

**TRANSFORMATION TEAM
TAMPA BAY PRESBYTERY**

FINAL REPORT

**Thursday, May 9, 2013
Meeting at First Presbyterian Church, Inverness**



The Recommendation of the Transformation Team

That the Presbytery of Tampa Bay delegate the work and ministry of the Presbytery to three geographic Regional Commissions, and after twelve months (December 2015), evaluate and assess the viability of transitioning into three separate presbyteries.

Executive Summary

During the process of detailing the original proposals #1 and #2, the Holy Spirit moved among us. The Transformation Team, with the advice of the five new advisors (names listed in the Appendix) recommends what has become known as “Refined Proposal #2”, the option to remain a single entity, as set forth below, with the intent to move towards three presbyteries (Proposal #1) in 2015, if the way be clear.

This recommendation keeps what the Team considers essential elements of the way forward for this council at this time, including these elements:

- The core purpose of the presbytery will be identifying and strengthening those who lead our churches.
- The size and scope of committees, structures, staff, and facilities will be significantly streamlined.
- The “think small” principle will be reflected by forming three geographically shaped regions.

- The work of the presbytery will be largely delegated to presbyters in those regions.
- Each elder and pastor will be challenged to get more involved in their region. This will be the challenge for existing presbyters to communicate.
- There will be one annual meeting of the Presbytery as a whole.
- The existing covenants for covenant partners will remain as is. The regional commissions will be responsible for the funding allocations to them.
- An implementation process will be complete by the end of 2014 when the Regional Commissions begin meeting.

The Transformation Team still envisions a future with three distinct presbyteries, and recommends that Presbytery evaluate and assess the viability of multiplying into and transitioning into three distinct presbyteries 12 months (December 2015) after implementation of Regional Commissions.

In response to their recommendation, the Transformation Team provides the following requested from Tampa Bay Presbytery for this May Stated Meeting:

THE ROLES AND RESPONSIBILITIES OF THE PRESBYTERY

The vision is this:

“The Presbytery identifies and strengthens Presbyterian leaders so that every congregation makes new and mature disciples of Jesus Christ.”

The Transformation Team has consistently stated that the creation of three new presbyteries would provide the opportunity for three (possibly unique) models of being a presbytery. However, the Team has also noticed that there is heightened anxiety and significant hesitancy is making such a bold move.

With this in mind, the Transformation Team perseveres in the understanding that Christ-centered, authentic, cohesive relationships with each other are foundational for faithful ministry and decision-making among the region. We need to know God. We must know our neighbors.

Any emerging model for organizing this presbytery, moreover, depends on each presbyter becoming more responsible as a presbyter. Past staff-driven models have created a dependency on staff, an easily identifiable blaming mechanism for the ills of the presbytery, and discouraged competent, qualified leaders from assuming more responsibility (and all that comes with choosing responsibility) from presbytery life. Those days are over.

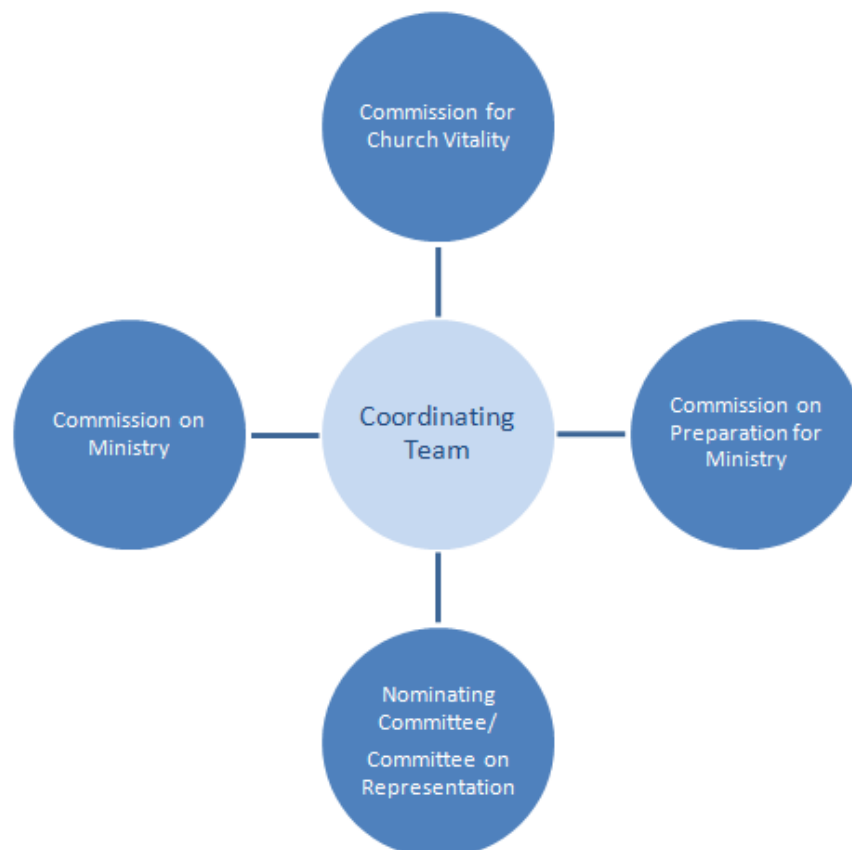
Relevant roles and responsibilities for the Presbytery include identifying and strengthening leaders:

- Commission on Ministry to serve as pastor, counselor, and advisor to teaching elders and congregation (G-3.0307) with operating principles related to healthy and

vital relationships, instead of a model whose primary focus is conflict and decline

- Responsible for guiding the preparation of those preparing to become teaching elders (G-3.0301a), always encouraging persons to assume responsibility for the disciplined stages of the formation process
- Continuous Learning Communities with the expectation for each pastor to participate in such a community
- Coaching Network of skilled Presbytery leaders to practice a coach approach to ministry among colleagues
- Relationships and networks to enhance collaborative opportunities for mission and ministry

MISSION DESIGN FOR PRESBYTERY AND STAFFING RATIONALE



Mission Design

Reconfigure the mission design to align with recommendations and strategies, with structure to include the following:

1. Coordinating Team – a strategic and administrative team responsible for administrative functions (personnel, finance, property issues), review of commissions for church planting and other mission, and includes the Moderator, Vice Moderator, the Chair of each Team/Commission in the structure, along with two elected members from each region with staff serving as ex-officio.
2. Commission on Ministry (COM) – responsible for the functions of nurturing the covenant community of disciples of Christ (G-3.0301c)

COM adopts a focus that is more proactive with our congregations, facilitating the development of leadership skills within congregations that will empower them to prevent unhealthy conflict and deal effectively with conflict when needed.

In its new handbook, COM has identified a variety of leadership resources for our congregations from within the presbytery that can be called upon in time of need.

And, when called upon by a congregation, session, pastor or member for a problem or concern, or when such a need is known, COM should act as a triage agent. COM will assess the situation and make recommendations for intervention, identifying resources within the presbytery or in certain situations, outside consultants. COM will not necessarily serve as the intervention but instead will provide support for the process.

The new COM would be organized around three geographic regions, with ten persons from each region nominated and elected for service by the Presbytery for service in each region, in addition to a Chair of COM being elected by the Presbytery.

3. Commission on Preparation for Ministry (CPM) – responsible for guiding the preparations of those to become Teaching Elders.

The new CPM would be organized around three geographic regions, with six persons from each region nominated and elected for service by the Presbytery for service in each region, in addition to a Chair of CPM being elected by the Presbytery.

4. Commission for Church Vitality (CCV) – responsible for strengthening leaders to address challenges and opportunities of the Word of God truly preached and heard so that the church's witness to the love and grace of God may be heard in the world (G-3.0301a). CCV seeks to resource congregations so they are inwardly strong and outwardly focused, especially encouraging the creation of new and mature disciples of Christ and new worshipping communities throughout the presbytery.

This new Commission for Church Vitality would be organized around three geographic regions, with six persons from each region nominated and elected for service by the Presbytery for service in each region, in addition to a Chair of CCV being elected by the Presbytery.

5. Nominations Committee/Committee on Representation – to nominate gifted persons to the

Commissions, Committees and Teams of the Presbytery, in addition to the offices of

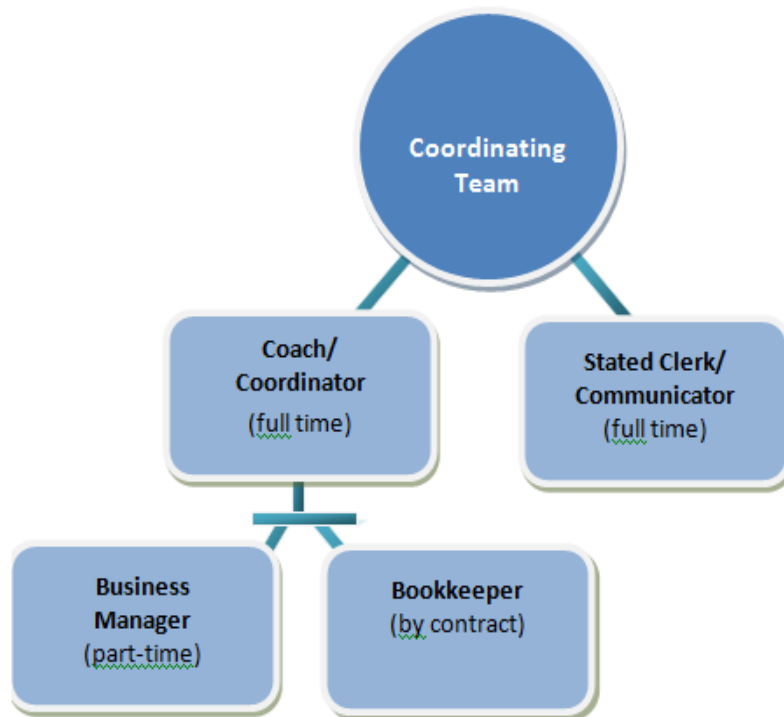
Moderator and Vice Moderator. The nomination of the Chair and nominees for election to

the Nominating Committee will be the work of the Coordinating Team.

This Committee remains a Presbytery-wide committee, with four persons from each of the three regions elected by the Presbytery to do the work of the Committee.

In accordance with our constitutional commitments, we would keep a Permanent Judicial Commission.

Staffing



Reshape staff roles and responsibilities to align with recommendations and strategies, with the following four staff people:

1. Stated Clerk and Communications Director, full-time
2. Presbytery Coach and Coordinator, full-time
3. Business Manager, part-time

4. Bookkeeper, contract staff

It is further recommended that the entire staffing model be reevaluated after twelve months after its institution to assure its adequacy.

THE APPROACH TO FORMING REGIONAL COMMISSIONS

The Presbytery of Tampa Bay would delegate the ministry and work of the Presbytery into three regions, therefore Regional Commissions would be authorized by the centralized Presbytery structure.

Tampa Bay Presbytery will be organized into three Regional Commissions:

- Hillsborough County
- Pinellas and West Pasco Counties
- East Pasco and Polk Counties
- Initiate conversation with the session of congregations in Hernando, Citrus and Levy Counties regarding the Presbytery where they would want to continue membership – whether it be Tampa Bay Presbytery or a neighboring presbytery

Each of these Regional Commissions will meet three times a year in a church or other location within that region.

During the start-up period, it is anticipated that Regional Commissions may need to meet more often as they organize themselves.

The purpose of the Regional Commission meetings would be:

- Worship and prayer
- Leadership development
- Examine for Presbytery membership
- Examine for transition to candidacy in the CPM process
- Create ministry and support networks for Ruling and Teaching Elders
- Determining funding allocations for Beth-El, Cedarkirk and FLAPDAN from congregations within the Regional Commission (annually)
- Nominate and elect members to a Regional Commission Leadership Team with the purpose of scheduling and organizing commission meetings within that region
- The Regional Leadership Team elects its Chair from among the Leadership Team members

There would be one annual meeting of the Presbytery of Tampa Bay.

During the start-up period, it is anticipated that the Presbytery may need to meet more often as Regional Commissions and the Presbytery organize themselves.

The purpose of the annual meeting of the Presbytery:

- Worship and prayer
- Approving a budget for the Presbytery
- Electing a Moderator and Vice Moderator of the Presbytery
- Electing Commissioners to the General Assembly
- Electing members to the four commissions and Coordinating Team of the Presbytery

In consultation with guidelines provided by the Office of the General Assembly, the Presbytery would allow for electronic meetings, understanding that that form of meeting would provide an opportunity for simultaneous communication and deliberation, and would be described in the presbytery's standing rules.

DIVIDING ASSETS AND LIABILITIES

Resource Center

It has been noted previously, that very few presbyteries stock a library and employ a full-time librarian to resource the mission and ministry of the Presbytery. People access online resources, borrow from others, peruse a variety of websites, talk with educators and others within the congregation.

As we look to the near future, the Team recommends opening up the Resource Center in the first quarter of 2014 to Presbyterians for churches/individuals who wish to purchase (\$1/per piece) resources for their church library or personal library. It would be a first come, first serve basis. All proceeds will be designated for mission resource purposes for the presbytery/ies.

The projected date for closing the Resource Center will be First Quarter 2014.

CURRENT COVENANT PARTNERS

Relationships would remain as is because Presbytery exists with delegated Regional Commissions. Those Regional Commissions would be responsible for the funding allocation to the covenant partners with congregations from their geographic region.

IMPLEMENTATION PLAN FOR THE RECOMMENDATION

May/June 2013

Transformation Team meets with Leaders from the Three Regions to determine specifics related to implementation (leadership, meetings, etc.)

Leaders from the Three Regions appointed by the Moderator (one minister/one elder from each region)

Meetings held with the session of congregations in Hernando,

Citrus and Levy counties

August 2013

Meetings/discernment among those currently serving on committees/commissions that will be part of the new design to provide for continuation of gifted, competent leaders in the transition and new regional configuration

Update on Implementation Plan presented at Presbytery Meeting

Transformation Team thanked and dissolved

Presbytery Coach and Coordinator Nominating Committee elected

September 2013

Adjustments made in Nominating Committee process in anticipation of new design for committees/commissions/team

New Standing Rules drafted by Three Regions Leaders/ Officers/ Transitional Presbyter

November 2013

First Reading of Standing Rules at Presbytery Meeting

February 2014

Meeting of Tampa Bay Presbytery

New Standing Rules Approved at Presbytery Meeting
Election of Persons to New Commission/ Committee/Team Structure

May 2014
Presbytery Meeting

Presbytery Coach and Coordinator Elected at

Schedule and Plans for Regional Commissions of Presbytery Presented

Implementation of Staffing Continues

Third & Fourth
Quarter 2014

Regional Commissions Begin Meeting

Fourth
Quarter 2015

Evaluation of Staffing Model and assess the viability of transitioning into three separate presbyteries.

QUESTIONS AND ANSWERS

Q: What will happen to our current staff?

A: Representatives from the Transformation Team and Personnel Committee have met with the staff in advance of the release of this report and has shared the following information:

- All permanent office and staff positions will continue through December 31, 2013.
- As an elected officer of the Presbytery, the Treasurer's role will remain unchanged.
- The Transitional Presbyter received the endorsement of the Personnel Committee and Transformation Team for extension of contract. Council approved the extension.
- Current staff may apply for any positions they are interested in and qualified for.
- Outplacement assistance will be provided for current staff should it be determined that they do not wish to or are not able to move into one of the new positions.

Q: What are the budget implications for these recommendations?

A: The major cost implications for these recommendations and strategy fall under the following broad categories:

Personnel: \$275,000 for the new staffing model. Some positions require a differing skill set than previous and are necessary for the accomplishment of the priorities identified. **Note: this is not a new line item in the budget.**

Search committee/relocation costs for new Presbytery Coach and Coordinator:
\$12,000

Technology upgrades/advances: \$6,000/year for videoconferencing and interactive web technology; may increase following analysis of need by the new Stated Clerk/Communications staff person.

Outside facilitator fees for small group Teaching Elders: \$5,000/year

Outside consultants for congregation issues that COM cannot triage within the Presbytery:
\$5,000/year

The Transformation Team recommends approval of the use of unrestricted reserve funds to cover any shortfalls in the budget for the next three years as these recommendations are being implemented and as other budgeted items are

evaluated and reprioritized.

Q: What challenges are anticipated in implementing these recommendations?

A: The biggest challenge we anticipate is keeping the vision and priorities front and center before the presbytery and moving the recommendations forward.

Another challenge is the shift in “primary responsibility” in the proposals. Increasingly, presbytery work and ministry will depend upon competent leaders with demonstrated skills and trusted character to dedicate more time and energy to presbytery work and ministry. Staff-driven presbyteries models do not encourage others to assume or share accountability and responsibility for ministry within the region.

While the trajectory and documented membership and financial trends of the Presbytery indicates some serious course correction needs to occur, the necessary changes that need to occur throughout the region are not just related to tasks and transactions, but to real attitude and relevant behavior choices being made by each presbyter.

Q: How will these challenges best be addressed?

A: Though the Transformation Team will dissolve in August 2013 with the adoption of the recommendations, we have each committed to work alongside the various individuals/committees involved in making this vision a reality. Each Transformation Team member is willing to become involved or continue their involvement in the following areas:

- Coordinating Team – Clara McMahon Morgan
- Nominating Committee/Committee on Representation – Fitz Conner
- COM/CPM – Micki Robinson
- Commission on Church Vitality – John Fullerton

SUMMARY STATEMENT

In an article titled, *The Travail of the Presbytery*, Joseph D. Small (Office of Theology and Worship,) shares these thoughts:

“All presbyteries are changing, but while some are simply adjusting to the reality of diminished resources by reorganizing and streamlining the same old system, others are engaged in discerning searches for new ways of being.

“The leadership in the reformation of presbytery life will come from presbyteries, not

from a General Assembly task force. Real change will be initiated by those presbyteries that say “No” to the reality given to them, hope in a different and better way of being the church, and thereby enable others to hope as well.”

These words influence the work of the Transformation Team in envisioning the future of our presbytery. We did not simply want to reorganize and streamline the same old system; we wanted to create a new way of being, along with a new sense of hope for those serving in the Church of Jesus Christ.

Our current regional and denominational situation, while filled with uncertainty and instability, presents an unprecedented opportunity for creating new vision, taking risks, embracing change and restoring hope.

As the Transformation Team prayed and worked together, we sought to remain open and obedient to the Lord’s guidance. We genuinely believed that the way to three distinct regional expressions of “being presbytery” was a direct, immediate shift. We have attended to the many voices present through a multitude of venues and have concluded that the way to what we are convinced is the inevitable development is the intermediate structure we are proposing, which both sets the stage for that inevitable development and is not there yet. We are people on The Way.

“Ecclesia Reformata, Semper Reformanda Secundum Verbi Dei” – “The church reformed and being reforming, according to the Word of God.” Will we respond to the challenge of these words? Or will we sit on the sidelines and let the decline continue? Will we be sensitive to the radical movement of the Spirit in this presbytery and look toward a different and better way of being the church?

The Transformation Team prays that the regional commission journey within our presbytery grows a group of leaders with spiritual depth and vitality who will create new worshipping communities as we respond in faith to our call in this time and place.

APPENDIX A: REVIEW OF PROCESS

Q: Why was the Transformation Team formed?

A: The Transformation Team was established in light of realities we face as a presbytery – some disheartening and others more hopeful. Most important in its inception was the recognition that this time of transition presents an opportunity for self-examination, imagining challenges and possibilities, risk-taking and embracing change.

Disheartening:

- Declining membership (in our congregations and thus in the Presbytery as a whole);
- Church closings – five in three years (2009 – 2012);
- Diminishing financial contributions – per capita assessments and pledges to unified mission;

- Trends documenting the dramatic reduction in professions of faith over the past decade;
- Division within the Presbytery along theological lines, resulting in broken trust; and
- Ambivalence, misunderstanding, and even disinterest among congregants and clergy about the presence of the Presbytery and its role.

Hopeful:

- A belief that God loves and has a vision for the Tampa Bay Presbytery and her congregations;
- Leaders among us with vision and courage; and
- A desire in Tampa Bay Presbytery to keep up with the Holy Spirit and embrace the changes and challenges that will enable us to be faithful in worship, mission and service.

Q: What is the purpose of the Transformation Team?

A: The following motion outlining the purpose of the Transformation Team was approved at the May 2012 meeting of Presbytery:

“The Moderator (in conjunction with the counsel of the Vice-Moderator and Transitional Presbyter) to appoint six people uniquely gifted for transformative visioning, to serve on a Transformation Team to propose a new mission design for Tampa Bay Presbytery PC(USA). At this juncture, it is hoped that a preliminary report of the work of the Transformation Team would be presented at the September 2012 Presbytery Meeting at Trinity PC, Clearwater, and also hoped that a final proposal would be considered at the December 2012 Stated Meeting at Eckerd College.”

Q: Who is on the Transformation Team?

A: The members elected to serve on the Transformation Team are a diverse group of leaders with experience in visioning, strategic planning, leadership development, staff support, technology and involvement not only at the local church level but throughout the denomination, including the Presbytery, Synod and General Assembly:

- Fitz Conner, Teaching Elder, First Tampa
- John Fullerton, Teaching Elder, St Andrews Dunedin
- Clara McMahon Morgan, Ruling Elder, Church on the Bayou Tarpon Springs
- Micki Robinson, Teaching Elder, Gulfport
- David Clay, Ruling Elder, Hyde Park Tampa (moved from the area)
- Sarah Matheus, Director of Youth Ministries (no longer in leadership in a Presbyterian congregation)

In addition to these current members of the committee, the following individuals provided support during the process:

- Jim Hatch, Teaching Elder, First Bartow
- Bob Hubbard, Ruling Elder, First Winter Haven
- Sue Moore, Ruling Elder, Trinity Clearwater
- Marsha Rydberg, Ruling Elder, Palma Ceia Tampa
- Charles Willard, Teaching Elder, Honorably Retired

Q: How did the Transformation Team determine the needs and wants of Tampa Bay Presbytery?

A: The Transformation Team began meeting in July of 2012 and has spent over 500 hours in fulfilling its charge. The committee employed a variety of methodologies to gain a deep and broad understanding of the needs and wants of the people in the Tampa Bay Presbytery:

- Researched and discussed trends and issues related to the struggles of middle judicatories and governing bodies and systems of management, not just in the PC (USA) but in other organizations as well.
- Researched and developed an understanding of movements specifically affecting our denomination, such as the Fellowship of Presbyterians, the Evangelical Covenant Order, the Mid-Council's Commission, the new Form Of Government, and local information among neighboring presbyteries
- Conducted an in-depth demographic study of the presbytery, collecting data, offering analysis and communicating the team's work within the Presbytery
- Facilitated small group conversations throughout the Presbytery in October and November 2012, using the core values and a predetermined set of questions to form an initial basis for understanding the views of the presbytery
- Created an online posting of Team materials to enhance communications, including updates on the Presbytery website.
- Organized four regional discernment groups to engage a broader segment of the Presbytery. These conversations were centered on the proposed designs for the Presbytery, and provided valuable feedback and insight from members of the Presbytery, many of whom do not attend scheduled Presbytery meetings. We had over 200 people who attended the regional conversations with 49 of our 71 congregations participating.
- Reached out to specific committees, groups and individuals within the Tampa Bay

Presbytery so that we could benefit from their particular insights or work experience, including COM, CPM, MOF and ECDC

- Conducted interviews with all Presbytery staff members
- Synthesized trends in our Presbytery, in the PC(USA) and in recent scholarship regarding sustainable organizational development, in addition to identified feelings and thoughts emerging from interviews, focus groups, staff conversations, and demographic findings to further develop direction and focus in our decision-making process.

Q: What trends emerged from the data collected?

A: We identified emerging trends after a thorough review of all the reading materials, emerging models, and collected data; we arrived at the priorities through a process in which we identified:

- Attributes (who we are)
- Assets (what we have)
- Opportunities (internal and external)
- Challenges (internal and external)
- Aspirations (hopes for a preferred future)

Interviews, data, regional groups and other Team Work:

The recurring themes emerging in the survey, focus group and key stakeholder groups were amazingly consistent. The responses indicated:

- Leader training was a major theme repeated during the information-gathering process.
- Instead of reliance on a few centralized staff, a felt need exists for networks to be created and sustained for leaders around a number of ministry arenas and mission initiatives. The need for increased participation among Ruling and Teaching Elders requires an increased focus on training: for Ruling Elders and Deacons, for mission work, to lead worship, to lead a study group or run a youth program, and to do ecumenical work. There was consistent expression that presbytery meetings, while necessary for conducting the business of the presbytery, could also be redirected for the leadership development and spiritual formation of the Presbytery.
- A need for increased communication around the Presbytery, especially across the body from congregation to congregation. There is a lot of good work being done at all of our congregations, but often that good work stays within the congregation. There is a need to create mechanisms to share information more effectively and efficiently.
- Feelings of mistrust also surfaced in the discussions, highlighting the need to

build relationships and reconciliation across the real and imagined divides and some past actions related to life in the Presbytery.

- There was a desire for more lay participation and that presbytery meetings should be redesigned to allow for this more fully.
- There is an identified trend that the Presbytery spends most of its resources on costs associated with its own building maintenance and staffing needs, and churches in decline or in conflict. There is a desire to stop closing churches and begin creating new worshipping communities that, while remaining true to the Word, are relevant to the people of today.

Q: What is the vision for the Presbytery?

“The Presbytery identifies and strengthens Presbyterian leaders so that every congregation makes new and mature disciples of Jesus Christ.”

The rationale and value supporting this unique role and purpose of the Presbytery include:

- As followers of Christ, we are members of Christ, and Christ’s body (I Corinthians 12) and therefore, belong to each other. Understanding our Lord and Savior Jesus Christ, and our sustained connection to Him as an important resource for ministry, and hence, the other members of the body of Christ as resources for ministry is a significant foundational concept for Proposal #1. We need to invest time, energy, intelligence, imagination and love in our relationships with one another, so that we may appreciate and use the resources God has given us in the different giftedness of one another. Proposal #1 is not a staff driven model; it squarely directs the responsibility for ministry into the body of Christ.
- The Presbytery only grants the privilege and responsibility of membership to ministers within its bounds; appoints moderators of its sessions, and grants permission to those who serve its congregations. Therefore, the identification of faithful leaders who are well-trained and articulate teachers and preachers of the Word, shaped by a Reformed Presbyterian identity, able to model what it means to be a “friend to my colleagues in ministry” by networking with others for collaborative mission and spiritual formation and professional growth - - this is a primary responsibility and important role for the Presbytery. We want quality Christian leaders with demonstrated competencies serving and a genuine heart for being “a good neighbor” in mission with other Presbyterian congregations. It is important to know what kind of gospel ministry is being witnessed by your neighboring Presbyterian congregations.
- Current Form of Government in our *Book of Order* locates the primary source of mission as the local congregations and the congregation as the basic form of the

church, with the presbytery responsible for assisting and supporting congregations in the witness and mission.

- The “flattened world” in which we live and work provides for a whole range of networking capabilities to resource, assist and support congregation in their witness and mission, from “googling” to MeetUp groups, to Facebook friends, to websites like <http://www.pcusa.org/>, <http://www.amazon.com/>, <http://www.christianbook.com/>, <http://www.churchplantingvillage.net/>, to digitized libraries for access to resources and reviews.

APPENDIX B: STAFF DESCRIPTIONS

PRESBYTERY COACH AND COORDINATOR

Role and Responsibilities

We are seeking an entrepreneurial relationship builder to lead the Presbytery of Tampa Bay. The Presbytery Coach and Coordinator will be tasked with providing thoughtful leadership and direct management of staff and will be responsible for creating an environment within the Presbytery for the vision, goals, and culture of the organization to flourish. The Presbytery Coach and Coordinator must be deeply committed to the Presbytery’s vision and mission. The position will report directly to Coordinating Team.

Specifically, the Presbytery Coach and Coordinator will be responsible for:

- 1) Hiring, developing and managing staff, in consultation with the Coordinating Team
- 2) Shaping the success of the Presbytery of Tampa Bay through strategic analyses of its resources and talent and serving as a resource to the Coordinating Team
- 3) Initiating and managing high-level relationships to identify strategic growth opportunities, including overseeing efforts to launch new worshipping communities
- 4) Leading strategy, execution and implementation of leadership development to build healthy leaders serving our congregations
- 5) Be capable of using a coach-approach with healthy, competent leaders within the presbytery

Qualifications

We are seeking an exceptional leader who is motivated by our mission and who will bring a strong sense of possibility and focus to our efforts. Successful candidates will have a strong record of achievement and a vision for helping Presbytery of Tampa Bay develop and support highly skilled pastors and healthy congregations so that we are taking risks and changing lives for Jesus Christ. In addition we seek individuals who have:

- The ability to motivate and challenge stakeholders
- Excellent leadership, analytical and strategy development skills
- Excellent management skills, including experience effectively managing staff/developing talent

- The ability to critically assess challenges and identify effective solutions
- Goal-driven orientation
- Strong inter-personal skills and ability to work with all different levels in the organization
- Outstanding communication skills
- Flexibility and comfort with ambiguity
- Professional demeanor, discretion, and good judgment
- A personal relationship with Jesus Christ

Compensation: To be determined by the Coordinating Team/Council

STATED CLERK AND COMMUNICATIONS MANAGER

Role and Responsibilities

The Stated Clerk will serve as the advisor to the constitution and for judicial process before the Presbytery. The Stated Clerk is the keeper of records and transactions of the Presbytery, and the parliamentarian for its meeting. The role requires meeting annual reporting requirements associated with the office and outlined in the Book of Order. As the Chief Ecclesiastical Officer of the Presbytery, it will be the responsibility of the Stated Clerk to attend necessary and required meetings to maintain and strengthen our relationship with the Presbyterian Church (USA).

The Communications Manager aspect of the position requires creating and implementing a strategy that will insure timely, effective, and informative communication between the Presbytery and its many constituents. This position will report directly to the Coordinating Team. It will be evaluated annually for continuation.

Specifically, the State Clerk/Communications Manager will be responsible for:

- 1) Creating a strategic communications plan that will identify clear strategies to fully execute the Presbytery's vision and mission
- 2) Provide for redesigning the current website and development of a platform allowing shared communication amongst stakeholders
- 3) Managing the master Presbytery communications calendar and serving as the primary writer of all communications to its stakeholders ensuring that messaging aligns with vision, mission and core values.

Qualifications

We are seeking a motivated and creative thinker who is driven by outcomes and who will bring a strong sense of possibility and focus to our efforts. In addition we seek individuals who have:

- Exceptional writing and editing ability
- Excellent organizational and project management skills
- Prior experience managing an employee newsletter, portal, intranet or wiki (preferred)
- Demonstrated ability with standard word processing, spreadsheet, database, and publications software
- Demonstrated website maintenance skills

- Demonstrated ability to identify and analyze technology and communication issues and develop appropriate solutions
- Ability to manage multiple responsibilities simultaneously and independently
- Strong ability to think strategically and creatively
- Outstanding interpersonal and teamwork skills
- Flexibility in an environment of ambiguity and changing priorities
- Professional demeanor, discretion, and good judgment
- A personal relationship with Jesus Christ

Compensation: To be determined by the Coordinating Team/Council

BUSINESS MANAGER

Roles and Responsibilities

We are seeking a highly organized individual to manage and direct the day to day activities of the presbytery office/site. The Business Manager must be deeply committed to the Presbytery's vision and mission. This position will report directly to the Presbytery Coach and Coordinator. It will be evaluated annually for continuation.

Specifically, the Business Manager will be responsible for:

- 1) Support of general office work (mailings, fillings, answering phones, updating committee heads)
- 2) Support the financial administration of the Presbytery in collaboration with the Treasurer
- 3) Creating and managing relationships to foster investment in Presbytery work and beyond.

Qualifications

- Proficiency in Microsoft Office Suite and open to learning new technology
- The ability to work independently
- A history of creative problem solving and are solutions oriented
- Excellent project management skills and attention to detail
- Outstanding communication skills
- Flexibility and comfort with ambiguity
- Professional demeanor, discretion, and good judgment
- A personal relationship with Jesus Christ

Compensation: To be determined by the Coordinating Team/Council

APPENDIX C: FINANCIAL HISTORY

Proposal #1 & Proposal #2	Churches	Total 2011 Members	Total 2011 Receipts	Per Capita 2012 Actual	Per Capita 2012 Budget	Per Capita Actual as % of Receipts	Per Capita Budget / Members
Citrus	2	764	\$778,623	\$14,481	\$17,775	1.86%	\$21.95
Hernando	2	761	\$553,854	\$12,961	\$14,813	2.34%	\$19.46
Hillsborough	19	6,967	\$9,421,586	\$127,580	\$139,672	1.35%	\$20.05
Levy	1	32	\$55,686	\$612	\$612	1.10%	\$19.13
Pinellas & West Pasco	34	7,645	\$11,770,987	\$111,979	\$151,562	0.95%	\$19.82
Polk & East Pasco	15	5,390	\$7,279,260	\$76,090	\$115,597	1.05%	\$21.45
TOTAL	73	21,559	\$29,859,996	\$343,703	\$440,030	1.15%	\$20.41

APPENDIX D: PRESBYTERY OFFICE BUILDING

Regarding the Presbytery office building, we would make the following additional recommendation as a separate recommendation to follow the presentation, discussion, and vote relative to the primary recommendation found on page 1 of this report.

The Recommendation of the Transformation Team

That the Council of the Presbytery of Tampa Bay appoint a commission to determine how to reduce or remove the Presbytery's financial burden of the building at 4704 Kelly Road, Tampa, and that the commission provide financial data in support of their recommendation.

Rationale

The Transformation Team and the five Advisors are of the unanimous opinion that the fiscal viability of the Presbytery building at 4704 Kelly Road, Tampa, is in question. We believe the building and its contents no longer deserving of the financial resources we currently must budget because:

- it is not good stewardship to have significant dollars invested in a building rather than the mission of the Presbytery
- the space is very little used and will be less often used when geographic Regional

Commissions become active

- physical structures, particularly of this size, are no longer needed due to present opportunities for virtual offices and, if preferred, space available in churches for the recommended streamlined staff and structure of the Presbytery

Additional Information

A pro-bono appraisal of the facility and survey of the market by Lee Pallardy, Inc., Tampa, is in process and would be immediately available to the commission.