



ROLL CALL

ATTENDANCE TOTALS: Teaching Elders: 39, Commissioners: 28, Elders by Virtue of Office: 7, Total: 74 eligible voters. [See Appendix, pp. 9-10].

WELCOME AND OPENING PRAYER

Moderator Barbara Hassall opened the Assembly with prayer at 9:31 am. In attendance was Corresponding Member was Kathryn McLean (Presbytery of St. Augustine), and new Commissioner was Peter Murray (Plantation PC).

VIBRANT PRESBYTERY GENERAL PRESBYTER AND STATED CLERK REPORT

General Presbyter and Stated Clerk (GPSC), Daris Bultena, declared that a quorum was present.

Motion 1: APPROVED the docket for the Stated Presbytery Assembly of November 13, 2021 as presented. [MSA]

Motion 2: APPROVED items 1 and 2 of Consent Motion as presented. [MSA]:

Recommendations of the Committee on Nominations and the Committee on Representation:

1. THAT the following slate be elected:

[Name]	[Entity]	[Class]
TE – Valdir Franca (MOS)	PTF Moderator	2022
RE – Debi Davis (First, Ft. Lauderdale)	PTF Vice-Moderator	2022
RE – Vilmarie Cintrón-Olivieri (First Spanish)	Leadership Council-At Large	2024
TE – David Massey (Plantation)	Leadership Council-At Large	2025
TE – Willy Figueredo (Central)	Leadership Council-At Large	2024
TE – Roger Verse (Gardens)	Ministry	2022
TE – Aaron Janklow (MOS)	Ministry	2024
TE – Kennedy McGowan (First, Hollywood)	Ministry	2024
TE – Rosemary Noga-Welton (Retired)	Ministry	2024
RE – Emily Sloan (First, Tequesta)	Ministry	2023
RE – Heidi Kirk-Garcia (Gardens)	Ministry	2024
RE – Michelle Johnson (New Covenant)	Ministry	2024
RE – Norma Jenkins (First, Pompano)	Ministry	2024
RE – Nancy Fine (First, Delray Beach)	Nominations/Representation	2024
TE – Amalie Ash (First, Boynton Beach)	Preparation for Ministry	2024
TE – Danny Morales (New Covenant)	Coral Gables Fund	2024
TE – Hanlim Chae (Gardens)	Financial Management	2024
RE – Doug Smith (Central)	Financial Management	2024



TE – Greg Rapier (First, Delray Beach) [chair]	Human Resources	2024
RE – Maria Sit (First Spanish)	Human Resources	2024

Recommendation of the Human Resources Committee and the Leadership Council:

2. THAT in accordance with G-3.0104, Daris Bultena be elected as the Stated Clerk for a 3-yr term.

GPSC Bultena reminded the Presbytery of the Session Minute Report requirement and stressed that only a few churches have completed this task for 2020. He also shared that the February 5th Assembly will be held via Zoom. Before proceeding to the next business, GPSC Bultena took a moment of privilege to thank the Presbytery for the opportunity to serve them for the past five years, and to acknowledge the spirit of togetherness that has led to truly being Vibrant Together. In February of 2017, we all committed to treat each other in sibling love. This was a reminder to continue living into that commitment.

**VIBRANT CONGREGATIONS
FIRST MIAMI PRESBYTERIAN CHURCH**

Rev. David Grachek, Chair of the Administrative Commission (AC) for First Miami, shared that the AC brought a motion before a called meeting of the congregation of First Miami on October 17, 2021. The congregation voted in the affirmative. The Leadership Council recommended on October 27, 2021, that this motion be brought before the Presbytery Assembly on November 13, 2021. On October 27, 2021, the Synod of South Atlantic received a remedial complaint by Cary Tolley against the Presbytery acting as the session of First Miami through the Administrative Commission. The complaint asks that a stay of enforcement be granted by the Synod Permanent Judicial Commission. Because of this remedial action and request for a stay, the motion will be considered with the words “If the way be clear.” The way becomes clear as the remedial complaint is resolved.

Recommendation of the Leadership Council:

Motion 3: APPROVED that, if the way be clear, the congregation having voted in the affirmative in accordance with G-1.0503d., the Presbytery permit First Miami to sell a portion of the property that the property may be developed to the benefit of the church.

Further that the church enter into a relationship with Key International and 13th Floor investments. At current market conditions this is approximately:

- **\$173,000,000**
- **110,158 square foot Total Ministry Space**
- **148 Parking Spaces**
- **30% of all ground floor net retail revenue (est. market value \$500,000 of recurring annual income in perpetuity)**
- **The option to buy more property as deemed beneficial to the church prior to permitting**
- **The church retains shoreline rights – for future dock and/or recreation development**
- **The project is based on 1 million square feet of sellable – any additional zoning excess will be retained by the church [MSA]**



VIBRANT LEADERS COMMITTEE ON MINISTRY

Recommendations of the Committee on Ministry:

Geoff McLean, Associate General Presbyter (AGP), shared that in November 2020 the Committee on Ministry asked the Response Team for Churches in Imperative Need to work with Calvary Presbyterian Church. Calvary has a reported membership of 24 and an average worship attendance of 7 to 13. Calvary faces critical leadership issues. While the bylaws call for a session of nine, only three have been serving. By the end of 2021 only one person will be on the session; there is negligible potential for incoming leadership. Additionally, there are financial sustainability issues that must be addressed. The session has used pulpit supply that the COM instructed the session to no longer use, namely a PCA minister. The congregation struggles to understand both its future and present realities.

Motion 4: APPROVED that the Presbytery establish an Administrative Commission (AC) over Calvary Presbyterian Church because there is not a duly constituted session. Further those currently sitting as a session demonstrate inability to exercise authority and manage wisely the affairs of the church. The AC will assume original jurisdiction, address staffing concerns, determine pulpit supply and address issues of disorder in the church. [MSA]

Rev. Dr. Doug Hood, Chair of COM, invited Rev. Kathleen Dain to speak on her background and what brings her to Tropical Florida.

Motion 5: APPROVED to receive Rev. Kathleen Dain for membership in the Presbytery from the Presbytery of Tampa Bay, and that she may serve as the Transitional Pastor at First Tequesta. [MSA]

VIBRANT TOGETHER MINISTRY WORKPLAN

GPSC Daris shared the iteration of the current Ministry workplan, as well as the potential additional modules for the next three years. He invited the Presbytery to discuss the effectiveness of the current workplan, and the emphasis of Engage, Equip, and Encourage, with the additional themes of evangelism, the water rises, and new Christ-centered communities. After reporting on the group discussions, the Presbytery voted to continue with the new plan. *[Appendix pp. 11-12]*

Motion 6: APPROVED to adopt the 2022-2024 Ministry Plan as presented. [MSA]

VIBRANT WITNESS WORSHIP & ADJOURNMENT

The Presbytery worship was a Celebration of Ministry 2019-2021, asking “Where do you see God in all of this?” This question has been a touchstone of hope and faith for us along the way. Using Philippians 4:4-7, we had a time of thanksgiving for life, work, marriage, family, children, youth, elderly, times of difficulty, the church’s calling to serve, and for the work of the Holy Spirit and Jesus Christ. The offering of \$195.00 was designated for the PC(USA) Christmas Joy.



REPORTS

Report of the Stated Clerk:

- That during 2021, the Session Minute Review for 2021 is being conducted by the following method: Send the Stated Clerk a digital copy of your minutes along with the completed Session Minute Review Checklist [*Appendix, pp. 13-14*] and the Session Minutes Review Form [*Appendix, pp. 15-17*]. Once your minutes have been reviewed you will receive an acknowledgement sheet that can be inserted into your Session Minute book. The records review will be conducted by Presbytery representatives, so please remit your digitized records, and completed checklist and reviewer forms. PDF copies of all documents are preferred.
- Those churches having completed their 2021 records review of 2020 minutes are: Central, Faith, First Delray Beach, First Pompano, First Spanish, First Stuart, Gardens, Lakeside, Miami Shores, New Covenant, Peace, Pinecrest, Sanctuary, Sunset.
- Those churches needing to complete their 2021 records review of 2020 minutes are: All Nations, Ascension Peace, Calvary, Community Deerfield Beach, Community Lauderdale-by-the-Sea, El Cordero, First Boynton Beach, First Ft. Lauderdale, First Hollywood, First Lake Worth, First Port St. Lucie, First Tequesta, First West Palm Beach, Glades, Goodwill, Grace, Hobe Sound Community, Korean of Miami, Korean of the Palm Beaches, Myrtle Grove, New Life, Palms West, Peace Covenant, Plantation, Riviera, Sunrise, Trinity.
- Presbytery Assembly Dates for 2022 are: February 5, May 21, August 20, and November 12. They are all Saturdays and will convene at 9:30AM. The February 5 Assembly will be conducted via Zoom. Others are TBD; an on-line digital option will be offered should they be conducted in-person.
- The Pastor's Convocation was held September 15-17, 2021 via Zoom. The theme was "Tempered Resilience: Becoming an Adaptive Leader." It was based on the book by Tod Bolsinger and featured guest presenters from other presbyteries around the country.
- Notifies the Presbytery that a Remedial Action was filed with the Stated Clerk of the Synod of South Atlantic by Cary Tolley against the Presbytery of Tropical Florida, acting as the session of First Miami Presbyterian Church through Administrative Commission. The action was dated October 25 and received electronically by the Synod on October 27, 2021.
- Reminds Clerks of Session and Treasurers that 2022 Terms of Call Report is due by February 25, 2022. [*Appendix pp. 18-19*]
- Reports that there is no change in the per member per capita apportionment for 2022.

Report of the Committee on Ministry:

- APPROVED the Dissolution Agreement and Covenant of Closure between Rev. Martha Shiverick and Riviera PC.
- APPROVED the Dissolution Agreement and Covenant of Closure between Rev. Anna von Winckler and Gardens PC.
- APPROVED the Dissolution Agreement and Covenant of Closure between Rev. Dr. Jennifer Stroud and First PC Port St. Lucie.



- APPROVED the Dissolution Agreement and Covenant of Closure between Rev. Dr. Jennifer Stroud and Goodwill PC.
- RECOMMENDED to the Presbytery that an Administrative Commission be formed for Calvary PC and the following motion be brought to the November 13 Assembly: *“THAT the Presbytery establish an Administrative Commission (AC) over Calvary Presbyterian Church because there is not a duly constituted session. Further those currently sitting as a session demonstrate inability to exercise authority and manage wisely the affairs of the church. The AC will assume original jurisdiction, address staffing concerns, determine pulpit supply and address issues of disorder in the church.”*
- APPROVED the MIF for Riviera PC that they may search for a Transitional Pastor.
- APPROVED the terms of Dissolution of the Rev. José Manuel Cappella-Pratts and First Spanish PC.
- APPROVED the Moderators of churches without Installed Pastors.

NORTH -----	Faith PC, Palm Springs	Greg Rapier (Moderator)
	First PC, Boynton Beach	Amalie Ash (Transitional Pastor)
	First PC, Lake Worth	Joan LeRoy (Temporary Supply)
	First PC, Port St. Lucie	Anna Von Winckler (Bridge)
	First PC, Tequesta	Kathleen Dain (Transitional Pastor)
	Gardens PC, Palm Beach	Roger Verse (Moderator)
	Goodwill PC, Ft. Pierce	Daris Bultena (Moderator)
	Grace PC, Lantana	Randy Gill (Moderator)
	Lakeside PC, West Palm Beach	Roger Richardson (Transitional Pastor)
CENTRAL -----	Ascension Peace PC, Lauderhill	Wylie V. Hughes (Transitional Pastor)
	Calvary PC, Coconut Creek	Geoff McLean (Moderator)
	Community PC, Deerfield Beach	Geoff McLean (Moderator)
	Glades PC, Boca Raton	Geoff McLean (Moderator)
	Sanctuary PC, Ft. Lauderdale	Kennedy McGowan (Moderator)
SOUTH -----	All Nations PC, N. Miami Beach	Eve Tolley (Moderator)
	Central PC, Miami	Willy Figueredo (Transitional Pastor)
	First Miami PC, Miami	<i>Administrative Commission</i>
	Miami Shores PC, Miami Shores	Kim Robles (Transitional Pastor)
	New Covenant PC, Miami	Daniel Morales (Temporary Supply)
	Peace Covenant PC, Key West	Daniel Hagmaier (Transitional Pastor)
	Riviera PC, Miami	David Welton (Moderator)
	Sunrise PC, Miami	Yosneis Fleitas (Transitional Pastor)
	Trinity PC, Miami	Kennedy McGowan (Moderator)

Report of the Committee on Ministry Acting as the Presbytery:

- APPROVED the naming of Rev. Dr. Albert “Skip” Bush as Pastor Emeritus at Gardens PC.
- APPROVED the Covenant between Rev. Dr. Roger Verse and Gardens PC as Bridge Pastor, expiring 12/31/2021.



- APPROVED the Covenant and addendum between Rev. Kathleen Dain and First Tequesta PC as Transitional Pastor, expiring 10/1/2022. RECOMMENDED to the Presbytery that Rev. Dain be admitted as a member.
- APPROVED the Covenant between Rev. Danny Morales and New Covenant PC as Temporary Supply expiring 9/30/2022.
- APPROVED the dissolution of the relationship between Rev. Jennifer Stroud and First PC Port St. Lucie.
- APPROVED the dissolution of the relationship between Rev. Dr. Jennifer Stroud and Goodwill PC.
- APPROVED the Covenant between Rev. Anna von Winckler and First PC Port St. Lucie as Bridge Pastor expiring 1/31/2022 and APPOINTED Rev. von Winckler as the Moderator of Session.
- APPOINTED Daris Bultena as the moderator of session at Goodwill PC.
- APPROVED the Covenant between Rev. Dr. Albert “Skip” Bush and Community PC, Deerfield Beach, as Temporary Supply expiring 12/31/2021.
- APPROVED the Cost-of-Living Adjustment in the Minimum Terms of Call for Pastors of 8% and RECOMMENDS that all Pastors receive a Cost-of-Living Adjustment. *[Appendix p. 20]*
- APPROVED the Covenant between Rev. Njeri Wagana Hughes and All Nations PC as Bridge Pastor expiring 1/31/2022.
- APPROVED adding RE Barbara Hassall to the Approved Pulpit Supply List.
- APPROVED the dissolution of the relationship between Rev. José Manuel Capella-Pratts and First Spanish effective December 31, 2022, that he may serve as Minister in Other Service with the Presbyterian Mission Agency.

Report of the Leadership Council:

- RECOMMENDED that the Presbytery approve the Ministry Plan for 2022-2024 at the November 13 Assembly.
- APPROVED the 2022 Presbytery Assembly dates of February 5, May 21, August 20, and November 12.
- APPOINTED a review team to conduct a performance review of Daris Bultena. Team consisted of Greg Rapier, Patrick Wrisley, Debi Davis, Valdir Franca, and David Grachek.
- APPROVED that the Youth Task Force be allowed to hold the Rock the Universe event for PTF churches, with stipulations for vaccination for both youth and adults.
- DISSOLVED the Office Move Task Force with gratitude for having completed their work.
- APPROVED holding the February 5, 2022, Presbytery Assembly via Zoom.
- APPROVED to recommend that the Presbytery elect Daris Bultena as the Stated Clerk for a three-year term.



Report of the Leadership Council Acting as the Presbytery:

- APPROVED that the funds from the former Loan Fund be moved to account 103202, the Vibrancy Fund.
- APPROVED the updated Investment Information and Policy Guidelines of the Presbytery. [Appendix pp. 21-22]

Report of the Leadership Council Acting as the Board of Trustees:

- APPROVED engaging the Elias Law Firm by the Presbytery to assist Sunset PC with difficulties pertaining to a lease.
- APPROVED a recommendation, the congregation having voted in the affirmative in accordance with G-1.0503d., THAT the Presbytery permit First Miami to sell a portion of the property that the property may be developed to the benefit of the church.

Further THAT, it is intended that the church will enter into a relationship with Key International and 13th Floor investments. At current market conditions this is approximately:

- \$173,000,000
- 110,158 square foot Total Ministry Space
- 148 Parking Spaces
- 30% of all ground floor net retail revenue (est. market value \$500,000 of recurring annual income in perpetuity)
- The option to buy more property as deemed beneficial to the church prior to permitting
- The church retains shoreline rights – for future dock and/or recreation development
- The project is based on 1 million square feet of sellable – any additional zoning excess will be retained by the church

Report of the Financial Management Committee:

- REVIEWED the Presbytery of Tropical Florida Investment Information and Policy Guidelines and RECOMMENDED them to the Leadership Council.
- APPROVED the lease between Sunrise PC and The Foundry Foundation Inc. from 8/12/2021 to 8/12/2026.

Report of the Human Resources Committee:

- RECEIVED a report of the team appointed by the Leadership Council to conduct an annual review of Daris Bultena.
- RECEIVED a report of the Head of Staff, Daris Bultena, of the reviews that were conducted for all staff members of the Presbytery.

----- *End of Reports* -----



INFORMATION

From the Planning Team for Today's Assembly:

We will be using Mutual Invitation during the breakout discussion portion of the meeting.

The Principles of Mutual Invitation:

- Speakers will limit their response to one (1) minute or less.
- The first person to share will be the person whose first name begins with "A" or is closest to "A" in the alphabet.
- After that person has spoken, he or she then invites another to share. Whoever you invite does not need to be the person next to you.
- After the next person has spoken, that person is given the privilege to invite another to share.
- If you have something to say but are not ready yet, say "pass for now," and then invite someone else to share. You will be invited again later.
- If you don't want to say anything, simply say "pass" and proceed to invite another to share.
- We will do this until everyone has been invited.
- All are invited to listen but not to respond to someone's sharing immediately (no cross talk is permitted).
- After everyone has shared, that is the appropriate time for clarifying questions or comments.
- Each group will need to observe self-regulation to achieve the principles of Mutual Invitation.

----- *End of Information* -----

Respectfully submitted,

Rev. Dr. Daris Bultena, Stated Clerk



ROLL CALL

M=Minister | C=Commissioner | EVO=Elder by Virtue of Office

ALL NATIONS-N. MIAMI BEACH

BP: Njeri Wagana-Hughes
C: 0/2

ASCENSION PEACE-LAUDERHILL

TP: Wylie Hughes (Absent)
C: Dahlia Sawyer

CALVARY-COCONUT CREEK

M: [None]
C: Gloria Wittman

CENTRAL-MIAMI

TP: Willy Figueredo
C: 0/3

COMMUNITY-LBTHS

M: Fred Powell-Haig (Absent)
C: 0/2

COMMUNITY-DFB

TS: Skip Bush (Absent)
C: 0/2

EL CORDERO-MIAMI

M: Angel Ortiz
C: 0/2

FAITH-PALM SPRINGS

[Student Pastor: Jennifer Rohrich]
C: Susan Hugel

FIRST MIAMI-MIAMI

TP: Chris Benek
(Administrative Commission)

FIRST BOYNTON BEACH

TP: Amalie A. Ash
EVO: Pamela Cotant
EVO: Cecil Adderley (Excused)
C: 0/2

FIRST-DELRAY BEACH

M: Douglas Hood
AP: Greg Rapier
EVO: Nancy Fine
C: 0/5

FIRST-FT. LAUDERDALE

M: Patrick Wrisley
AP: Nic Merchant
AP: Pamela Masten
EVO: Debi Davis
C: Barbara Hollowell
C: James Lowry
C: Kathy Mayers
C: Jim Sabin
C: Barbara Sabin

FIRST-HOLLYWOOD

M: Kennedy McGowan (Excused)
C: 0/3

FIRST-LAKE WORTH

TS: Joan Leroy (Absent)
C: 0/2

FIRST-POMPANO BEACH

M: Wayne Myers
C: Norma Jenkins
C: Anita Lawson

FIRST-PORT ST. LUCIE

BP: Anna Von Winckler
C: 0/3

FIRST-STUART

M: David Grachek
C: 0/3

FIRST-TEQUESTA

TP: Kathleen Dain
C: 0/3

FIRST-WEST PALM BEACH

M: Shirley Saunders
C: 0/2

FIRST SPANISH-MIAMI

M: Jose Manuel Capella-Pratts
C: Humberto Garriga
C: Maria Sit
C: Pablo Sosa
EVO: Vilmarie Cintrón-Olivieri
(Excused)

GARDENS-PALM BEACH GARDENS

BP: Roger Verse
PA: Linda Lader (Excused)
PA: Hanlim Chae (Excused)
C: Lauraine Hoensheid

GLADES-BOCA RATON

M: [None]
C: 0/1

GOODWILL-FORT PIERCE

M: [None]
C: Eilean Clark

GRACE-LANTANA

M: [None]
EVO: Reese Leach
C: Leonor Yanez

HOBE SOUND COMMUNITY

M: Paul Bayerl
C: Raelyn Homes
C: Karen Metzger

KOREAN-MIAMI

M: Steven Jhu (Absent)
C: 0/4

KOREAN- PALM BEACH

M: Sung Joo
C: 0/2

LAKESIDE-WEST PALM BEACH

MP: Roger Richardso
C: Fran Thew

MIAMI SHORES

TP: Kim Robles
C: Grace Moore

MYRTLE GROVE-MIAMI

M: Leon Lovell-Martin (Absent)
C: 0/2

NEW COVENANT-MIAMI

TS: Danny Morales (Excused)
C: 0/2

NEW LIFE-MIAMI

M: Heidi Arencibia
C: Manny Perez

PALMS WEST-ROYAL PALM BEACH

M: Ruffin Stepp (Absent)
C: 0/4

PEACE COVENANT-KEY WEST

TP: Daniel Hagmaier (Absent)
C: 0/2

PEACE-STUART

M: James Bailey II
C: 0/3

PINECREST-MIAMI

M: Jacqueline Brovold
C: Maxine Long
C: Christine Schmidt

PLANTATION PRES

M: David Massey
C: Claire Cubbin-Will
C: Peter Murray

RIVIERA-MIAMI

M: [None]
PA: David Welton
PA: Rosemary Noga Welton
C: Barbara Overton

SANCTUARY-FT. LAUDERDALE

[Student Pastor: Dwayne Black]
EVO: Dwayne Black Jr.
EVO: Barbara Hassall
C: 0/1

SUNRISE-HIALEAH

TP: Yosneis Fleitas
C: Cresecent Scott

SUNSET-FT. LAUDERDALE

M: Brice Rogers
C: Roselinda Davis

TRINITY-KEY WEST

MP: Denise McLeod
EVO: Linda McLeod



November 13, 2021

APPENDIX

RETIRED CLERGY NOT IN ATTENDANCE ARE AUTOMATICALLY EXCUSED. THOSE NOT PRESENTLY SERVING IN A CHURCH AS AN INTERIM, DESIGNATED OR SUPPLY PASTOR ARE:

Richard Anderson	Excused	Joann Germershausen	Excused	Pedro Rivera	Excused
Dennis Andrews	Excused	Randall Gill	Excused	Lawrence Schenk	Excused
Raymond Anglin	Present	James Goldsmith	Excused	Moises Senti	Excused
Martin Anorga	Excused	Maria Luisa Hernandez	Excused	Diane Shoaf	Excused
Patricia Ashley	Present	Roberto Hernandez	Excused	William Stepp	Excused
Dwayne Black, Sr.	Excused	Ervin Joslin	Excused	John Stewart	Excused
Constance Bright	Excused	James S. Kirk	Excused	Maurice Stone	Excused
Albert W. Bush, Jr.	Excused	John Kirkham	Excused	David Thomas	Excused
Connie Caldwell	Excused	Elaine Klaasen	Excused	Carol Trax	Excused
Robert Coleman*	Excused	Kernie Kostrub	Excused	John Vaughn	Excused
Thomas Culberson	Excused	Dick McFail	Excused	German Vega-Feliciano	Excused
Benjamin Davis	Excused	Leah Meador	Excused	Robert Welsh	Excused
Donald Davis	Excused	Myron Miller	Excused	Antonio Welty	Excused
Julio Delgado	Excused	Mardoqueo Munoz	Excused	Raquel Welty	Excused
Fred Depenbrock	Present	James Nimmo III	Excused	Kenneth White	Excused
Leslie Depenbrock	Excused	Rosalia Orta	Excused	Hai Keon Yang	Excused
Gary Fravel	Excused	Edward Peachey	Excused		
Raymond Gamble	Excused	Jose Rivera	Excused		
Daniel Gerhardt	Excused				

** No contact info*

OTHER CLERGY MEMBERS NOT SERVING AS CALLED, INTERIM, DESIGNATED OR SUPPLY: (Those laboring outside the bounds of Presbytery are automatically excused)

MINISTER IN OTHER SERVICE (MOS)

Gustavo Astudillo	Excused
Pamela Barras	Excused
Brace Bateman	Excused
Daris Bultena	Present
Valdir Franca	Present
Aaron Janklow	Present
Geoff McLean	Present
Eliane Menezes	Present
Robert Norris	Excused
Dohyun Paik	Excused
Elizabeth Pankey-Warren	Excused
Jorge Sayago-Gonzalez	Excused
Ben Sorensen	Present
Evangeline Tolley	Present

MINISTER AT LARGE (MAL)

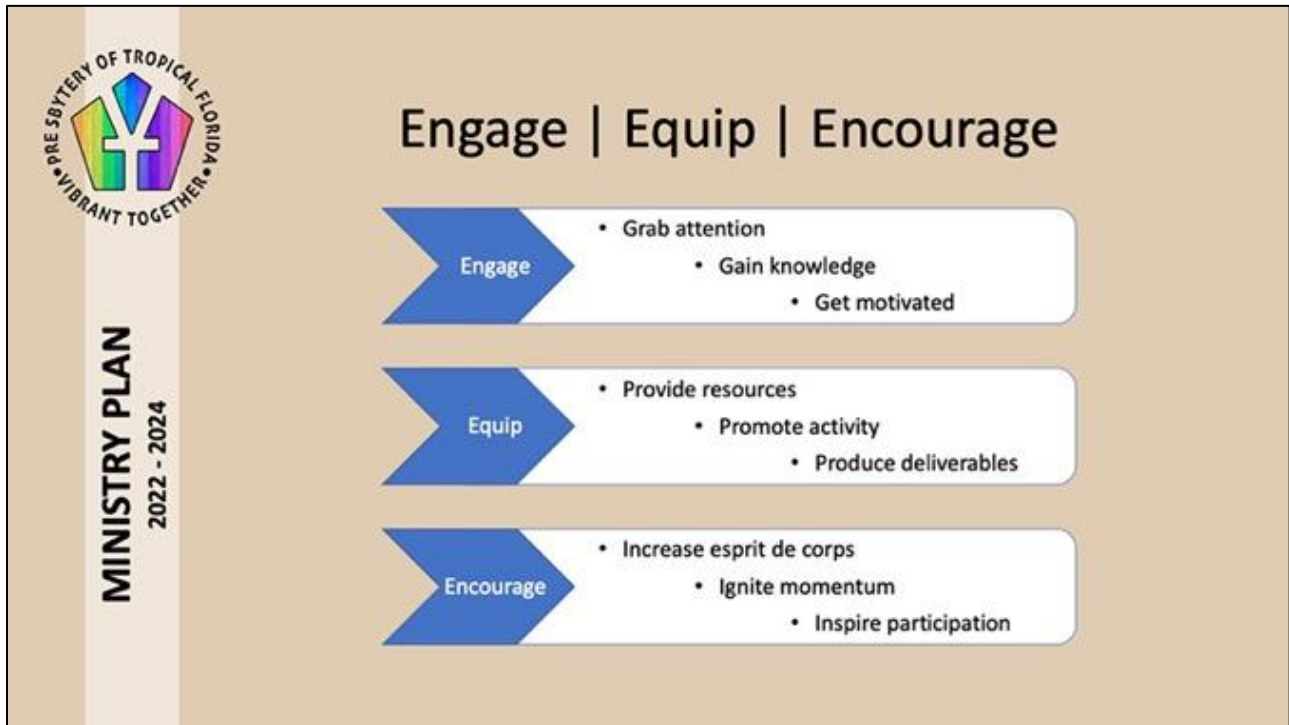
Amy Baer*	Absent
Dawn Bryan	Absent
Katie Christie	Absent
David Crapnell	Absent
Charles Falcone	Absent
Raul Fernandez-Calienes	Absent
Audley Reid	Absent
Kenneth Smith	Absent

** No contact info*



		MINISTRY PLAN 2022 - 2024				
		LEADERSHIP DEVELOPMENT February-March	DISCIPLE MAKING April-May	VITAL WORSHIP June-July	RECONCILIATION August-September	CLARITY OF IDENTITY October-November
2022	Builds Relationships					
2023	Has Spiritual Depth					
2024	Is Missional					
		JANUARY				DECEMBER

		MINISTRY PLAN 2022 - 2024				
		LEADERSHIP DEVELOPMENT February-March	DISCIPLE MAKING April-May	VITAL WORSHIP June-July	RECONCILIATION August-September	CLARITY OF IDENTITY October-November
2022	Builds Relationships	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:
2023	Has Spiritual Depth	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:
2024	Is Missional	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:	Engage: Equip: Encourage:
		JANUARY				DECEMBER



MINISTRY PLAN 2022 - 2024

Vibrant Emergence
The process of coming into being, or of becoming important or prominent.

		LEADERSHIP DEVELOPMENT February-March	DISCIPLE MAKING April-May	VITAL WORSHIP June-July	RECONCILIATION August-September	CLARITY OF IDENTITY October-November
2022	Builds Relationships	EVANGELISM		THE WATER COMES		NEW CHRIST-CENTERED COMMUNITIES
2023	Has Spiritual Depth	NEW CHRIST-CENTERED COMMUNITIES		EVANGELISM		THE WATER COMES
2024	Is Missional	THE WATER COMES		NEW CHRIST-CENTERED COMMUNITIES		EVANGELISM

JANUARY | DECEMBER



PRESBYTERY OF TROPICAL FLORIDA
SESSION MINUTE REVIEW CHECK LIST

*** Clerk of Session put a stickie in the minute book noting this item for quick reference.

Church Name: _____ Date: _____

NEEDS TO HAPPEN AT EACH MEETING

Date, Time, Place, Moderator's name is clear at beginning of each set of minutes

Attendees, Excused, and Absent Names are recorded.

Others present are noted and duration of their stay.

The presence of a quorum is noted.

Meetings are opened with prayer.

Meetings are closed with prayer.

Motions are clearly defined, and the action recorded (passed, referred, tabled)

***** YEARLY ITEMS**

Statement of composition of session and how it corresponds to composition of the congregation (G10.0301) at least annually

Meetings of session are at least quarterly

Record of training of elected officers by session

Record of examination of elected officers by session

Record of election of clerk of session and length of term

Record of annual election of treasurer by the session

Record of full financial review annually

Record of approving the curriculum used in education programs

Selection of members of the nominating committee by the congregation in an amount greater than the 2 elders from the session and a possible deacon

Annual review of the adequacy of the pastor(s) compensation by the congregation



PRESBYTERY OF TROPICAL FLORIDA
SESSION MINUTE REVIEW CHECK LIST

*** Clerk of Session put a stickie in the minute book noting this item for quick reference.

***** AS NEEDED**

- Record of commissioner to presbytery reports
- Record of review of work of organizations in the church
- Record of setting the times of worship and the celebration of the Sacraments
- Record of calling congregational meetings with sufficient notice (G-1.0502)
- Minutes of the congregational meetings

ROLLS AND REGISTER

- Baptized members roll
- Active members roll
- Inactive members roll
- Affiliate members roll
- Roll of elders with dates of ordination, terms of service
- Roll of deacons with dates of ordinations, terms of service

*** Can the rolls be easily reconciled with the minutes that record an action concerning a member.

_____ Approved _____ Approved with Exception _____ Not Approved

Reviewer's Name: _____ Date: _____



PRESBYTERY OF TROPICAL FLORIDA
2021 SESSION MINUTE REVIEW FORM

Church Name: _____ Year (of minutes to review): _____

The spirit of this form is to try and capture what this presbytery feels is essential to include in a church's minutes in order to ensure transparency and good order.

Section I:

1. Each congregation is to maintain the membership rolls (active, affiliate, baptized), deaths, pastors, elders, deacons (if applicable). This register of the rolls of the church was updated on (date): _____.
2. The Annual Meeting of the Congregation was held on (date): _____.
 At this meeting, the following transpired:
 - a. Review Terms of Call for pastor - - - YES or NO
 - b. Elected members of the Nominating Committee - - - YES or NO
 - c. Elected new elders and deacons (if applicable) - - - YES or NO

If the election of the Nominating Committee or new elders did not occur at the annual meeting, please indicate below when this occurred (date): _____.

3. New officers were examined by the Session on (date): _____.
4. New officers were ordained/installed during worship on (date): _____.
5. The Session established the annual budget on (date): _____.
 (Please attach a copy of the budget in your minutes.)
6. The Session elected the treasurer on (date): _____ for a term of: _____.
7. The Session elected the Clerk of Session on (date): _____ for a term of: _____.
8. The church had a financial review (G-3.0113) with the findings reported to the session on (date): _____.
9. The Annual Statistical Report has been attached to the minutes at the end of the calendar year. YES or NO

Section II:

Please take an average month and check if the following information has been recorded in the session minutes. (month looked at: _____)

1. The meeting was opened and closed with prayer. - - - YES or NO
2. Date, hour and place of the meeting was recorded. - - - YES or NO
3. Name of the moderator is given. - - - YES or NO
4. A quorum was declared. - - - YES or NO
5. Names of those absent and excused were listed. - - - YES or NO
6. The minutes of the last meeting were approved. - - - YES or NO
7. All action items are recorded. - - - YES or NO
8. Clerk and the Minister has signed the minutes. - - - YES or NO



PRESBYTERY OF TROPICAL FLORIDA
2021 SESSION MINUTE REVIEW FORM

Section III:

The following items should be contained in the minutes if applicable:

1. The Session has authorized baptisms on (date): _____.
2. The Session has authorized the observance of the Lord's Supper on (dates):
_____.
3. The Session received new members (dates):
_____.
- a. By letter of transfer on (dates):
_____.
- b. By reaffirmation of faith on (dates):
_____.
- c. By adult baptism on (dates):
_____.
4. The minutes contain a detailed financial report within the year. - YES or NO
5. The Session took a candidate under care on (date): _____.

Section IV:

Congregational Meetings may contain the following information. Please indicate if appropriate:

1. A new pastoral relationship was established on (date): _____.
2. A pastoral relationship was dissolved on (date): _____.
3. Any matters relating to property issues such as purchase, lease, sale, were discussed and voted on (dates):
_____.

Section V:

The annual meeting of the corporation was held on (date): _____.
(This meeting can be the same as the annual meeting of the congregation.)

Section VI:

The Presbytery of Tropical Florida mandated in 2014 that session minutes be signed by both the Clerk of Session (the person taking and presenting the minutes for session approval) and the Moderator (the person who moderated the meeting) after the subsequent session meeting has approved the previous session's minutes. During the annual inspection of the churches' minutes and record books, the Stated Clerk shall note the presence or absence of both signatures on approved session minutes.

Minutes – final minutes shall be kept on acid-free paper, bound in a permanent form, numbered so that material may not be inserted at a later time. Unused spaces shall be marked through with the phrase: "Intentionally left blank". Temporary minutes may be kept in a loose-leaf form, but the signed, final form shall be the permanent record.

1. Has Per Capita been paid? - - - - - YES or NO
If not, why not? _____.



PRESBYTERY OF TROPICAL FLORIDA
2021 SESSION MINUTE REVIEW FORM

2. Are there any loans from the Presbytery? - - - - YES or NO
Are they current? _____.
3. Has/have your Pastor(s) completed the Presbytery Boundaries Training? YES or NO
4. Has/have the Session/Trustees reviewed the adequacy of the church's insurance program? YES or NO
5. Has any change in Terms of Call been filed with the COM? - - - YES or NO
_____ Check if the church has re-done their by-laws
_____ Check if your church needs help with the re-writing of by-laws

Because each church determines the quorums for sessions and congregations, it would be advisable in the beginning of your minutes for a calendar year, to state: the quorum for a session meeting is _____ people/percentage of the session.

The quorum for a congregational meeting is _____ percentage of active members.

TO BE COMPLETED BY THE REVIEWER:

Items to be worked on for next year's review:

The minutes of _____.

Church were reviewed and approved as: - - - *WITHOUT exception* *WITH exception*

Reviewer's Signature: _____ Date: _____

PTF Representative's Signature: _____ Date: _____



PRESBYTERY OF TROPICAL FLORIDA
2022 MINIMUM TERMS OF CALL
 Applies to Full-Time Called and Installed Pastoral Positions

Cash Salary and Housing Allowance		\$46,440.00
Housing Minimum	\$ 18,000	
(If Manse is provided – Cash Salary	\$ 31,440)	

Social Security Offset	7.65% X Cash Salary & Housing	\$ 3,552.66
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Pension and Death & Disability	12% X Cash Salary & Housing	\$ 5,572.80
<i>(Minimum Participation is \$ 14,500.00, Maximum is \$ 270,000.00)</i>		

Major Medical Insurance	25% X Cash Salary & Housing	\$ 11,610.00
<i>(Minimum Participation is \$ 44,000.00, Maximum is \$ 124,000.00)</i>		

Major Medical Deductible*:
This is the amount to be contributed to a Health Flexible Spending Account by reduction from the salary.

The maximum amount allowed by law is \$ 2,650.00.

Single	1.5% of effective salary	<u>vouchered</u>	\$ 696.60
<i>(Minimum Participation is \$ 44,000.00, Maximum is \$ 124,000.00)</i>			

Family	3.0% of effective salary	<u>vouchered</u>	\$ 1,393.20
<i>(Minimum Participation is \$ 44,000.00, Maximum is \$ 124,000.00)</i>			

Professional Expenses including but not limited to mileage at the current IRS rate per mile plus tolls, and parking; cell phone; professional publications, dues, and other expenses as allowed by the IRS.	<u>vouchered</u>	\$ 4,250.00
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Continuing Education: Pre-approved	<u>vouchered</u>	\$ 1,250.00
Two (2) weeks		
Cumulative for three (3) years to maximum of six weeks—approved by session		

Vacation One (1) month

Sabbatical – Recommended: At least 90 days eligible in the seventh year of service.

Note: Terms of Call are renewed annually and reported to the Presbytery annually.
 Vacation and Continuing Education time are to be taken within the year.

*These deductibles are without Call to Health.

With Call to Health, Single = 1% or \$464.40; Member & Family = 2% or \$928.80.



PRESBYTERY OF TROPICAL FLORIDA
2022 TERMS OF CALL REPORT FORM
Applies to Full-Time Called and Installed Pastoral Positions

Church: _____ Minister Name: _____

This call is for: _____ full time **OR** _____ % FTE (serving approximately _____ hours per week)

Effective Salary

1. \$ _____ Cash Salary
2. \$ _____ Housing allowance, utilities, and furnishings allowances
3. \$ _____ Manse Amount (must be at least 30% of lines 1, 2, 4-8 for members in a manse)
4. \$ _____ Equity allowance (for those residing in a manse-403 (b)(9) contribution)
5. \$ _____ Non-Vouchered Allowances
6. \$ _____ Bonus
7. \$ _____ SECA (for reimbursement in excess of 50% of the minister's SECA tax obligation)
8. \$ _____ Employing Organization Contributions to 403(b)(9) plans
9. \$ _____ Total Effective Salary (sum of lines 1-8)

Board of Pensions

10. \$ _____ Pastors Participation Plan For 2022 – 37% of Effective Salary
11. \$ _____ Additional Coverages (Dental, Supplemental Death & Disability)

SECA (Self-Employed Contribution Act)

12. \$ _____ SECA Tax allowance (7.65% of line 1-3, 5-7)

Vouchered Professional Expenses (Note: any non-vouchered allowances must be included in cash salary)

13. \$ _____ Major Medical Deductible
14. \$ _____ Professional Expenses (includes travel, books, and other professional expenses)
15. \$ _____ Continuing Education _____ Amount accumulated
16. \$ _____ Other Vouchered reimbursements
17. \$ _____ Total Package (sum of lines 9-16)

Vacation and Continuing Education Time

18. _____ Vacation Time (4 weeks/year minimum)
19. _____ Continuing Education Time (2 weeks/year min) _____ Amount accumulated

Terms of Call were approved at a Congregational Meeting held on (date): _____.

Clerk of Session Signature

Print Name

Date

Completed reports are to be returned to the presbytery office by February 25, 2022.
Send to sandra@vibrantpresbytery.org OR mail to 405 SE 15th Avenue, Fort Lauderdale, FL. 33301
For assistance completing the report please call the Susan at 954-785-2220, ext. 104.



VIBRANT TOGETHER
PRESBYTERY OF TROPICAL FLORIDA

October 29, 2021

Dear Pastors, Clerks, and Sessions,

I am writing you today on behalf of the Committee on Ministry of the Presbytery. We are so blessed by pastors who generously and graciously serve the churches here in South Florida.

The cost of living has risen in South Florida and everywhere. Our minimum Terms of Call have not been adjusted since August 2018. For every year that a cost-of-living adjustment is not made, pastors effectively receive a decrease in pay as the actual cost of living increase rises. The Committee on Ministry has now raised the minimum terms of call by 8% for 2022.

While this 8% adjustment in minimum terms of call effects only a few congregations, it comes as a recommendation to all churches that terms of call should be adjusted to reflect the increase in cost of living. Attached you will find the adjusted minimum terms of call for 2022.

The 8% figure reflects data on the Consumer Price Index for Urban Consumers. Cost of living adjustments are simply that, they are not merit increases for pastor. A cost-of-living adjustment essentially provides that the pastor's pay does not effectively decrease because of the shift in buying power of the terms of call.

You will find attached two documents: The Minimum Terms of Call for 2022, and The 2022 Reporting Form for Terms of Call.

Should we be able to answer questions or assist you in any way with Terms of Call, please do not hesitate to contact us.

In Christ,

Daris Bultena, General Presbyter and Stated Clerk





III. INVESTMENT INFORMATION AND POLICY GUIDELINES

The investment goal shall be to maintain relative safety of principal while accepting reasonable market risk consistent with achieving reasonable return.

Investments shall be kept in accounts maintained through licensed and insured brokerage firms, regulated trust companies, or banks authorized and approved by The Financial Management Committee, or accounts maintained by the Presbyterian Foundation of the Presbyterian Church (U.S.A.).

The Presbytery shall maintain adequate fiduciary insurance for its officers and directors to ensure that individuals involved in investment activity are protected. (Directors & Officers liability insurance protects any person acting in an official capacity for the church.)

The Presbytery shall be guided but not bound by investment recommendations of all agencies of the PCUSA, in consideration of the social impacts of particular investments and strategies. In 2021 the committee reviewed the Presbyterian Church (USA) General Assembly Divestment List and decided to not follow the recommendations

A. Guidelines for the allocation of investments:

1. Investments shall be diversified rather than invested in a single fund or investment vehicle.
2. The objective of the Cash and Short-Term Investment Funds is to exceed the return on the three (3) month U.S. Treasury bill on a rolling three-year moving average.
3. The objective for the Long-Term Investment Funds is to have total return on a five (5) year moving average basis, exceeding the rate of inflation by 4%. The following strategy shall be employed on assets in these funds depending on the individual purpose of the fund.

4.

Asset Class	Minimum	Maximum
Equity	30%	70%
Long-Term Fixed Income Instruments (investment Grade or Bond Funds with Average Credit Quality of at least Single A, as reported by Morning Star)	30%	70%
Cash and Short-Term Instruments (Investment Grade bonds and FDIC insured CDs with maturity at the time of purchase of 0-3 years)		
Alternative Investments		

5. The Yucatan Fixed-Income Fund shall only hold Investment Grade Bonds of at least AA or better at time of purchase, cash and FDIC insured CDs. The investments in this account will be laddered with maturities of 2- to 15-year duration. The objective of this fund is income and the preservation of capital. This fund was established to hold the funds collected to establish a fund for the retired pastors of the Presbiterio, A.R., Yucatan, Mexico.



- B. Notification of Temporary Exceptions: Should a temporary exception occur to the above objective policies, the investment advisor will notify the Treasurer, the Director of Finance, and the Chair of the Financial Management Committee.

- C. Amendments: Any permanent change to these investment guidelines, as determined by FMC in conjunction with the investment firm, must be approved by the Leadership Council as the Presbytery.