

LEADERSHIP SUMMIT

NOVEMBER 3, 2018

CHEROKEE PRESBYTERY

gathers for worship and the
stated meeting

Saturday,

November 3, 2018

10:00 a.m.

With leaders of the 29
congregations of the
Presbyterian Church (USA) in
NW Georgia at least three
times each year to worship,
discuss, discern, decide, and
learn together. We do this
seeking to be faithful disciples
of Jesus Christ, encouragers
to one another, and light to
the world.

Contact us

Cherokee Presbytery
P.O. Box 1839
183 W. Main Street
Cartersville, GA 30120
www.cherkeepresbytery.org
770-382-6280

TODAY'S KEYNOTE SPEAKER

Jim Wehner, President, FCS Urban Ministries

Jim joined the FCS team in September 2008 as the Executive Director of Charis Community Housing. In January 2014, Jim accepted to the role of President at FCS.

With experience in for-profit and non-profit sectors, Jim brings a balance of ministry experience and business skills to this non-profit, community development organization. Prior to joining the FCS team, Jim spent nine years as the lead pastor of Common Ground Fellowship, a participating member of the Evangelical Free Church of America and approximately nine years in retail sales and management with Recreational Equipment Inc.

Jim has led and participated in multiple workshops at the Christian Community Development Association conference and at churches regarding responsible charity, affordable housing, the impact of the foreclosure crisis on neighborhoods, and Neighborhood Dynamics of Redevelopment. He has also worked with multiple churches and leadership teams to aid them in developing a vision for ministry in the communities where they serve. Jim supports multiple organizations at the board level assisting them as they develop thinking and best practices around organizational structure, board governance, and team development.

Jim and his wife, Jolyn, have four children. They have lived in the Atlanta area since 1995 and currently reside in Atlanta, GA. Jim is an avid runner and tennis player and loves all foods Mexican.

Welcome Note:

Welcome to this place, this holy place of God, where Bethany and Ray-Thomas Memorial Presbyterian churches serve the Lord side by side. You will probably notice the many signs in Korean, Portuguese, Spanish and English, for those are the languages spoken here.

Ray-Thomas Memorial began ministry in this place, building the Highlands Building, then Sanctuary, then Education Building. The church offered it as a gift for a new multicultural ministry site, and Bethany Presbyterian has now taken the lead in building our newest multi-use educational, worship and youth ministry center. All of it is offered for the glory of God, celebrating God's embrace of people of all backgrounds and ethnicities.

The mission map outside the sanctuary shows the global mission efforts of the two churches – ranging from our local community through the RTM Food Bank and Bethany's service ministries for the Asian community, and extending to all parts of the globe.

In this place, Bethany members gather at 5 a.m. daily for prayer. Worship services are held in Korean, English and Spanish. Bethany, RTM and a Spanish fellowship are currently once again preparing for our annual joint Thanksgiving service. If you have never attended a multicultural service, we invite you to join us on November 18, 2018 at 11 a.m.

Bethany Presbyterian Church began as a ministry in the bounds of Cherokee Presbytery. Bethany has now joined the Korean Language Presbytery, in support of the PCUSA's Korean ministries. However, Bethany remains dedicated to both Presbyteries, and therefore eagerly invited Cherokee Presbytery to use our facilities for today's gathering. We are glad you are here!

Rev. Carrie Scott
Ray-Thomas Memorial Presbyterian Church

Are you new to all this?

If you are a new commissioner in the presbytery, welcome! Your pastor will probably introduce you when the moderator requests first time elder commissioners to stand early in the meeting. The information below should help you during your first meeting. This handbook contains all of the papers you need in your decision making in this meeting. It will help you if you read it before you arrive. Please make sure you print a copy or download one to your computer or device before you arrive. Printed copies will not be given out at the meeting.

We ask that everyone attending the meeting register at the registration table upon arrival. If you include your email address, we will add you to the mailing list for the presbytery. Voting commissioners are asked to wear blue name tags and visitors wear white name tags. This helps a moderator if a standing vote is taken during the meeting. As a voting commissioner, you are entitled to request clarification at any time if there is something you do not understand. To do so, stand, be recognized by the moderator, state your name and church, then ask your question.

Before the meeting, we will gather for registration and light refreshments. Lunch will be served around 12:00 and you can pay for your meal when you register at the door. There will be a nominal cost for lunch. An offering will be received during worship and will be given to a cause designated by the church. Offering checks should be made payable to Cherokee Presbytery.

Childcare is available for our meetings, but reservations are required by Tuesday, October 30, 2018. You can reserve a space for your child by contacting Sarita in the presbytery office by phone, 770-382-6280 or email sarita@cherokeepresbytery.org

When speaking to the presbytery, please stand, use a microphone, and state your name and the name of your congregation. Speaking time may be limited by the body during a debate. Any New Business must be placed in the hands of the Stated Clerk before the approval of the docket. Any motion made from the floor of the presbytery, be it a new motion, a substitute motion, or an amended motion must be given in writing to the Stated Clerk at the time the motion is made.

Alphabet Soup

AC: Administrative Commission
CT: Coordinating Team
VT: Vision Team
CRE: Commissioned Ruling Elder
RE: Ruling Elder
TE: Teaching Elder
AKA Minister of Word & Sacrament, Pastor, Preacher
COR: Committee on Representation
MTT: Ministry Transitions Team
BLT: Building Leaders Team
CHT: Congregational Health Team
MST: Ministry Support Team
GA: General Assembly
CCT: Community Connections Team
MC: Mission Coordinator
SC: Stated Clerk
OGA: Office of the General Assembly

Stated Clerk/Mission Coordinator Report Items for Action by Cherokee Presbytery (with discussion)

Approve the minutes of the June 2, 2018 Stated Meeting of Cherokee Presbytery at Calhoun First Presbyterian Church, Calhoun, GA as prepared and circulated.

I am deeply grateful for the opportunity to serve God and the people of Cherokee Presbytery as Interim Mission Coordinator/Stated Clerk. Since I began this work on June 15, 2018 I have

1. Attended 29 meetings of various presbytery teams & groups
2. Attended 9 additional meetings by phone
3. Attended the General Assembly in St. Louis, MO for two days
4. Participated in two Synod mid-council leader meetings
5. Made 15 pastoral contacts, did one mediation, and attended one funeral of a presbytery member
6. Attended and helped provide lunch for the PneuMatrix kick-off
7. Organized and taught in presbytery-wide officer training October 27, 2018
8. Preached at Dawsonville, Cartersville, Faith Canton, Trinity, Woodstock, Light of Hope, Beersheba, Deer Creek Shores and Westminster. Scheduled to preach at Rockmart, Dalton, Chickamauga and Woodstock before end of the year.

I have worked closely with the search committee for the new Mission Coordinator and Stated Clerk and feel that they are well on the way to finding the next leader God has for this presbytery.

Among many others, I want to thank Sarita for her invaluable help. She is the mainstay of the presbytery day to day. Also, I am very thankful to Camille Josey, chair of the Ministry Transitions Team, for being a constant source of institutional knowledge and information about the presbytery structure. Not least I thank Ken Terrell for his great help in the stated clerk functions through producing the presbytery minutes and keeping track of comings and goings of our ministers and conveying this to GA.

With thanks for our common ministry,

Joan Gray

Joan Gray

Interim Stated
Clerk/Mission
Coordinator

Cell 404-403-8745

joansgray@earthlink.net
coorandclerk@cherokee-presbytery.org

Docket for the Day - Call to Order – Opening Prayer

Approval of Docket

9:30 Registration

10:00 Welcome by Host Pastor Carrie Scott

Worship Service (Bulletins available on registration table)

Cassie Waits – Candidate under care, preaching

Necrology

10:30 Keynote Speaker Jim Wehner

11:30 Break with instructions for discussions

Q&A Talk Session

12:00 Lunch with table discussions

12:45 Stated Business Meeting

Approval of Docket

Seating Corresponding Members

Welcome New Commissioners

Good News from the Pews

Reports from Staff and Ministry Teams

Coordinating Team

Robert Smalley

Community Connections Team

David Jordan

Matt Milford (Re)Creation Ministry Report

Ministry Support Team

Greg Moore

Building Leaders Team

Will Scott

Congregational Health Team

LaVert Jones

Ministry Transitions Team

Camille Josey

Committee on Representation

John Spangler

Interim Stated Clerk/Mission Coordinator

Joan Gray

2:30 Benediction and Adjournment

Coordinating Team Report **Robert Smalley**

Items for Action by Cherokee Presbytery (with discussion)

1. Elect the following slate as leadership for Cherokee Presbytery in **2019**:

Synod commissioners 2019-2021

TE Katie Scott

RE Bill Byars (Westminster)

Synod PJC 2019-2024 Robert Smalley

Committee On Representation

TE Paulo Mendes 2019

RE Todd Johnson (Cohutta) 2019

TE Jennifer Lee 2020

HR John Spangler (Moderator) 2020

Ministry Transitions Team

TE Fritz Bogar 2019

RE Nancy Bertrand (Beersheba) 2019

RE Paul Phillips (Marietta) 2019

TE Camille Jose (Moderator) 2020

TE Jim Simpson 2020

Congregational Health Team

RE Lavert Jones (John Knox – Mod.) 2019

HR Robin Gantz 2019

RE Marlene Michalke (Macland) 2019

RE Bill Byars (Westminster) 2020

TE Edwin Gonzalez-Gertz 2020

HR Pete Paulsen 2020

Ministry Support Team

HR Sid Gunter 2019

RE Mike Elliott (Westminster) 2019

RE Jim Ray (FPC Marietta) 2019

RE Evan Whitaker (Covenant) 2020

TE Greg Moore (Moderator) 2020

RE Ben Hadaway (Heritage) 2020

Building Leaders Team

RE Sean Ireland (FPC Cartersville) 2019

TE Elizabeth Milford 2019

TE Will Scott (Co-moderator) 2019

TE Mike Anderson 2020 (needs approval)

RE Erma Jones (John Knox) 2020

TE Chris Moore-Keish (Co-Mod.) 2020

Community Connections Team

TE Joe Brice 2019

TE Kay Mero (Heritage) 2019

RE Sarita Jones (John Knox) 2019

TE David Jordan (Moderator) 2020

RE Karen Molohon (Marietta) 2020

RE John Ward (BCC) 2020

Rexford Gyekye (Ebenezer)

Coordinating Team Report continued

Presbytery Meeting dates for 2019:

February 23, 2019, Ebenezer Ghanaian Presbyterian Church

May 18, 2019, John Knox Presbyterian Church

November 2, 2019, Beersheba Presbyterian Church

Building Leaders Team Report

Team Members: Will Scott TE, Co. Moderator, Sean Ireland RE, Elizabeth Milford TE,

Bridget Waddell TE, Erma Jones RE, Chris Moore-Keish TE, Co. Moderator

Contact number/email: Will Scott wscott@firstpresdalton.org 704-500-6323

Chris Moore-Keish christopherelliott1933@gmail.com 404-687-4589

Previous and Upcoming Meeting Dates:

August 2, 2018

October 4, 2018

November 6, 2018

Items for information:

- Certified candidate Kwasi Aye-Addo “Ready to Receive a Call on 10/4
- Candidates under care include: Kwasi Aye-Addo, Ana Sara Pinto, Raphael Pinto, Cassie Waits
- Identified focus for 2019 Presbytery Leadership Summits in conjunction with Coordinating Team (February – gifts of immigrant churches; May – Stewardship; November – gifts of rural churches)
- Solicited and discussed feedback for 2018 Leadership Summit Programming
- Began contacting programming leaders for 2019 meetings;
- Continued discussions on Presbytery practices for boundary training.

Action items for Presbytery:

- **Katie Scott TE and Billie Sutter RE nominees to read ordination exams.**

Committee On Representation

Team Members: Paulo Mendes TE, Todd Johnson RE, Jennifer Lee TE, and John Spangler HR (Moderator)

Contact number/email: John Spangler johnjspangler@hotmail.com 404-431-8397

No business to report

Ministry Transitions Team Report

Team Members: Camille Josey (Moderator) TE, Nancy Bertrand RE, Fritz Bogar TE, Paul Phillips RE, Jim Simpson TE

Contact number/email: kcjosey@gmail.com 404-840-1485 (cell)

Meeting Dates: June 7, 2018, August 9, 2018, October 4, 2018

Recommendation to Presbytery for Action

1. MTT recommends approval of the chartering of Ebenezer Ghanaian Presbyterian Church as an organized congregation of Cherokee Presbytery, PC(USA).
2. If the way be clear, pending further actions by all concerned persons and entities (candidate Kwasi Aye-Addo, the members and steering committee of EGPC, Ministry Transitions Team and Cherokee Presbytery), MTT recommends the following:
 - a. That on Sunday, November 18, 2018, in accord with provisions of the Book of Order G-2.0401 and upon the call of the EGPC Steering Committee, a congregational meeting be held for the purpose of electing a Nominating Committee that shall include 2 members of the current steering Committee and 3 active members of the congregation.
 - b. That on Sunday, December 9, 2018, in accord with provisions of the Book of Order G-2.0401 and upon call of the EGPC Steering Committee, a congregational meeting be held for the purpose of acting upon the report and recommendations of the Nominating Committee to elect a slate of 6 persons as ruling elders, which slate shall include 2 persons for one year of service in the class of 2019 and 2 persons for two years of service in the class of 2020 and 2 persons for three years of service in the class of 2021, all of which persons will be ordained and installed at a presbytery-conducted Service of Constituting a Congregation at a later date.
 - c. That on Sunday, January 6, 2019, in accord with provisions of the Book of Order G-2.08 and upon the action and call of the EGPC Steering Committee, a congregational meeting will be held for the purpose of acting upon the report and recommendations to elect candidate Kwasi Aye-Addo to serve as the constituting pastor of EGPC and to approve his terms of call for a ½-time ministry with the congregation, pending presbytery's subsequent completion of the call process by organizing and conducting a Service of Constituting a Congregation, including a Service of Ordination and Installation, at a later date.
 - d. That on Sunday afternoon, January 20 (or 27), 2019 at Ebenezer Ghanaian Presbyterian Church, a Service of Constituting a Congregation will be conducted by Cherokee Presbytery, which service will include:
 - i. A Service of Ordination and Installation of the 6 newly elected Ruling Elders of EGPC, and
 - ii. A Service of Ordination and Installation of Kwasi Aye-Addo as the ½-time pastor of EGPC.

Information to enter into Presbytery record:

- Requests for honorable retirement:
 - Cathy Meyer
- Release of ministers to other presbyteries
 - Greg Lund (Presbytery of the Northwest Coast) to serve Friday Harbor Presbyterian Church
 - Julie Fuller (Greater Atlanta)
 - Julie Ferguson (Greater Atlanta)
 - Chris Jones (Foothills)
- Congregations currently in search of Pastor or Associate Pastor
 - Westminster (Pastor)
 - Lafayette (Pastor)
 - Beersheba (Pastor)
 - Marietta First (Associate Pastor)
- In response to the restructure, MTT is revisiting all internal processes. Currently in draft form is the process for training liaisons to congregations in transition and the steps necessary for congregations in process
MTT approves Rebecca Blackwell to moderate Cedartown congregation meeting on Oct. 28, 2018. Purpose of the meeting is to elect officers.

Congregation Health Team Report

Team Members: LaVert Jones (Co-Mod) RE, Robin Gantz HR, Marlene Michalke (Co. Mod.) RE, Bill Byars RE, Edwin Gonazalez-Gertz TE, Pete Paulson HR

Contact number/email: LaVert Jones lavjn@yahoo.com (Co-Mod.) 770-309-7222

Marlene Michalke mmichalke121@yahoo.com (Co-Mod.)

Meeting dates: July 12, August 9, September 6, and October 11, 2018

PneuMatrix – Building Resiliency – After several months of diligent planning, seven Cherokee Presbytery congregations and the Presbytery Vision Team set sail on a journey that will chart a course that will guide them to a better place in their ministries. Participating congregations are Cohutta, Covenant, Dalton, Deer Creek Shores, John Knox, Rockmart, Westminister and the Cherokee Presbytery Vision Team.

The program extends over a 12-month period meeting at least once a month.

Our first gathering was on September 22, 2018 with Deborah Wright, our PneuMatrix principal representative/facilitator. Deborah set the stage for their navigation and conducted separate orientations for the apprentices and congregational teams with their pastors.

Teaching Elder Maryellen Hittel will be serving as liason.

Many thanks to Light of Hope for hosting this event.

Community Connections Team Report

Team Members: Joe Brice TE, Kaye Mero RE, Sarita Jones RE, David Jordan (Mod.) TE, Karen Molohon RE, John Ward RE, Rexford Gyekye

Contact email/phone: David Jordan davidjordan84@gmail.com 706-429-8442

No business/Not meeting at this time

Matt Milford – Outreach Fellow - will give a report on his Presbytery sponsored work in recreational ministires in northwest Georgia.

Ministry Support Team

Team Members: Sid Gunter HR, Mike Elliott RE, Jim Ray RE, Eva Whitaker RE, Greg Moore (Moderator) TE, Ben Hadaway RE

Contact number/email: moore.owen@att.net, 678-654-3733 cell

Meeting Dates: August 14, 2018, October 31, 2018

Items of information:

Will review and present September 2018 financial statements.

Ebenezer Ghanaian Presbyterian Church has been granted a \$25,000 grant from the PCUSA New Worshipping Communities office.

Faith Presbyterian Church in Blue Ridge was given a grant of \$50,000 for their new building loan of \$1,042,000 which was previously approved by the Presbytery.

Woodstock Presbyterian Church acquired a loan of \$23,000 for facility repairs.

Kirkwood Presbyterian Church acquired a loan of \$84,000 for renovations.

Action Item: To approve Faith/BR loan amount from \$1,042,000 to not to exceed \$1,200,000.

Mission Coordinator Committee

Will give an update on the Mission Coordinator Search – Job Description attached.

Cherokee Presbytery Profit & Loss	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
44009 · Budgeted Receipts	114,136.72
47000 · CRC Income	<u>7,769.46</u>
Total Income	<u>121,906.18</u>
Gross Profit	121,906.18
Expense	
51300 · Misc. Presbytery Expense	5,793.18
51216 · Pby Office Operating Expense	15,781.09
52201 · Desig/ Cap/ Debt	1,044.19
51000 · Salaries & Benefits	88,089.27
51700 · Vision Team	500.00
54105 · COM/Cong Health Team	7,750.00
54505 · CPM/Building Leaders Team	1,271.00
55109 · Community Connections Team	9,634.75
57000 · CRC Expense	2,999.75
60001 · Payroll Expenses	<u>435.25</u>
Total Expense	<u>133,298.48</u>
Net Ordinary Income	<u>-11,392.30</u>
Net Income	<u><u>-11,392.30</u></u>

Balance Sheet	<u>Sep 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	<u>176,851.49</u>
Total Current Assets	176,851.49
Fixed Assets	2,719,882.18
Other Assets	<u>1,144,975.38</u>
TOTAL ASSETS	<u><u>4,041,709.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	<u>1,146.90</u>
Total Current Liabilities	1,146.90
Long Term Liabilities	<u>199,658.48</u>
Total Liabilities	200,805.38
Equity	<u>3,840,903.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,041,709.05</u></u>

2018 Unified and Per Capita Pledges Received/Paid

Church	Membership/ Attendance	Unified Pledged	Per Capita Pledged	Unified Received	Per Capita Received
Acworth	69/-			1,094.13	705.87
Beersheba	47/-	1,500.00		960.00	480.81
Bethany				1,080.00	
Brazilian Christian	77 /			450.00	450.00
Calhoun	159/-	1,200.00		900.00	1,219.86
Cartersville First	611/201	7,000.00	3,000.00	7,466.64	4,533.33
Cedartown	90/-			750.01	675.60
Chickamauga	58/36	870.00		870.00	593.34
Christ Fellowship	27/-	500.00			
Cohutta	26/23			600.00	265.98
Covenant	198/97	8,000.00	2,025.74	7,661.37	2,367.24
Dalton First	117/68	8,000.00		6,000.03	1,196.91
Deer Creek Shores	96/-	3,000.00		2,250.00	731.04
Faith Canton	67/30				685.41
Faith North Georgia	110/77	3,000.00	1,125.30	2,250.00	1,665.30
Grace	103/			5,361.09	
Heritage	342/150			1,241.56	3,386.86
John Knox	111/-			1,250.00	555.00
Kirkwood	146/98	6,000.00		4,000.00	993.58
LaFayette	18/21	7,500.00		5,015.86	184.14
Light of Hope	104/65			7,475.99	797.94
Macland	243/				2,485.89
Marietta First	1544/320			15,000.00	
Morton Memorial	32/-			800.00	327.36
Ray-Thomas Memorial	122/-				460.00
Rockmart	91/50	6,500.00		4,875.00	575.25
Silver Creek	50/29			1,100.00	250.00
Trinity	37/	2,500.00		2,500.00	
Westminster	214/110	5,000.00		3,479.00	
Woodstock	24/24				245.52
9/30/18					
Miscellaneous Receipts				232.44	
Totals	4933/1473	60,570.00	6,150.84	84,933.12	25,832.23

2017	Session	Minutes	Review	
Church	Clerk	Reviewed by	Date	
Acworth				
Beersheba	Nancy Bertrand	L. Swain	6/2/2018	No exception
Braz. Christian				
Calhoun	June Antony	J. Copeland	3/10/18	w/exception
Cartersville				
Cedartown	Justin Copeland	Patricia Black	3/10/18	w/exception
Chickamauga	Sandi Townley	Holene Darby	3/10/18	No exception
Christ Fellow				
Cohutta				
Covenant				
Dalton	Hillard Jolly	Nan Smith	3/10/18	No exception
Deer Creek	Patricia Black	Jeanette Watson	3/10/18	No exception
Faith Canton				
Faith/BR	Deborah Peterson	Buck Bachannan	6/2/10	No exception
Grace				
Heritage	Hollene Darby	Hilliard Jolly	3/10/18	No exception
John Knox	Nan Smith	Hollene Darby	3/10/18	w/exception
Kirkwood	Linda Berg	Sandie Townley	3/10/18	w/exception
LaFayette	Jeannette Watson	Hollene Darby	3/10/18	No exception
Light of Hope				
Macland				
Marietta	Andy Tatnall	Deborah Peterson	6/2/18	No exception
Morton Mem.				
Ray-Thomas				
Rockmart				
Silver Creek	Lloyd Farr	Sean Ireland	3/10/18	No exception
Trinity				
Westminister				
Woodstock				

Congregation – 2018	Necrology (Name)	Date of death
Acworth		
Beersheba	Ruby Jo Keen Shamblin	7/16/2018
Beersheba	Sarah Geneva “Ginger” Henley	3/13/2018
Brazilian Christian	No deaths	
Calhoun	Wayne Walters	6/8/2018
Cartersville First	Charlotte A. Howell	10/26/2017
Cartersville First	Sally H. Barrett	5/20/2018
Cedartown		
Chickamauga	No deaths	
Christ Fellowship		
Cohutta	No deaths	
Covenant	Marston Brown	10/4/2017
Covenant	Judy Cox	5/20/2018
Dalton	Sharon Seaton	7/2/2018
Deer Creek Shores	No deaths	
Faith/Blue Ridge	No deaths	
Faith/Canton	No deaths	
Grace	James A. Harmon	1/7/2018
Grace	Michael McCue	12/17/2017
Heritage	Bob Fraser	1/22/2018
John Knox	Carl McCallum	1/5/2018
John Knox	Betty Grove	2/14/2018
John Knox	Dick Coe	4/24/2018
John Knox	Mardi Hoofnagle	6/20/2018
John Knox	Chris Lindemann	8/5/2018
Kirkwood	Judson Butler	
Kirkwood	Gus Frech	
LaFayette		
Light of Hope	David E. Boozer	9/16/2018
Macland	Richard Kelly	3/4/2018
Macland	Elizabeth McAliley HR	7/25/2018
Marietta 1 st	Robert Kinyon	11/26/2017
Marietta 1 st	Christine Transue	1/27/2018
Marietta 1 st	Eugene Bailey	9/5/2018
Morton Memorial		
Ray-Thomas Memorial		
Rockmart	Patricia S. Moskwa	3/16/2018
Silver Creek	George Abrams	11/27/2017
Trinity	Marian Audrey Douglas Lindstrom	5/5/2018
Westminster	John Garner	1/3/2018
Westminster	Hazel McDowell	2/4/2018
Westminster	Robert Walther	2/4/2018

Congregation - 2018	Necrology (Name)	Date of death
Westminster	Sam Doss	9/15/2017
Woodstock	No deaths	
	Charles Feast HR	8/12/2018

**Stated Clerk/Mission Coordinator for
Cherokee Presbytery PC (USA)
29 Churches in Northwest Georgia -
Salary is \$48,000 plus Board of Pension Benefits at \$17,760 for total
compensation package of \$65,760**

**To apply contact Rev. Greg Moore, Committee Chair, at moore.owen@att.net on
or before November 30, 2018**

The duties of the Stated Clerk shall be:

- a) Serve as the official channel of communication within and on behalf of the Presbytery both to and from all councils/agencies of the church. (e.g. Synod)
- b) Maintain minutes/documentation and bylaws for the Presbytery
 - a. Maintain bylaws and identify need for changes/updates to the CT
 - b. Preserve the minutes and other permanent records of the Presbytery
 - c. Distribute minutes to all ministers and clerks of session of the Presbytery
 - d. Create index for and publish presbytery minutes each year
 - e. Prepare for and participate in presbytery minutes review by Synod
 - f. To file copies of all printed minutes with the synod and the archives at Columbia Presbyterian Theological Seminary.
- c) Recommend to presbytery a formula for the balance of Teaching and Ruling Elders at meetings of Presbytery in accordance with G-3.0301, G-3.0103 at the first meeting of the year.
- d) Provide management and oversight for resolutions, memorials, amendments and overtures
 - a. Assign resolutions, memorials, overtures, and proposed amendments to particular Ministry Teams, committees, boards and/or commissions for their consideration and recommendations to presbytery
 - b. Provide guidance and process management regarding overtures and proposed constitutional amendments
- e) Coordinate with Sessions and Clerks
 - a. Forward to each session blank forms of all reports required at the close of the year and manage the required annual reporting process from congregations.
 - b. Coordinate/manage the annual review of session minutes from churches in the Presbytery.
 - c. Provide annual training for clerks of sessions
- f) Maintain on-line records with General Assembly and Presbytery (TEs, candidates, inquirers, congregations, ordinations, receptions, dismissals, retirements, etc.)
- g) Maintain Teaching Elder files in Presbytery office
- h) Provide support and counsel to constitutional committees.
- i) Provide training, support and records management for PJC
- j) Communicates disciplinary actions to the Presbytery as appropriate.

The duties of the Mission Coordinator shall be:

1. To serve as pastor to CP's pastors and their families by;
 - a. Providing ongoing pastoral care and counsel to teaching elders:
 - b. Visiting regularly with congregations for worship, preaching and activities; and
 - c. Praying consistently with and for teaching elders and the people involved in their shared ministries.

2. Assist the Presbytery to discern its mission for the future and to create a sustainable organization structure to achieve it.
3. To prepare (by collecting, compiling, organizing, and assembling) and then to distribute in a timely fashion all appropriate agendas, information, reports, and recommendations necessary for each stated and called meeting of the Presbytery. The MC will prepare and distribute such handbooks in consultation and collaboration with key CP colleagues, especially the moderator, stated clerk, and chairpersons of the Coordinating Team and other committees/ministry teams. Make arrangements for physical aspects of each Presbytery meeting with host group.
4. To assist CP's leadership persons and entities, particularly Ministry Transitions Team (COM), in matters of problem solving, conflict resolution, and reconciliation.
5. To maintain open communication and teamwork relationships with staff colleagues, including:
 - a. Consulting regularly with CP's stated clerk, maintaining a clear collaborative relationship that enhances their common responsibilities and the Presbytery's overall mission and ministries; and
 - b. Providing administrative supervision for CP staff and officers.
6. To interpret and promote church wide PC (USA) principles, polity, process, programs, and mission among all members, congregations, and entities of the Presbytery.

Ebenezer Ghanaian Presbyterian Church
Income and Expense Budget for 2018

YEAR	2018 Budget	2018 Actual	2019 Budget
INCOME:			
Tithes & Offerings	\$45,000.00	\$0.00	\$45,000.00
Special Thanks Offering	\$4,000.00	\$0.00	\$5,000.00
Annual Harvest & Thanks-giving	\$5,000.00	0	\$10,000.00
Youth	\$1,000.00	\$0.00	\$1,000.00
Women's Ministry	\$1,500.00	\$0.00	\$1,500.00
Men's Ministry	\$1,000.00	\$0.00	\$1,000.00
Young Adult Fellowship	\$1,500.00	\$0.00	\$1,500.00
Presbytery	\$0.00	\$0.00	\$0.00
Synod	\$0.00	\$0.00	\$0.00
General Assembly of PCUSA	\$25,000.00	\$0.00	\$25,000.00
TOTAL BUDGETED INCOME	\$84,000.00	\$0.00	\$90,000.00
EXPENSES:			
Staff	\$0.00	\$0.00	\$0.00
Pastoral Leadership Allowance/Salary, etc	\$8,400.00	\$0.00	\$30,000.00
Pension/Major Medical	\$0.00	\$0.00	\$0.00
Auto Expenses	\$0.00	\$0.00	\$0.00
Continuing Education	\$0.00	\$0.00	\$0.00
SUB TOTAL	\$8,400.00	\$0.00	\$30,000.00
MINISTRY OPERATIONAL BUDGET			
Pastoral Services	\$3,000.00	\$0.00	\$3,000.00
Telephone/Internet Services	\$2,000.00	\$0.00	\$1,200.00
Allowances - Musicians	\$8,000.00	\$0.00	\$8,000.00
Conferences	\$3,000.00	\$0.00	\$3,000.00
Youth	\$3,000.00	\$0.00	\$3,000.00
Women's Ministry	\$3,000.00	\$0.00	\$3,000.00
Men's Ministry	\$3,000.00	\$0.00	\$3,000.00
Young Adult Fellowship	\$3,000.00	\$0.00	\$3,000.00
Childrens Ministry	\$1,000.00	\$0.00	\$1,000.00
Local Mission	\$2,000.00	\$0.00	\$2,000.00
International/Presbyterian Mission	\$2,000.00		\$2,000.00
General/Overseas Mission	\$1,000.00	\$0.00	\$1,000.00
Fundraiser Expenses	\$1,500.00	\$0.00	\$1,500.00
Water	\$350.00	\$0.00	\$350.00
Electricity	\$3,500.00	\$0.00	\$3,500.00
Gas	\$700.00	\$0.00	\$700.00
Insurance	\$4,500.00	\$0.00	\$4,500.00
Gov't Payments	\$100.00	\$0.00	\$100.00
Fire/Safety	\$1,000.00	\$0.00	\$1,000.00

SUB TOTAL - MINISTRY OPERATIONS	\$45,650.00	\$0.00	\$44,850.00
ADMINISTRATIVE EXPENSES:			
Office Supplies	\$800.00	\$0.00	\$800.00
General Supplies	\$1,000.00	\$0.00	\$1,000.00
Mailing/Postage	\$100.00	\$0.00	\$100.00
Auditing	\$500.00	\$0.00	\$500.00
Bank Charges	\$200.00	\$0.00	\$200.00
SUB TOTAL - ADMINISTRATIVE EXPENSE	\$2,600.00	\$0.00	\$2,600.00
EQUIPMENT:			
Music/Audio	\$5,000.00	\$0.00	\$5,000.00
Office Equipment	\$1,000.00	\$0.00	\$1,500.00
Video	\$4,500.00	\$0.00	\$4,000.00
Internet	\$3,000.00		\$3,000.00
SUB TOTAL - EQUIPMENT	\$13,500.00	\$0.00	\$13,500.00
BUILDING/CAPITAL EXPENDITURE			
Renovations/Maintenance	\$3,000.00	\$0.00	\$3,000.00
NEW BUS PURCHASE	\$0.00	\$0.00	\$0.00
Loans Repayment	\$0.00	\$0.00	\$0.00
SUB TOTAL - NEW BUILDING PROJ. EXP.	\$3,000.00	\$0.00	\$3,000.00
TOTAL EXPENSES	\$73,150.00	\$0.00	\$93,950.00
TOTAL INCOME	\$84,000.00	\$0.00	\$90,000.00
OVER/UNDER BUDGETED	\$10,850.00	\$0.00	-\$3,950.00
