Report of the ADMINISTRATIVE COMMITTEE
SUNCOAST FLORIDA PRESBYTERY (SFP)
North Fort Myers PCA
Tuesday, May 14, 2024 – 10:00am

I. Business Referred to the Administrative Committee:

1. **None**

II. Statement of Major Issues Addressed

1. Approved minutes from the last Stated AC meeting
2. Reviewed minutes from the last Stated Presbytery meeting.
3. Reviewed financial reports.
4. Discussed committee reports.
5. Discussed changes to the Standing Rules.
6. Reviewed Presbytery Permanent Committees.
7. Reviewed Docket for this Presbytery meeting.

III. Recommendations:

A. Hear a report from Amanda Barton, Senior Blue Book Representative.
B. Hear a report from TE Ralph Kelley, Covenant College Representative.
C. Receive the **Treasurer's Report.** Introduction of our new treasurer.
D. Vote on **Amendments to the Standing Rules** (second reading).
E. Approve nominations for **Permanent Presbytery Committees**.
    a. RE Brent Phillips – RE Class of 2024
    b. Vacancies for Outreach – TE and RE Class of 2026
    c. Vacancy for RUF – RE Class of 2025

IV. May 8, 2023 @ Miller's Ale House, Gulf Coast Town Center

Committee Members Present: TE Mike Cosner; TE Steve Jeantet (Chairman); RE Mike Levenhagen; RE Bruce Stanley; TE David Stewart (Secretary/Stated Clerk); TE Patrick Womack (Moderator).

Respectfully Submitted,

TE David Stewart
Stated Clerk

SUNCOAST FLORIDA PRESBYTERY
INCOME AND DISBURSEMENTS
2023 AND 2024 BUDGET AND ACTUAL

	2023			2024		
	12 MTHS ACTUAL	ANNUAL BUDGET	Over (Under) Budget	Jan-Apr ACTUAL	ANNUAL BUDGET	Over (Under) Budget
Income:						
Membership contributions (details attached)	$ 52,331	$ 60,000	$ (7,669)	$ 16,387	$ 60,000	$ (43,613)
Disbursements:						
Administrative:						
Clerk's honorarium	4,500	4,500	-	2,250	4,500	(2,250)
Representatives to Overtures at GA	1,000	1,000	-	-	1,500	(1,500)
Directors and officer's Insurance	453	500	(47)	-	500	(500)
Donation - General Assembly	500	500	-	500	500	-
Other office and administration expense	46	500	(454)	-	500	(500)
Emergency Fund	-	3,000	(3,000)	-	3,000	(3,000)
Total Administration Disbursements	**6,499**	**10,000**	**(3,501)**	**2,750**	**10,500**	**(7,750)**
Outreach:						
Donation - El Shaddai	6,000	6,000	-	-	-	-
Donation - Covenant of Grace Presbyterian Church	8,000	8,000	-	-	-	-
Donation - City Church Sarasota	6,000	6,000	-	-	-	-
Donation - RUF Howard University	4,000	4,000	-	-	-	-
Church Support	-	-	-	-	27,000	(27,000)
Other Outreach Expense	-	3,000	(3,000)	-	3,000	(3,000)
Total Outreach Disbursements	**24,000**	**27,000**	**(3,000)**	**-**	**30,000**	**(30,000)**
RUF:						
Donation - RUF	22,000	22,000	-	-	22,000	(22,000)
Intern Support	1,000	1,000	-	-	1,000	(1,000)
Total RUF Disbursements	**23,000**	**23,000**	**-**	**-**	**23,000**	**(23,000)**
Shepherding:						
Continuing Education - RE's and TE's	-	3,000	(3,000)	-	3,000	(3,000)
Other Shepherding expense	-	1,000	(1,000)	-	1,000	(1,000)
Total Shepherding Disbursements	**-**	**4,000**	**(4,000)**	**-**	**4,000**	**(4,000)**
Total Disbursements	**53,499**	**64,000**	**(10,501)**	**2,750**	**67,500**	**(64,750)**
Net increase (decrease) in cash	**(1,168)**	**(4,000)**	**2,832**	**13,637**	**(7,500)**	**21,137**
Cash Balance, Beginning of Year	**20,314**	**20,314**	**-**	**19,146**	**19,146**	**-**
Cash Balance, End of Period	$ 19,146	$ 16,314	$ 2,832	$ 32,783	$ 11,646	$ 21,137

SUNCOAST FLORIDA PRESBYTERY
SCHEDULE OF SUPPORT - TRAILING 12 MONTHS

	2023 HISTORICAL TREND												
	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	12 MONTH TOTAL
Auburn Road Presbyterian Church	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 400.00	$ -	$ 1,400.00
Bay Presbyterian Church	510.00	510.00	510.00	510.00	510.00	510.00	510.00	510.00	500.00	500.00	500.00	500.00	$ 6,080.00
Cornerstone Church of Lakewood Ranch	750.00	-	-	-	-	-	-	750.00	-	-	-	-	$ 1,500.00
Covenant of Grace Presbyterian Church	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	$ 960.00
Covenant Life Presbyterian Church, Sarasota	575.00	575.00	575.00	575.00	575.00	575.00	575.00	575.00	575.00	575.00	575.00	575.00	$ 6,900.00
Covenant Presbyterian Church of Naples	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	$ 15,000.00
El Shaddai of Grace Church	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	$ 600.00
Grace Presbyterian Church	-	800.00	-	-	800.00	-	-	800.00	-	-	800.00	-	$ 3,200.00
Harbor Community Church	-	250.00	-	-	-	250.00	-	-	250.00	-	-	250.00	$ 1,000.00
Marco Presbyterian Church	-	-	605.37	-	-	605.37	-	605.37	-	-	605.37	-	$ 2,421.48
North Fort Myers Presbyterian Church	-	-	-	-	-	-	-	-	-	-	-	-	$ -
Oak River Church	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	$ 300.00
Providence Christian Church	-	-	1,620.00	-	-	-	-	-	-	-	-	-	$ 1,620.00
Westminster Presbyterian Church	865.52	865.52	865.52	865.52	865.52	865.52	865.52	865.52	865.52	865.52	865.52	865.52	$ 10,386.24
Word of Life Church of North Port [2]	-	-	-	-	-	-	-	-	500.00	-	-	-	$ 500.00
Total Deposit	**$ 4,205.52**	**$ 4,505.52**	**$ 5,680.89**	**$ 3,455.52**	**$ 4,255.52**	**$ 4,310.89**	**$ 3,455.52**	**$ 5,610.89**	**$ 4,195.52**	**$ 3,445.52**	**$ 5,150.89**	**$ 3,595.52**	**$ 51,867.72**

PROPOSED CHANGES TO STANDING RULES

4.6.1. The Treasurer shall be appointed by the Administrative Committee and shall work under the oversight of the Committee. ~~He~~ He/She shall be considered an ex-officio member of the Administrative Committee.

Current:
7.4. Each committee shall elect a chairman and a secretary and shall submit its minutes to presbytery upon the approval of the committee; each committee shall meet prior to each meeting of presbytery and prepare a report stating major issues discussed and its recommendations to the presbytery to be submitted to the Administrative Committee through the Stated Clerk no later than eleven (11) days prior to a stated meeting. Committees may, if necessary, hold meetings by synchronous electronic means.

Recommended Change:
7.4 Each committee shall elect a chairman and a secretary.
7.4.1 The chairman may serve a maximum of three (3) years before a required one (1) year break.
7.4.2 No one may serve as chairman of more than one Committee at a time.
7.5 Each committee shall meet prior to each stated meeting of presbytery.
7.5.1 The committee shall prepare minutes of its meeting and submit to the presbytery upon approval of the committee.
7.5.2 The committee shall prepare a report stating major issues discussed and its recommendations to the presbytery. This report is to be submitted to the Administrative Committee through the Stated Clerk no later than eleven (11) days prior to the stated meeting.
7.5.3 Committees may, if necessary, hold meetings by synchronous electronic means.

Notes:
Strike 7.3.1 and move up all that follow. 7.3.2 shall become 7.3.1 and so on.
All following shall be renumbered. 7.5 shall become 7.6 and so on.

Section 7 will appear as follows:

7. **Committees**

7.1. Most business of the Presbytery shall be delegated to permanent committees. The presbytery may also erect special committees to serve a particular purpose; however, such committees shall only exist for the duration of the stated meeting that created them except in the case of an investigative committee in a disciplinary matter. The permanent committees are as follows:
7.1.1. Administrative Committee (AC)
7.1.2. Candidates and Credentials Committee (C&C)
7.1.3. Outreach Committee (OC)
7.1.4. Reformed University Fellowship Committee (RUF)
7.1.5. Review of Session Records Committee (RSR)
7.1.6. Shepherding Committee (SC)

7.2. The quorum of the permanent committees shall be set by each committee but shall not be less

than 3 committee members.

7.3. Each committee shall be composed of at least six members, equally divided between ruling and teaching elders. Each member shall serve a three year term on the committee, and may be elected to an additional three year term through the ordinary nomination and election process. The committee may request an increase of their committee size upon approval of presbytery.

7.3.1. No one may serve as chairman of more than one Committee at a time.

7.3.2. The Administrative Committee shall serve as the nominating committee of the presbytery and shall present a slate of nominees to the presbytery for election at the first stated meeting of the year. Nominations and elections shall, as far as possible, be based on spiritual giftedness, community spirit, and willingness to serve.

7.3.3. Mid-year vacancies will be filled by appointment by the Moderator at the recommendation of the Administrative Committee for the balance of the year in which the vacancy was created. An appointee may be elected to complete the unexpired term of the committee member he replaced through the ordinary nomination process.

7.3.4. In the case of churches utilizing a "rotating system" for their Sessions, ruling elders not currently active on their Sessions remain eligible to serve on permanent committees, with the consent of their Sessions. Additional members of Presbytery, ruling elders, deacons and other qualified communicant members of the churches of Presbytery may be asked to serve in an advisory capacity to a permanent committee.

7.4. Each committee shall elect a chairman and a secretary.

7.4.1 The chairman may serve a maximum of three (3) years before a required one (1) year break.

7.4.2 No one may serve as chairman of more than one (1) Committee at a time.

7.5 Each Committee shall meet prior to each Presbytery meeting.

7.5.1 The Committee shall prepare minutes of its meeting and submit to Presbytery upon approval of the Committee.

7.5.2 The committee shall prepare a report stating major issues discussed and its recommendations to the presbytery. This report is to be submitted to the Administrative Committee through the Stated Clerk no later than eleven (11) days prior to the stated meeting.

7.5.3 Committees may, if necessary, hold meetings by synchronous electronic means.

7.6 The Presbytery may create commissions (or clothe one of its permanent Ministry Committee with the powers of a commission) to serve a particular purpose. Any such action of Presbytery shall always be done in strict accordance with the provisions of BCO 15. Committees may, if necessary, hold meetings by synchronous electronic means.

7.7 The Administrative Committee

7.7.1 The Administrative Committee is responsible for overseeing the administrative affairs of the presbytery, including the work of the Stated Clerk and the Treasurer. The Stated Clerk and Treasurer will be ex officio members of the Administrative Committee. The Moderator will serve as an advisory member of the Administrative Committee.

7.7.2 The duties of this committee shall include:

7.7.2.1 - The creation and management of a Presbytery budget and providing oversight in all financial matters;

7.7.2.2 - arranging for the signing of the book of ministerial obligation (BCO 13-7);

7.7.2.3 - The development of the yearly schedule and the agenda for each stated and called meeting of Presbytery; reviewing and recommending for approval the minutes of Presbytery, and answering matters raised by the General Assembly in the review of our minutes (Minutes of Executive session are not exempt from review of Session records (RAO 16-3.e.6.));

7.7.2.4 - And serving as the nominating committee of the presbytery, both for the work of the presbytery and the General Assembly.
7.7.2.5 - The Administrative Committee shall prepare and submit a budget for approval by the Presbytery through the Administrative Committee.

7.8 The Candidates and Credentials Committee

7.8.1 The Candidates and Credentials Committee is responsible for the examination of all those seeking candidacy, licensure, ordination or transfer of membership into the presbytery (BCO 13.9).
7.8.2 The duties of this committee shall include:
- Conducting examinations for all candidates and ministers;
7.7.2.2. - Requiring candidates for licensure or ordination, and any TE transfers into Suncoast Florida Presbytery, to undergo an FDLE background check and provide that report to the calling church and the Candidates and Credentials Committee.
7.7.2.3. - Acting as a Commission of Presbytery to approve PCA Teaching Elders seeking to transfer into or out of our Presbytery;
7.7.2.4. – Reviewing the terms of call for Teaching Elders seeking membership or changing calls within the presbytery to insure that they are in compliance with PCA Call Package Guidelines and recommending their approval by the Presbytery;
7.7.2.5. - Establishing and maintaining the presbytery's internship program, and overseeing the work of all interns during their internships;
7.7.2.6. - Overseeing the development of men under care for the ministry, and overseeing any budget funds set aside to assist men with their seminary training;
7.7.2.7. - The Candidates and Credentials Committee shall prepare and submit a budget for approval by the Presbytery through the Administrative Committee.

7.9 The Outreach Committee

7.9.1 The Outreach Committee is responsible for "devising measures for the enlargement of the Church within the bounds" of the presbytery (BCO 13.9.g)

7.9.2 The duties of this committee shall include:
7.9.2.1 - Promoting church planting and evangelism, locally and regionally;
7.9.2.2 - Promoting works among ethnic groups within the bounds of presbytery;
7.9.2.3 - The encouragement of world missions and the raising up of missionaries from the churches within our bounds;
7.9.2.4 - Mercy ministry and disaster relief.
7.9.2.5 - The Outreach Committee shall prepare and submit a budget for approval by the Presbytery through the Administrative Committee.

7.10 The RUF Committee

7.10.1 The RUF Committee is responsible for the oversight of the presbytery's ministry to the campuses within our boundaries in cooperation with Reformed University Fellowship (RUF).

7.10.2 The duties of this committee shall include:

7.10.3 - Carry out and oversee by advising and supervising the campus ministries under its jurisdiction according to the principles and policy set forth in the "Manual for Campus Ministries, Presbyterian Church in America" (passed by 1979 General Assembly of the PCA);

7.10.4 - Be responsible (in conjunction with the campus ministers) for funding the ministries under its jurisdiction, and to be responsible for determining (with the campus ministers) the budget for such ministries;
7.10.5 - Determine the needs of campus work within the boundary of the Presbytery and organize new works on campuses, seeking out qualified staff workers for these ministries;
7.10.6 - Inform the churches and people of the Presbytery of the purpose, progress and needs of campus ministry within its boundaries;
7.10.7 - Initiate the call for campus ministers and assist the campus ministers in evaluating potential interns to assist in the work;
7.10.8 - Care for the campus minister and his family through regular communication, campus visits and prayer;
7.10.9 - Actively participate in the work of the Florida Joint Committee on campus work and appoint two of its members (one TE and one RE) to represent the Presbytery at its meetings.

7.11 The Review of Sessional Records Committee

7.11.1 The Review of Sessional Records Committee is responsible for exercising general review and control by reviewing the records of all Sessions within the presbytery's bounds (BCO 40);
7.11.2 The committee will be responsible for developing and maintaining guidelines to assist Session clerks in keeping full and accurate records of their actions, and for communicating these guidelines to the churches;
7.11.3 The committee consists of the Stated Clerk *(ex officio)* and three additional Elders (Teaching or Ruling) to be elected at the February stated meeting for three year terms.

7.12 The Shepherding Committee

7.12.1 The Shepherding Committee is responsible for the oversight of the ministers of the presbytery and the churches with whom they serve (BCO 13.9).
7.12.2 The duties of this committee shall include:
7.12.2.1 - Providing advice and counsel to the Teaching Elders of the presbytery, upon their request;
7.12.2.2 - Providing advice and counsel to the churches and Sessions of the presbytery, upon their request
7.12.2.3 – Organizing continuing education for the Presbytery;
7.12.2.4 - Promoting youth ministry within the Presbytery;
7.12.2.5 – Promoting ministries of fellowship and encouragement for the men and the women of the Presbytery;
7.12.2.6 - Investigating and recommending to the presbytery proper courses of action in cases of discipline
7.12.2.7 - Assisting Teaching Elders without call and, when necessary, making recommendations to presbytery consistent with BCO 13-2 and 34-10
7.12.2.8 - Reviewing the annual reports of all Teaching Elders laboring Out of Bounds and making appropriate recommendations concerning their being granted and continuing in that status;
7.12.2.9 - Reviewing requests for the dissolution of pastoral relations and making appropriate recommendations to the presbytery in such cases;
7.12.2.10 - Providing assistance to vacant churches in seeking a pastor, at the request of the Session or local pastoral search committee;
7.12.2.11 - The Shepherding Committee shall prepare and submit a budget for approval by the Presbytery through the Administrative Committee.

Presbytery Committee Rosters

(List Revised 02/13/24)

(C) = Chairman	Class of 2023	Class of 2024	Class of 2025	Class of 2026
Administrative Committee (6) Ex-officio members: • **Stated Clerk** • **Treasurer** • **Moderator**	TE RE Mike Novak	TE Steve Jeantet (C) RE Bruce Stanley	TE Mike Cosner RE Jim Lee	TE RE Mike Levenhagen
Candidate and Credentials (12)	TE Gary Goodrich TE Scott Kerens RE Dennis Royall RE	TE Mike Cosner TE Dann Cecil (C) RE Ron Henzel RE Kirk Nantz	TE Brent Lauder TE Trent Casto RE Mark Wardell RE Tom Lynch	TE Gary Goodrich TE Scott Kerens TE Peter Stonecipher RE Dennis Royall
Outreach Committee (6)	TE John Anderson RE	TE Aleksey Zhuravlev RE Aleksey Fomichencko	TE Geoff Henderson (C) RE Bob Rhodes	TE RE
RUF Committee (6)	TE Keith Ledford RE Mark Wardell (C)	TE John Anderson RE Ken Herbold	TE Bill Broderick RE	TE Keith Ledford RE Mark Wardell
Review of Session Records Committee (3) Ex-officio members: • **Stated Clerk**	RE Gordon Graham	TE Bob Dilllard	TE Dwight Dolby	RE Gordon Graham
Shepherding Committee (6)	TE Arnie Brevick RE Jim Robinson	TE Steve Schoof RE Brent Phillips	TE Dwight Dolby RE Skip Schoenhals	TE Mitch Wellborn RE Jim Robinson