

**ADMINISTRATIVE COMMITTEE
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
MAY 19, 2022**

INFORMATION

- The Administrative Committee ordinarily meets on the third Thursday of each month, following the meeting of the Finance Committee.
- The Administrative Committee receives regular reports from the Co-Executive Presbyters, the Treasurer, and the Stated Clerk.
- The Co-Executive Presbyters will attend a training event in transitional ministry.
- The Stated Clerk will be a volunteer at the 225th General Assembly (2022).
- The Administrative Committee prays for a wonderful restorative sabbatical for chair Stephen Yates, and welcomes the leadership of vice-chair Doug Berry.

ADMIT TO RECORD

1. The Administrative Committee members will serve as liaisons to committees as follows: Doug Berry – Committee on Preparation for Ministry; Theresa Denton – Committee on Mutual Support; Heidi Hudnut-Beumler – Committee on Ministry; Mary Louise McCullough – Committee on Church Transformation; Cristi Scott Ligon – Committee on Leadership Excellence.
2. The proposed revised Mission and Operations Manual continues to be lifted up in the eNews and will be presented for approval at the May 19 Presbytery meeting.
3. The Administrative Committee received reports on the ongoing work of Presbytery's committees. The Committee on Leadership Excellence's event on pastoral leadership (February 26) is available on the Presbytery's website.
4. The Administrative Committee received a report from the Personnel Committee regarding the retirement of the Stated Clerk, and approved the election of a Stated Clerk Nominating Committee. The Administrative Committee, upon request of the Personnel Committee, will present a revised position description for the incoming Stated Clerk.
5. Pending approval of the revised Missions and Operations Manual, the Administrative Committee appointed the following expanded Personnel Committee: Greg Glover (First Clarksville), chair; Connie Hamblen (Eastminster); Heidi Hudnut-Beumler (Westminster Nashville); Jeff Kane (Westminster Columbia); Lavona Russell (East Brentwood).

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6. The Administrative Committee received a report from the Nominating Task Force [Elinor Foster (Moderator-in-Nomination), chair; Scott Huie (Bellevue); Robert Montgomery

(First Lewisburg); Shirley Puckett (Buffalo Valley); Bill Russell (First Spring Hill); Mary Catherine Sevier (First Murfreesboro).

7. The Administrative Committee approved plans for a modified, in-person meeting for the the May 19 Presbytery meeting. The meeting will be held at First Presbyterian Church, Franklin; lunch will not be provided, but snacks and breaks will be available throughout the agenda. Worship will include a sermon by Candidate for Ordination Claire Harris Kramer, and assisting in worship will be ministers received by the Presbytery in 2020 and 2021.

RECOMMENDATIONS

1. The Administrative Committee recommends approval of the attached revised Mission and Operations Manual.
2. The Administrative Committee, at the request of the Personnel Committee, recommends approval of the revised job description (attached) for the incoming Stated Clerk, scheduled to begin service January 1, 2023. The changes in hours, duties, and compensation are based on aligning the Stated Clerk position with the Presbytery's present and anticipated staffing needs. The revised position description (25 hours) does not include healthcare or Board of Pensions benefits.
3. The Administrative Committee, at the request of the Nominating Task Force, recommends that the following persons be elected to serve as the Stated Clerk Nominating Committee: Ora Bransford Luxe (St. Andrews); Michael Davis (First Hendersonville); Todd Jones (Honorably Retired); Lavona Russell (East Brentwood); Shelby Smith (First Spring Hill).
4. The Administrative Committee, at the request of the Nominating Task Force, recommends approval of the following slate, to serve as indicated:
 - a. Committee on Social Justice:
 - i. Class of 2022: Dora Estes (Double Springs); Justin Gung (Val. Ministry)
 - ii. Class of 2023: Andrea Elkins (First Murfreesboro)
 - iii. Class of 2024: Henry Deadrick (St. Andrews)