time. It is not clear how this amendment would identify the per capita funds received. If it is a mere bookkeeping decision of how much of the undesignated receipts of the presbytery are to be allocated to per capita, without regard for the amounts requested by the General Assembly and synod, the presbytery would be acting in disregard of the unity and interdependence of the councils of the church.

... These councils are sessions, presbyteries, synods, and the General Assembly. All councils of the church are united by the nature of the church and share with one another responsibilities, rights, and powers as provided in this Constitution. The councils are distinct, but have such mutual relations that the act of one of them is the act of the whole church performed by it through the appropriate council. The larger part of the church, or a representation thereof, shall govern the smaller. (Book of Order, F-3.0203)

The administration of mission demonstrates the unity
and interdependence of the church, in that councils share with one another responsibilities, rights, and powers (F-3.0203). Through their members and elected commissioners, lower councils participate in planning and administration of the work of higher councils, and in consultation between bodies concerning mission, budget, staffing and fair employment practices, and matters of equitable compensation.

The funding of mission similarly demonstrates the unity and interdependence of the church. The failure of any part of the church to participate in the stewardship of the mission of the whole church diminishes that unity and interdependence. All mission funding should enable the church to give effective witness in the world to God’s new creation in Jesus Christ, and should strengthen the church’s witness to the mission of God. (Book of Order, G-3.0106)

This item is very similar to an overture the General Assembly received in 2004 (Item 03-17). At that time the Advisory Committee on the Constitution (ACC) reminded the assembly of the relevant authoritative interpretations concerning per capita, pointed out that the overture erroneously assumed that presbyteries used identical practices in raising per capita funds, and identified the options available to the assembly. The options the ACC identified at that time were: to disapprove the overture (which was the ACC’s recommendation at that time); to approve the overture; to propose a constitutional amendment that would give the presbyteries the power to require the sessions to pay per capita (and that would necessarily limit the authority of the session to determine the distribution of the church's benevolences); to remind presbyteries of the flexibility available under the 1999 authoritative interpretation and to remind sessions of their respective covenantal responsibilities; or to direct that a comprehensive study be conducted of the funding system at work in the denomination.

The same options are available to the 220th General Assembly (2012), with the sole exception that no item of business before this assembly proposes a constitutional amendment giving presbyteries the power to require sessions to pay per capita.

**COMMENT**

**COGA COMMENT**

The Committee on the Office of the General Assembly (COGA) respectfully urges the 220th General Assembly (2012) to disapprove Item 03-02.

**Rationale**

The earliest reference to per capita in our North American tradition
comes from a 1734 statement to ministers:

...tis unanimously [sic] agreed by all the members of ye Synod, yt every Ministr. Shall either seasonally propose the affair, and read the Synod’s Lettr. To their respective Congregations and appoint a Day for a publick Collection, if there be occasion for such a Step to carry on ye Design, or oblige themselves to pay out of their own proper Estates ten shillings into the Fund; and yt every Presbry take Care yt their respective members observe an ord. Made in ye year 1736....

In the nearly 300 years since that statement, the Presbyterian church has reiterated a stewardship of responsibility and community that involved per capita.

Per Capita is a fundamental way in which all of the nearly 11,000 congregations and governing bodies of the Presbyterian Church (U.S.A.) are connected through their participation in the work of the wider church. The Book of Order (G-3.0106) says of per capita that it “demonstrates the unity and interdependence of the church. The failure of any part of the church to participate in the stewardship of the mission of the whole church diminishes that unity and interdependence.”

There have been many challenges over the years to the notion of per capita and the role of the presbytery in its collection (GAPJC decisions in 1976, 1986, 1992, 2002, 2003, and 2004 and General Assembly actions in 1998, 1999, and 2002). In that 1999 action, the General Assembly determined:

[A] presbytery has the responsibility to remit per capita allocations to synod and General Assembly, even though a congregation does not pay the per capita allocated to it by the presbytery.... as long as funds are available within the presbytery. (Minutes, 1999, Part I, p. 107)

The 218th General Assembly (2008) affirmed that per capita exists to allow the whole church to share equitably in those things that make us Presbyterian: our theological identity, our connectedness, our system of governing bodies that allow elders and ministers together to discern the mind of Christ, our ecumenical connections that make us part of the church universal, and our core structures that keep us together as a church. (Minutes, 2008, Part I, p. 165).

As these statements points out, in addition to the General Assembly, per capita is also a stewardship tool for synods and many presbyteries.

Key to understanding per capita is a fundamental knowledge that the presbytery is the only direct link between the stewardship decisions of a
session and the General Assembly and synod. The General Assembly is neither equipped nor authorized to solicit per capita directly from congregations whose membership is in presbyteries.

Removing the responsibility for per capita collection from the duties of a presbytery irrevocably breaks that link between the General Assembly and the session. A presbytery could neglect the promotion of per capita, or even counsel, without consequences, that each session withhold its per capita.

While our mid councils have to balance support for congregations with support for the larger church, and we understand that this is a tough position, nevertheless one necessary for the financial stability of our presbyteries since per capita is the primary means of funding for the ministry of many of our presbyteries.

The theological essence of per capita gets lost when the link that the presbytery provides between the General Assembly and the congregation becomes an arbitrary function of pass-through accounting instead of covenantal responsibility.

Further, the COGA concurs with the advice written by the Advisory Committee on the Constitution (ACC).
For Action:

Proposal on Changes to the Annual Statistical Report

As a result of an item of business brought by the Advocacy Committee on Women’s Concerns to the 219th General Assembly (2010), COGA was charged with the responsibility of finding ways to “to adapt the Session Annual Statistical Report (SASR) to collect disaggregated data on age, gender, race, and ethnicity.”

(Now Presbyterian Mission Agency)

A team of COGA members, OGA staff, and staff from the General Assembly Mission Council considered this referral and many of the statistical methods for adapting our current form and one such proposal was approved by the COGA at its fall 2011 meeting. After further consideration, the COGA reconsidered its action at the spring 2012 meeting and instead answered the referral as “in progress” with an anticipated date of the 221st General Assembly (2014) for a final report.

As conversations have continued on this subject, finding a way to take and report an accurate and holistic snapshot of the church at a moment in time has proven to be difficult and elusive. Some of the factors that have surfaced have included:

- Understanding that new forms of ministry and mission are largely unaccounted for in our current form and system difficult to quantify within the limits of present methodology;
- Considering Charting participation beyond the strict definition of membership;
- Assessing the health of this denomination in a post-denominational era;
- Developing a dependable means of acknowledging and reflecting the diversity of the church;
- Securing a method of acquiring statistics that can adapt to different ministry contexts;
- Expanding the sample to include non-congregational ministries.

In order to move forward in this project, the following methodology is proposed:

That COGA create a new task group of no more than eight persons from throughout the church (to be appointed by the Moderator and Vice Moderator of the COGA), three members of which are to be from COGA (Eileen Lindner, Jerrod Lowry and Marcia Mount Shoop), to work over the next 3 years to:

- Determine and state the current core purposes of collecting statistics annually/biennially;
- Consider all methodologies for collecting data and make recommendations based on effectiveness, accuracy, and value of data collection;
- Explore and discover expressions of ministry. So amend our assessment tools throughout the PCUSA for the purpose of accurately reflecting the state of the church and the health of its diverse ministry.

It is anticipated that this task group will work, to a large extent, by electronic means whenever possible to minimize expenses. They will consult with theologians, statisticians, and futurists sociologists – as well as Mid Councils and standing committees. The group may wish to consider the use of focus groups, surveys, and other means. Special care must be employed to uncover the ministry styles used by entities within the PCUSA – including the possibility of consultation with an assembly committee at the 221st General Assembly (2014). It is anticipated that a final report will be presented to COGA in time to be considered for inclusion in its report to the 222nd General Assembly (2016).