

**Report of the  
Presbytery of Scioto Valley  
Discernment & Design Administrative  
Commission**

**September 19, 2023**

**Revised November 28, 2023**

**Woven Together in Christ's Service**



## EXECUTIVE SUMMARY

You spoke, and your Discernment & Design team listened. You expressed your hopes for the Presbytery of Scioto Valley, and we listened. You shared what has worked well in the current system, and we listened. You expressed frustration with obstacles that get in the way of mission and ministry, and we listened. You entrusted us with designing a model for the Presbytery that will carry us through the next 2-3 years, and we prayerfully and humbly accepted that challenge. The report that follows shows not only what we are recommending, but also how we arrived at our recommendations.

For some readers, it may seem like a very long time since Presbytery established the Discernment & Design Administrative Commission. Just as the original team was getting started early in 2020, Covid arrived, causing this effort to be put on hold until May 2022, when the Commission was reestablished. After engaging Holy Cow! Consulting to assist us, we began gathering information from across the Presbytery through a Landscape Assessment Survey and a series of Listening Sessions. Information regarding this phase of the process was provided in a May 16, 2023 report to Presbytery and is available under “Resources” on the Discernment & Design tab (under Leadership) on the Presbytery website.

Your observations, critiques, and ideas shaped the purpose, values, and strategic targets from which the recommendations that follow emerged. Guided by scripture, grounded in prayer, and undergirded by confidence in God’s eternal presence and love, we are proposing a new model for the Presbytery of Scioto Valley designed to strengthen our ministry and mission both within our boundary and in the larger communities of which we are a part. As our work together is strengthened, we will be in a position to consider ways in which God may be leading us to develop new communities of faith.

Highlights of the proposed model include the following:

- Establishing a new position - Associate Presbyter for Congregational Life and Transitions
- Creating a Commission for Ministry, under which most responsibilities of the current Commission on Congregational Life and Commission on Church Professionals will fall
- Creating a Commission for Preparation for Ministry
- Reframing the current Commission on Nurture and Outreach as the Commission for Justice, Outreach, and Education in order better to reflect its mission
- Creating a Presbytery Council with responsibility and authority to organize the life of the Presbytery
- Using Per Capita, Mission, Church Development, and St. Andrew Legacy funds to make these investments in our future
- Placing responsibility for ministry initiative grants under the Commission for Ministry and Commission for Justice, Outreach, and Education, thus eliminating the need for a free-standing Ministry Initiative Board.

We invite you to read the report that follows with hearts open to the ways in which God may be moving this Presbytery into the future.

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## DISCERNMENT & DESIGN ADMINISTRATIVE COMMISSION MEMBERSHIP

### Phase 1: Discernment

Larry Mead, Co-Chair	(Worthington)
Mary Jane Hitt, Co-Chair	(Retired, Westerville)
Steven Brand	(Washington Courthouse)
Melinda Lovern	(Granville)
Bill Lucas	(Columbus, Glen Echo)
Connie Money Penny	(Grove City)
Trip Porch	(Columbus, Indianola)
Patricia Stout	(Old Stone)

### Phase 2: Design

Bill Lucas, Co-Chair	
Mary Jane Hitt, Co-Chair	
Chris Atwood	(Liberty)
Steven Brand	
Amy House	(Outville)
Melinda Lovern	
Connie Money Penny	
Lanie Sipes	(Newark Second)

## COMMISSION CHARGE

Our Charge, approved by Presbytery at the February 18, 2020 meeting:

- Propose a purpose statement for the Presbytery of Scioto Valley that addresses how best to discern and respond to God’s will over the next three to five years.
- Propose a new model for the Presbytery of Scioto Valley addressing all pertinent aspects and components, including organizational structure, staffing support; determining operational costs and proposing a financial plan for its undertaking.
- Develop a schedule and timeline for the transition to the new Presbytery structure, including proper considerations for staffing changes.

### TIMELINE OF COMMISSION WORK

February 18, 2020	Discernment & Design Administrative Commission (DDAC) established
COVID interruption	
2022	
• May 15	DDAC re-established
• Summer	DDAC training and initial meetings Holy Cow! Consulting hired Landscape Assessment survey prepared
• September	Landscape Assessment survey distributed and responses compiled
• October	Survey results analyzed
• Nov-Dec	Listening sessions conducted and results analyzed
2023	
• Jan-Mar	DDAC meetings and retreats to develop: <ul style="list-style-type: none"><li>○ Purpose Statement</li><li>○ Core Values</li><li>○ Critical Success Factors and Strategic Targets</li></ul>
• Feb 21	DDAC presentation at Presbytery meeting

- May 16 DDAC Phase 1 (Discernment) presentation at Presbytery meeting  
DDAC Phase 2 (Design) membership reconstituted
- May-Sept Development of proposed model, including staffing plan,  
commission structure, budget, and timeline for implementation
- September 19 DDAC final report to Presbytery
- November 28 Presbytery action on DDAC recommendations

# STRUCTURAL DESIGN FOR MISSION AND MINISTRY PROPOSAL

## PRESBYTERY OF SCIOTO VALLEY PURPOSE STATEMENT

As a body of Christ, the Presbytery of Scioto Valley is a trusted and responsive spiritual community building connection and creating vitality across all and within each of our diverse congregations.

## OUR CORE VALUES

These Core Values represent what is of deep significance to the Presbytery of Scioto Valley. Each of our Core Values is rooted in Scripture, which gives us the spiritual depth and direction to live fully into these values:

1. **Nurturing Spiritual Community:** We ground our work in the Spirit of God and nurture the faith and lives of those we serve.

*Luke 6:48. It's like a person building a house by digging deep and laying the foundation on bedrock. When the flood came, the rising water smashed against that house, but the water couldn't shake the house because it was well built.*

2. **Connection:** Focusing on what connects us creates community and deepens our relationship with God.

*Ephesians 4:16. From whom the whole body, being fitted and held together by what every joint supplies, according to the proper working of each individual part, causes the growth of the body for the building up of itself in love.*

3. **Unity in Diversity:** The diverse experiences and gifts of our people and communities strengthen us.

*Galatians 3:28. There is neither Jew nor Greek; there is neither slave nor free; nor is there male and female, for you are all one in Christ Jesus.*

4. **Spirit-led Adaptability:** We are open and responsive to the Spirit at work in our changing world.

*Romans 12:2. Do not be conformed to this age, but be transformed by the renewing of the mind, so that you may discern what is the will of God – what is good and acceptable and perfect.*

5. **Outreach.** *We walk in partnership and compassion with others to improve the human condition.*

*Matthew 25:35-36; 40. The king will say "I was hungry and you gave me food to eat. I was thirsty and you gave me a drink. I was a stranger and you welcomed me. I was naked and you gave me clothes to wear. I was sick and you took care of me. I was in prison and you visited me.*

*. . . when you have done it for one of the least of these brothers and sisters of mine, you have done it for me."*

### **CRITICAL SUCCESS FACTORS AND STRATEGIC TARGETS**

Critical Success Factors are the things we must do exceptionally well to accomplish our stated purpose. Critical Success Factors and resulting Strategic Targets for our Presbytery are the following:

- Providing guidance for congregational transitions of all kinds and support for pastoral leaders:  
*The Presbytery is engaged in and responsive to the needs of pastoral leaders and congregations in times of change, challenge, and opportunity.*
- Supporting congregational clusters (small groups):  
*In between our Presbytery quarterly meetings, regional groups of 5-10 congregations will meet to share and be responsive to the needs of their surrounding communities.*
- Equipping congregations to do outreach and strategic work:  
*The Presbytery will connect congregations with staffing, expertise, and financial support that empowers vitality, spirituality, and outreach.*

## PROPOSED STAFFING PLAN

### **EXECUTIVE PRESBYTER, full-time position (Redefined duties)**

*Function: Provide overall executive oversight and coordination of the Presbytery of Scioto Valley, maintaining relationships with and supporting its congregations, pastors, and entities, and connecting the Presbytery to the national church*

- Provide visionary leadership for strategic planning and goal setting with the Presbytery Council and across Presbytery commissions/committees
- Interpret PSV mission and policy, determine needs, and celebrate accomplishments and special events with congregations and other Presbytery entities
- Provide collegial leadership, direction, advisory resources, and communication to Presbytery entities
- Serve as a member of Presbytery Council
- Implement Presbytery and *Book of Order* policies, including Equal Employment Opportunity, Sexual Misconduct, and Anti-Racism
- Serve as staff to the Commission for Presbytery Operations, Commission for Preparation for Ministry, and Nominating Committee
- Ensure training of commission and committee members, church professionals, and Presbytery staff as mandated by Presbytery policy and/or the *Book of Order*
- Engage with the Church Leadership Connection and other Presbytery/Synod staff with respect to clergy coming to or leaving the Presbytery
- Supervise staff and provide for ongoing team leadership, including performance evaluations
- Facilitate staff communication through regular meetings in order to identify tasks and utilize gifts
- Maintain relationships with the Synod of the Covenant, General Assembly, and various ecumenical entities

### **ASSOCIATE PRESBYTER FOR CONGREGATIONAL LIFE AND TRANSITIONS, full-time position (New)**

*Function: Serve as staff to the Commission for Ministry and Commission for Justice, Outreach, and Education, supporting the congregations of the Presbytery, especially those with fewer than 120 members or churches that need to adjust to demographic changes in their immediate community as they experience transitions (pastoral and other), and provide resources in support of healthy congregations*

- Serve as staff to the Commission for Ministry (COM) and Commission for Justice, Outreach, and Education
- Serve as a member of Presbytery Council
- Serve as a resource for churches and pastors in transition, especially smaller churches or those adjusting to demographic changes, in partnership with COM liaisons
- Provide training for COM liaisons, COM session moderators, and others
- Connect congregations with resources relevant to their needs
- Provide assistance regarding crisis management, both proactively and reactively
- Organize, guide, and serve as liaison to Presbytery clusters\*
- Establish guidelines for and oversee a Pastor-to-Pastor pastoral care team\*\*

\* **Presbytery clusters** are regional groups of 5-10 congregations coming together to build connection, share ideas, respond to the needs of surrounding communities, and access resources

\*\* The **Pastor-to-Pastor team** is a small group of Teaching Elders available to provide pastoral care to pastors and their families throughout the Presbytery

**STATED CLERK, part-time position, based on 12-15 hours/week**

*Function: Carry out the Stated Clerk duties designated in the Book of Order (G-3-0010); serve as Presbytery parliamentarian and corporate secretary; and provide support to commissions and other entities of the Presbytery as needed.*

(Current job description, modified as necessary by revisions to the *Book of Order*)

**ADMINISTRATIVE ASSISTANT, 30 hour/week position (benefits eligible)**

*Function: Oversee the operation of the Presbytery office*

(Current job description)

**FINANCIAL ASSISTANT, part-time position, approximately 16 hours/week**

*Function: Provide financial support services to the Presbytery of Scioto Valley*

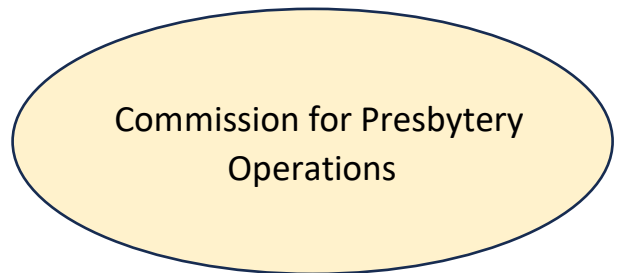
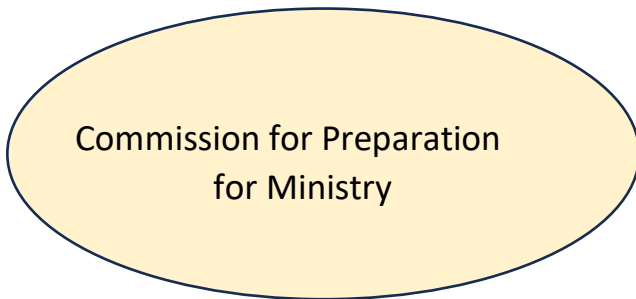
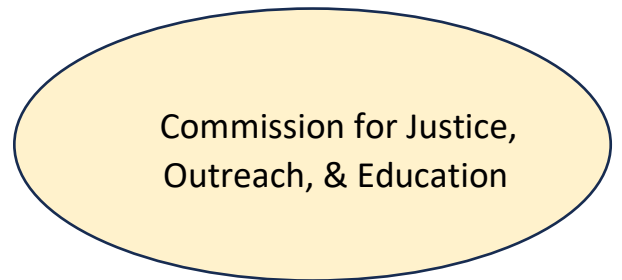
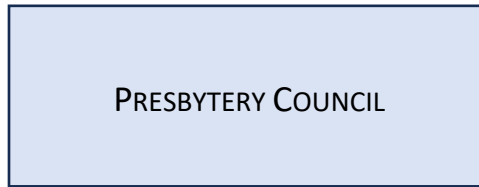
(Current job description)

**TREASURER: volunteer position, nominated by the Nominating Committee upon the recommendation of the Trustees and elected for a term of one year**

*Function: Act as statutory agent of the Presbytery (Treasurer of the Corporation), overseeing fiscal management*

(Current Job Description)

## PROPOSED COMMISSION STRUCTURE



## **PRESBYTERY COUNCIL**

Purpose: To organize the life of the Presbytery through vision, planning, budgeting and accountability

- Coordinate all Presbytery strategic and long-term planning
- Prepare the annual budget for Presbytery approval
- Cause to be completed an annual audit of the financial books and records of the Presbytery
- Oversee the functioning and coordinating of the standing Presbytery commissions;
- Recommend the staffing plan of the Presbytery
- Organize and set the agendas for meetings of the Presbytery as a whole
- In conversation with those throughout the Presbytery, identify, recommend, and facilitate opportunities to establish new faith communities
- Nominate members to the Nominating Committee

Membership:

- Moderator of Presbytery, Convenor
- Executive Presbyter
- Associate Presbyter for Congregational Life and Transitions
- 6 At-large Members in 3-year classes of 2
- Stated Clerk (ex-officio, non-voting)
- Treasurer (ex-officio, non-voting)
- Moderator-Elect of Presbytery (ex-officio, non-voting)

## **COMMISSION FOR MINISTRY**

Purpose: To promote and nurture ecclesial health within and among congregations and to foster faith and vitality for those who are called to professional ministry

- Provide liaisons to congregations and church professionals in the Presbytery
- Nurture spirit-inspired worship
- Promote and nurture healthy, faith-filled relationships
- Examine Teaching Elders for membership in the Presbytery
- Ordain, receive, install, dismiss, remove and discipline Teaching Elders
- Commission, install, dismiss, discipline and remove Certified Ruling Elders;
- Connect congregations to training and resources, as needed, and encourage connections between the congregation, COM, the Presbytery and other churches in the Presbytery
- Maintain and implement the policies for minimum compensation for pastoral calls, pulpit supply, moderators and certified Christian educators

- Provide assistance for churches undergoing transitions of any kind, to include training and advising of Pastoral Nominating Committees, as well as consideration of prospects for congregational transformation
- Provide mediation in congregational conflicts

Membership: 15 Teaching Elders and Ruling Elders, as evenly divided as possible, in 3-year classes of 5.

## **COMMISSION FOR JUSTICE, OUTREACH, AND EDUCATION**

Purpose: To provide and encourage educational, connectional, outreach, and social justice opportunities that nurture growth in discipleship, fellowship, and faith throughout the Presbytery, in regional clusters as well as in individual congregations and faith communities

### **DISCIPLESHIP**

- Educate, support and coordinate Matthew 25 Ministry
- Provide educational resources and leadership and development training for local churches
- Assist congregations in mission, service and stewardship
- Support Campus Ministry
- Maintain a grant program to foster mission initiatives by local congregations
- Engage, educate, and empower the Presbytery to speak and advocate for social justice and to work with others for justice, freedom, and peace

### **FELLOWSHIP**

- Coordinate Presbytery-wide events
  - Youth Retreats
  - Triennial Youth Programs
  - Presbytery Mission Trips
  - Church Professional Retreats
- Support Regional Church Fellowship Events (including Ecumenical ones)

Membership: 12 Teaching Elders and Ruling Elders, as evenly divided as possible, in 3-year classes of 4.

## **COMMISSION FOR PREPARATION FOR MINISTRY**

Purpose: To provide for the discernment, nurture, care and oversight of inquirers and candidates to become Teaching Elders, and for candidates to become Commissioned Ruling Elders (CRE) and Certified Christian Educators (CCE).

- Guide and nurture individuals through the process of preparing to become a Teaching Elder, Certified Ruling Elder or Certified Christian Educator
- Authorize and conduct training for ruling elders to be commissioned
- Encourage and support congregations and campus ministries in vocational discernment

Membership: 6 Teaching Elders and Ruling Elders, as evenly divided as possible, in 3-year classes of 2.

### **COMMISSION FOR PRESBYTERY OPERATIONS**

Purpose: To provide support to the daily operations of the presbytery and its commissions, and to hold leadership accountable to the churches of the Presbytery.

- Be responsible on behalf of the Presbytery to comply with all state not-for-profit organizational requirements
- Serve as the Board of Trustees of the Presbytery of Scioto Valley to receive, hold, encumber, manage and transfer property, real, personal, and financial, for and at the direction of the Council
- Prepare and recommend to Presbytery Council the non-commissions portion of the annual Presbytery budget, including recommendations for all staff salary and benefits
- Monitor the performance of the budget established by Presbytery, and report monthly on the budget to Council
- Monitor compliance with financial policies
- Develop job descriptions for approved staff positions and coordinate with other appropriate commissions the oversight and evaluation of those staff members responsible to those commissions
- Monitor Presbytery compliance with Federal, State, Presbyterian Church (USA) and Presbytery requirements
- Develop and modify Presbytery policies, as appropriate, for Presbytery approval

Membership: 9 Teaching Elders and Ruling Elders, as evenly divided as possible, in 3-year classes of 3; Presbytery Treasurer (ex-officio, non-voting)

### **BOOK OF ORDER REQUIRED COMMITTEES/COMMISSION**

#### **Nominating Committee**

Purpose: To nominate persons to serve in positions requiring election by the Presbytery

### Committee on Representation

Purpose: To give full expression to the rich diversity of the church's membership and provide for full participation and access to representation in decision-making and employment practices

### Permanent Judicial Commission

Purpose: To consider and decide cases of process for the Presbytery according to the Rules of Discipline

## **IMPLEMENTATION TIMELINE**

1. Renew the Transitional General Presbyter's contract for one year, effective January 1, 2024, with adjustments to job description and salary.
2. Immediately begin a search for the new Associate Presbyter position.
3. Immediately begin, via Nominating Committee and general solicitation, the search for Council, Commission, and Committee on Representation members.
4. Elect such members at the February Presbytery meeting for terms beginning April 1, 2024.
5. Implement the new model effective April 1, 2024
6. Begin search for Executive Presbyter by August, 2024, with the goal of having that position filled as of January 1, 2025.

## PROPOSED BUDGET

### COMMISSION BUDGET

#### Commission for Ministry

Revenue:

St. Andrew Legacy Fund	80,000
Church Dev Fund	<u>105,000</u>
	185,000

Expenses:

Assoc Presbyterian (sal + ben)	115,000
Liaisons	5,000
Pastor-to-Pastor team	5,000
Congregational support	45,000
Installation/ordination	4,000
Pastoral support	5,000
Meeting/training	4,000
Background checks	<u>2,000</u>
	185,000

#### Commission for Justice, Outreach, and Education

Revenue:

Basic mission	75,000
Church Dev Fund	45,000
PSV event fees	40,000
Higher ed fund (Synod)	<u>10,000</u>
	170,000

Expenses:

PSV outreach	20,000
Cong outreach support	20,000
Comm mtgs	1,000
Campus ministry	10,000
Events	44,000
Ukirk	<u>75,000</u>
	170,000

### **Commission for Preparation for Ministry**

Revenue:

Per Capita	36,000
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Expenses:

Inquirers/Cand	4,000
CRE training	4,000
Background checks	2,000
Comm mtgs	1,000
Internships	<u>25,000</u>
	36,000

### **Commission for Presbytery Operations**

Revenue:

Per Capita	5,000
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Expenses:

Comm mtgs	1,000
Legal	<u>4,000</u>
	5,000

### **Presbytery Council**

Revenue:

Per Capita	19,000
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Expenses:

Council meetings	1,500
Presbytery meetings	3,000
Moderator	1,000
Nominating Comm	500
Audit	<u>13,000</u>
	19,000

### **Total Commission Budget**

Council	19,000
COM	185,000
CJOE	170,000
CPM	36,000
CPO	<u>5,000</u>
	415,000

## NON-COMMISSION BUDGET

### Expenses:

#### Salaries

Executive Presbyter	105,000
Stated Clerk	22,400
Treasurer	3,600
Admin Asst	52,000
Financial Asst	<u>22,000</u>
Total	205,000

#### Board of Pensions

Executive Presbyter	37,000
Admin Asst	<u>18,000</u>
Total	55,000

Medical Reimbursement	3,000
Staff Travel	15,000
Payroll/Processing/Taxes	23,000
Continuing Ed	<u>7,000</u>
	48,000

#### Overhead

Rent	30,000
Utilities	6,000
Insurance	4,000
Tech support	8,000
Office expenses	<u>13,000</u>
	61,000

Per Capita Shortfall 42,000

Total Non-Commission Exp 411,000

### Revenue:

Per Capita	200,000
Church Dev Fund	131,000
Investment Inc	75,000
Misc	<u>5,000</u>
	411,000

**TOTAL BUDGET**

Expense:

Commissions	415,000
Non-commissions	<u>411,000</u>
	826,000

Revenue:

Per Capita	260,000
Mission	75,000
Church Dev	281,000
St. Andrew	80,000
Investments	75,000
Events	40,000
Higher Ed Fund	10,000
Misc	<u>5,000</u>
	826,000