

**ADMINISTRATIVE COMMITTEE
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
FEBRUARY 1, 2020**

Information

1. The Administrative Committee usually meets on the third Thursday of each month, following the meeting of the Finance Committee. The next meeting is scheduled for February 20, 2020, 1:30pm, at First Presbyterian Church, Franklin.
2. The committee receives reports from the Co-Executive Presbyters, the Stated Clerk, and the Treasurer.

Admit to Record

1. The Administrative Committee was informed of the resignation of Erin Dolman, Administrative Assistant. Ms. Dolman accepted a full time job. The committee was informed that Felicia Mesner has been hired, effective January 6, 2020, to serve as Presbytery's Administrative Assistant.
2. The Administrative Committee approved the agenda for the February 1 Presbytery meeting. The offering was approved for the Guatemala Mission Trip. The persons serving on the upcoming Guatemala Mission Team will be commissioned at the meeting; the incoming Moderator and Vice-Moderator will be installed. Rev. Dianne Moffett, Executive Director of the Presbyterian Mission Agency, has been invited to speak about the Matthew 25 Initiative.
3. The Administrative Committee met with the Finance Committee and COM leadership to review the General Assembly Permanent Judicial Commission decision on Handlson v. Presbytery of Middle Tennessee. George Crawford, III, one of Presbytery's attorneys in this matter, and Flor Velez-Diaz, Manager of Judicial Process for the Presbyterian Church (U.S.A.), were also present at the meeting. The Administrative Committee will ask the Presbytery to go into executive session, with Pat Handlson staying in the meeting the entire time. Ballots will be utilized for the question of restoration, which will be taken up at the beginning of the meeting. Members of the Permanent Judicial Commission will serve as tellers; the ballots will be counted during lunch, and the decision reported immediately after lunch.
4. The following persons have agreed to serve on the Nominating Task Force for 2020: Dr. Mary Louise McCullough, chair (member of the Administrative Committee); Elder Ken Diehl (First Tullahoma); Rev. Jeanne Hoechst (Honorably Retired); Rev. Scott Huie (Harpeth, Brentwood), Elder Anne Parsons (First Franklin); Elder Shirley Puckett (Buffalo Valley).
5. The following persons were appointed to serve as the Personnel Task Force for 2020: Elder Geeta McMillan, chair (Administrative Committee); Dr. Greg Glover (First Clarksville); Elder Connie Hamblen (Eastminster).
6. The following persons are serving with Robin Thomas to revise / update the Presbytery's Crisis Communication Plan: Elder Kelly Cristie (Westminster Nashville); Rev. David Gerber (Avalon Hospice); Elder Suzie Lane (Westminster Nashville); Elder Geeta McMillan (Blue Spring Sparta); Elder Ross Thomas (First Springfield).

7. The following persons are serving with Ray Thomas to revise the Presbytery's Sexual Misconduct Policy and draft a child and youth protection policy: Rev. Rosanna Anderson (validated ministry); Elder Doug Berry (Westminster Nashville); Commissioned Elder Teresa Burns (First Pulaski); Elder Suzie Lane (Westminster Nashville); Elder Chris Williams (First Pulaski).
8. Ray and Robin Thomas, Co-Executive Presbyters, presented a new logo for the Presbytery of Middle Tennessee, which will be used on letterhead and business cards, as well as social media. The Administrative Committee approved this without objection.
9. Robin Thomas reported on Committee Orientation Day, scheduled for January 4, 2020, 10AM – 1PM, at First Presbyterian Church, Franklin. This will be an opportunity for the committees to meet, get to know one another, and report on meeting times, etc.
10. The Presbytery office will be closed December 23 – 26.

RECOMMENDATIONS

1. The Administrative Committee, at the request of the Committee on Ministry, recommends the following change to the Mission and Operations Manual:
Committee on Ministry
Page 13, insert at Line 19 (text to be deleted is indicated by ~~striketrough~~; text to be added is underlined):
 - Approve commissions for installations (commissions to ordain or to ordain and install are to be approved by Presbytery); and
2. The Administrative Committee, at the request of the Finance Committee, recommends the following change to the Mission and Operations Manual:
Treasurer
Page 5, insert at Line 33 (text to be deleted is indicated by ~~striketrough~~; text to be added is underlined):

. . . He/She shall report to presbytery on an annual basis at the completion of the audit or review of presbytery's funds, assets and liabilities, normally at the May meeting of presbytery.