

Supplemental Reports to the
Presbytery of Florida
Fall Stated Meeting

Tuesday, October 25, 2022 • 9 a.m. CDT / 10 a.m. EDT
First Presbyterian Church, 306 N. Madison St., Quincy,
www.firstpresquincy.org

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Report from the **Coordinating and Planning Commission (CPC)**

Membership: Past moderator (Chair), moderator of presbytery, vice-moderator of presbytery, all presbytery committee chairs

Purpose: To provide for strategic planning and to coordinate the work of the presbytery; and to serve as a commission of presbytery to address matters needing immediate attention between presbytery meetings.

For information:

- Presbytery meeting dates for 2023: Feb. 28, May 20, August 22, October 24
- General Presbyter Roy Martin recommends hiring Holy Cow! Consulting to conduct an evaluation of our presbytery.

For action: The CPC nominates Ruben Diaz – Elder, First Presbyterian Church, Tallahassee, to serve as a member of the Committee on Representation, Class of 2024/25.

Coordinating and Planning Commission (CPC)

Rev. Dr. Michael Askew – CPC Chair (*Minister – Gulf Beach, Panama City Beach*)

Rev. Trinity Whitley – Presbytery Moderator (*Minister – Faith, Tallahassee*)

Elder Don Mowat – Presbytery Vice Moderator (*Elder – 1st, Lynn Haven*)

Rev. Mark Broadhead – Committee on Congregational Revitalization Chair
(*Minister – 1st, Crestview/Laurel Hill*)

Rev. Bill Lamont – Committee on Dogwood Acres Chair (*Minister – Gulf Breeze*)

Rev. Dr. Joan Wooten – Committee on Ministry Chair (*Minister – 1st, Pensacola*)

Rev. Hugh Hamilton – Committee on Mission and Outreach Chair (*Minister – Trinity, Pensacola*)

Elder Leslie Yandle – Committee on Nominations Chair (*Elder – 1st, Pensacola*)

Rev. A. J. Mealor – Committee on New Congregational Development (*Minister – Fellowship, Tallahassee*)

Rev. Dr. Raymond Guterman – Committee on Preparation for Ministry Chair (*Minister – 1st, Marianna*)

Rev. Brad Clayton – Committee on Presbytery Administration Chair (*Minister – Faith, Tallahassee*)

Elder Glenn Hodges – Committee on Representation Chair (*Elder – 1st, Tallahassee*)

1 Supplemental Report from the
2 **Committee on Ministry (COM)**

3 **Membership:** Chair, vice-chair, 13 members-at-large

4 **Purpose:** To fulfill all Book of Order and presbytery manual responsibilities related to oversight of and
5 assistance to congregations, Ministers of Word and Sacrament and Certified Christian Educators in
6 their ministry. These responsibilities include all matters related to matriculation of new pastors, periodic
7 visits with sessions and pastors, support for clergy and Certified Christian Educator wellness and
8 professional development, minimum standards for clergy compensation, dissolving pastoral
9 relationships, processes leading to the next pastoral call, and examining ministers for readiness and
10 suitability to receive calls.

11 **For action:**

12 The Committee on Ministry recommends that Presbytery increase the effective minimum salary of
13 called and installed pastors to \$41,050.00. The proposed effective minimum represents a 2%
14 compounding annual increase from the 2017 Presbytery minimum of \$36,450.72.

1 Report from the
2 **Committee on New Congregational Development (CNCD)**

3 **Membership:** Chair, vice-chair, 5 members-at-large

4 **Purpose:** To formulate and implement a comprehensive plan for the location, funding, and
5 development of new congregations and new worshipping communities within the bounds of the
6 presbytery.

7 **For information:**

8 CNCD met October 5, 2022. The committee:

9 1. Reviewed Leadership Competencies for MIF

10 Selected the following: Preaching and worship leadership; Public Communicator; Technologically
11 Savvy; Spiritual Maturity; Teacher; Organizational Agility; Collaboration; Entrepreneurial;
12 Interpersonal Engagement; Flexibility.

13 2. Effective Salary will be capped initially at \$62,099 in order for us to participate in the PCUSA 5-
14 year grant program for New Worshipping Communities.

15 Discussed the cost of living in the Seaside area, especially housing, and agreed this might require some
16 kind of additional funding.

17 3. Reviewed and edited Narrative Questions for MIF

18 Jim Rollins kept notes on suggestions for change and will rewrite and submit back to committee for
19 further review.

20 4. Discussed PNC make-up.

21 Idea suggested that we consider adding a non-Presbyterian to the group who is familiar with the
22 Seaside area. Question: Would this have to be approved by COM?

23 Steve Rhodes was asked to call Richard Proctor, Episcopalian Priest living in the Seaside area, who has
24 a few Presbyterians currently attending that congregation.

25 5. Reviewed next steps to finalized MIF and then load onto CLC website. A. J. Mealor reminded us that

26 the “1001 Communities” has their own search process, as do a couple of seminaries regarding those
27 interested in NCD.

- 28 6. Steve Rhodes raised some thoughts and questions, and A. J. asked that these be place in the minutes:
29 - We have to be honest about our expectations of this person. And honest about a time line for the
30 ministry being self-sustaining. PNC needs to be very attentive with NCD pastor in setting initial goals
31 and priorities for the congregations.
32 - Staff should be added the initial growth period not buildings!
33 - NCD pastor will need PNC’s a help in navigating the balance between a “retiree” church and a
34 “family” church.
35 - When to start worshiping regularly is a key! It would be disastrous to start and then pause for a while.
36 It doesn’t really matter what the worship looks like as long as its roots are “reformed and Presbyterian”.
37 Remember, many of those attracted will not be of Presbyterian background.
38 - Suggestion, do not start worshiping regularly until you have a firm financial commitment
39 from a core who want to start the church.
40 - Starting a new church is about face-to-face relationships. I think we should use all the
41 technology that is available, but nothing beats going to the schools to watch a game or
42 recital, visiting folks in their offices and workplaces, and a visit on the back porch watching
43 the waves!

44
45 **For action:** No items.

46 Respectfully submitted,
47 A. J. Mealor, Chair

Committee on News Congregational Development (CNCD)

Class of 2022-23
Stan Trappe
(Elder– Grace, Panama City)

Class of 2023-24
Steve Rhodes (Vice Chair)
(Minister-1st, DeFuniak Springs)

Class of 2024-25
A. J. Mealor (Chair)
(Minister – Fellowship,
Tallahassee)

Artie White
(Elder – Faith, Tallahassee)
Kathy Milton
(Elder – 1st, Marianna)

Jim Rollins
(Minister – HR)

1 Report from the
2 Committee on Presbytery Administration (CPA)

3 **Membership:** Chair, vice chair, nine members-at-large

4 **Purpose:** To oversee the management of presbytery funds, property, and staff

5 **For information:**

6 **New Office at Dogwood Acres** – The CPA has approved designs for a new office building and a bid
7 from Nick Dillard Contruction for **\$396,000**, and we are anticipating some additional costs that may
8 total an additional **\$100,000**. If this project is approved by the presbytery, the funds will come from
9 reserves from the sale of the Chipley office along with other available reserves. We do not anticipate
10 that we will need to do any additional fundraising at this time. See the FAQs following this report for
11 more information. The full project will require presbytery approval. We are indebted to **Ben Powell,**
12 **Grady McDaniel,** and **Finley Cook** from First Presbyterian of Quincy for their diligent work and
13 research.

14 **2022 Budget** – Our budgeted receipts are less than anticipated, which has required us to use more
15 reserves than anticipated. Our total receipts through the end of August were \$279,031.65. our
16 expenditures for the same period totaled \$306,338.74. We have reserves that can cover this deficit
17 through the end of the year, but this deficit will affect our budgeting for next year.

18 **2023 Budget** – At the August Presbytery meeting, our presbytery approved a preliminary budget of
19 **\$449,959**. This includes increases for Mission and Outreach, Administration and GA disbursements.
20 Stewardship is using this total for Shared Mission Requests from each congregation. Those requests
21 have been prepared and have been emailed to each church. We also have printed copies of these
22 requests today if you would like to take yours to your church.

23 **Personnel** – Rev. Eric Spoon has established individual committees for each staff person and continues
24 to develop a system of evaluation and support for our staff. This work is ongoing.

25 **For action:** That the presbytery approve the construction of a new office at Dogwood Acres.

26 Respectfully submitted,
27 Brad Clayton, Chair
28
29

Committee on Presbytery Administration (CPA)

Class of 2022-23

Barbara Sawyer
(Elder – Northminster, Pensacola)

David Balmer
(Elder – Gulf Beach,
Panama City Beach)

Carol Allman
(Elder – Christ, Tallahassee)

Class of 2023-24

Grady McDaniel
(Elder – Grace, Panama City)

Eric Spoon
(Minister – Grace, Panama City)

Chris Erde
(Minister – 1st, Quincy)

Vacancy

Class of 2024-25

Brad Clayton (Chair)
(Minister – Faith, Tallahassee)

Mary Vance
(Minister – HR)

Vacancy

Vacancy

1 **NEW PRESBYTERY OFFICE**
2 **FAQS**

3 **1. WHY DO WE NEED A NEW PRESBYTERY OFFICE?**

4 The Presbytery Office moved from Chipley to Dogwood Acres in 2015. The office moved into the
5 Dogwood Acres director's house as a temporary solution until more adequate office space could be
6 developed. Building an office space at Dogwood Acres establishes our location at Dogwood Acres
7 permanently. It will also provide a professional space for our staff that we do not have in the current
8 director's house.

9 **2. HOW MUCH WILL THE OFFICE COST?**

10 The proposed bid will cost \$396,000 with another \$100,000 budgeted for additional costs, totaling
11 **\$496,000**. The additional costs might include unforeseen environmental costs because of the location,
12 changes to the specs that we may choose to make during the build, etc.

13 **3. HOW WILL WE PAY FOR THE OFFICE?**

14 The office will be fully paid for from Presbytery reserves. Half of these reserves came from the sale of
15 the Chipley Office and two other undeveloped properties from Walton County gifted to the presbytery.
16 The other half has come from our current presbytery reserve fund.

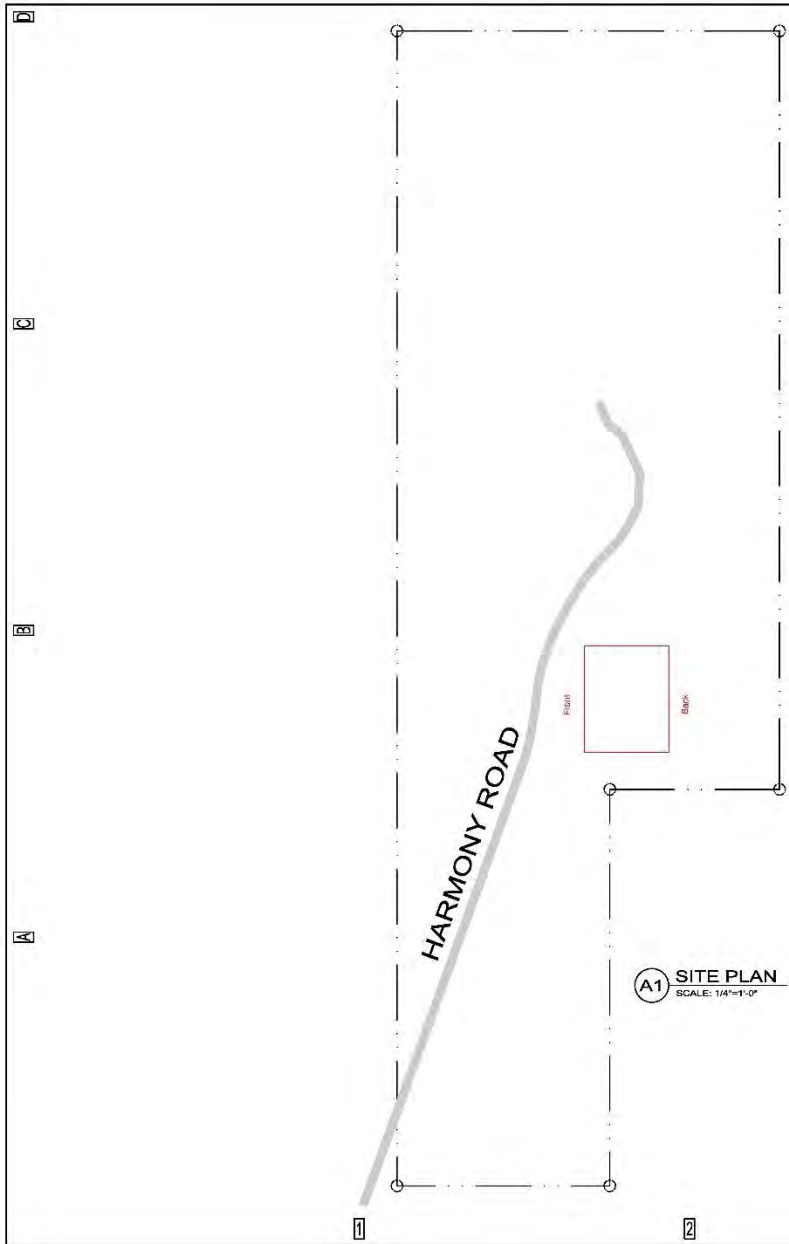
17 **4. HOW LONG WILL THE CONSTRUCTION TAKE?**

18 Once construction begins it should take approximately nine (9) months for completion.

19 **5. WHAT WILL THE OFFICE LOOK LIKE?**

20 See the attached drawings and artist rendering.





Dogwood Acres

3320 Harmony Rd
Chipley, FL 32428

Contract Notes:

- 1 - Contractor to Coordinate Sitework-Clearing/Grubbing as directed by Owner
 - a Cost to be paid direct to Sub By Owner
 - b Owner will advise of building rough location.
 - c Contractor to Coordinate a survey and building corners - paid by Owner Direct.
- 2 - Change Metal Standing Seam - To Metal Screw down - Price already reduced
- 3 - Plumbing - All shown fixtures included - Renni Gas Heater included.
Elongated Toilets - High/Low Water Coolers
- 4 - Utilities - Contractor coordinate all utilities and connections as directed by Owner
Cost to be paid direct to Utility Company by Owner
- 5 - Foundation - Includes all Sand fill and Block/Concrete as Shown on Plans
Compact and Test
- 6 - Provide and install attic access stairs, and attic trusses - deck with 3/4 CDX - Included
- 7 - Insulation - Spray foam to R-Value-Roof Deck-Exterior Walls - Sound Batt Insulation on Interior walls
- 8 - All work to comply with 2021-Florida Building Code and Local Building Department to code
- 9 - See Proposal from Nick Dillard Construction Dated 08-08-2022 for additional information

NICK DILLARD CONSTRUCTION TO BE REIMBURSED 10% OF DIRECT COST FOR COORDINATION OF THE SITWORK/UTILITIES CONNECTION AS PAID BY OWNER - TO BE BILLED SEPERATE FROM CONTRACT AS A REIMBURSEMENT

A1 SITE PLAN
SCALE: 1/4"=1'-0"

SHEET INDEX	
ARCHITECTURAL	COVER SHEET/SITE PLAN
SHEET A-1	COVER SHEET/SITE PLAN
SHEET A-2	LIFT SHEET PLAN
SHEET A-3	FLOOR PLAN
SHEET A-4	ROOF PLAN
SHEET A-5	UTILITIES PLAN
SHEET A-6	OUTDOOR ELEMENTS
SHEET A-7	FOUNDATION PLAN
SHEET A-8	ROOF FRAMING PLAN
SHEET A-9	INTERIOR ELEMENTS
SHEET A-10	DOOR TYPES AND FINISH SCHEDULE
STRUCTURAL	STRUCTURAL NOTES AND DETAILS
SHEET S-1	STRUCTURAL NOTES AND DETAILS

SITE INFORMATION	
PROPERTY ADDRESS:	3320 Harmony Rd
Chipley, FL	32428
PARCEL ID:	00000000-00-3013-0000
PROPERTY USE CODE:	CHURCHES 7100
ACREAGE:	0.12 ACRES

Michael E. Higdon
Architect

1974 W. 6th Street
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meh@mehigh.com

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Date	Remarks
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Date	Remarks

Dogwood Acres

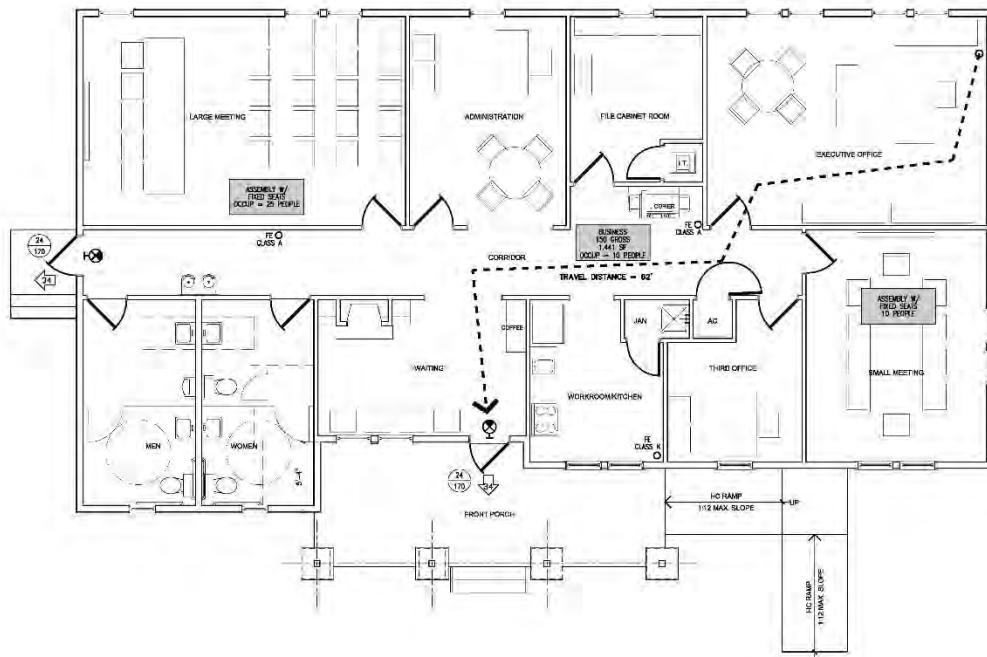
3320 Harmony Rd
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Sheet Information

Title:	COVER SHEET/SITE PLAN
Drawn:	MEH
Checked:	MEH
Scale:	AS NOTED
Date:	08/11/2022
Sheet:	A-1

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MINIMUM NUMBER OF PLUMBING FIXTURES							
Occupancy - If people (Men & Women)							
Classification / Occupancy	Water Closets		Lavatories	Sinks	Drinking Fountains	Other	Notes
	Male	Female					
Business	1 per 25	1 per 40	1 per 40	-	1 per 100	Service Sinks	
Provided	2	2	2	2	2	2	1



LIFE SAFETY LEGEND

- Primary egress with units in inches
- Egress distance and direction
- Exit occupant load
Exit occupant capacity
- Fire extinguisher cabinet or bracket mounted fire extinguisher. Verify type with owner.
- Exit signage

LIFE SAFETY NOTES

Building Data
 Square Footage: 2,334 SF
 Construction Type: V-B
 Serviceable: No

General Building Egress & Signs
 Actual Building Height: 9' 5 1/2" (Table 504.3) 40'
 Actual Building Height: 20'
 Allowable # of Stories (Table 504.4): 2
 Actual # of Stories: 1
 Allowable Area Floor (Table 504.2): 9,100
 Actual Square Footage: 2,334 SF

Occupant Count
 Seating Occupancy: Business Office (8, Section 504)
 See Life Safety Plans for Calculations (Table 1004.9)
 Business: 1,441 SF / 150 = 10 people
 Small Meeting Room: Assembly w/ fixed seating
 10 people
 Large Meeting Room: Assembly w/ fixed seating
 25 people
 Total Occupancy = 45 People

Means of Egress
 Required Egress Width (1004.2.2)
 47 people x 21" = 9.8'
 Provided Egress Width: 9'
 Number of Means of Egress (Table 1004.3): 1 Exit
 Required (Contingency in less than 60 people)
 2 Exits Provided

Travel Distance
 Maximum travel distance allowed (Table 1017.2):
 200' (non-sprinklered building)
 Maximum travel distance provided: 62'

Fire Extinguishers
 See Table 907.1.1 NFPA 10: Minimum Floor Area Covered: 1,500 SF
 Square Footage: 2,334 SF
 (2) Class A Fire Extinguishers Required
 (1) Class B Fire Extinguishers Required
 (3) Fire Extinguishers Provided (2) Class A and (1) Class B

BUILDING SQUARE FOOTAGE CALCULATIONS:
 HEATED/COOLED: 2,334 SF
 EXTERIOR FLOORING/SPACES: 234 SF
 TOTAL BUILDING AREA: 2,733 SF

A1 LIFE SAFETY PLAN
 SCALE: 1/4"=1'-0"

Michael E. Higdon
 Architect

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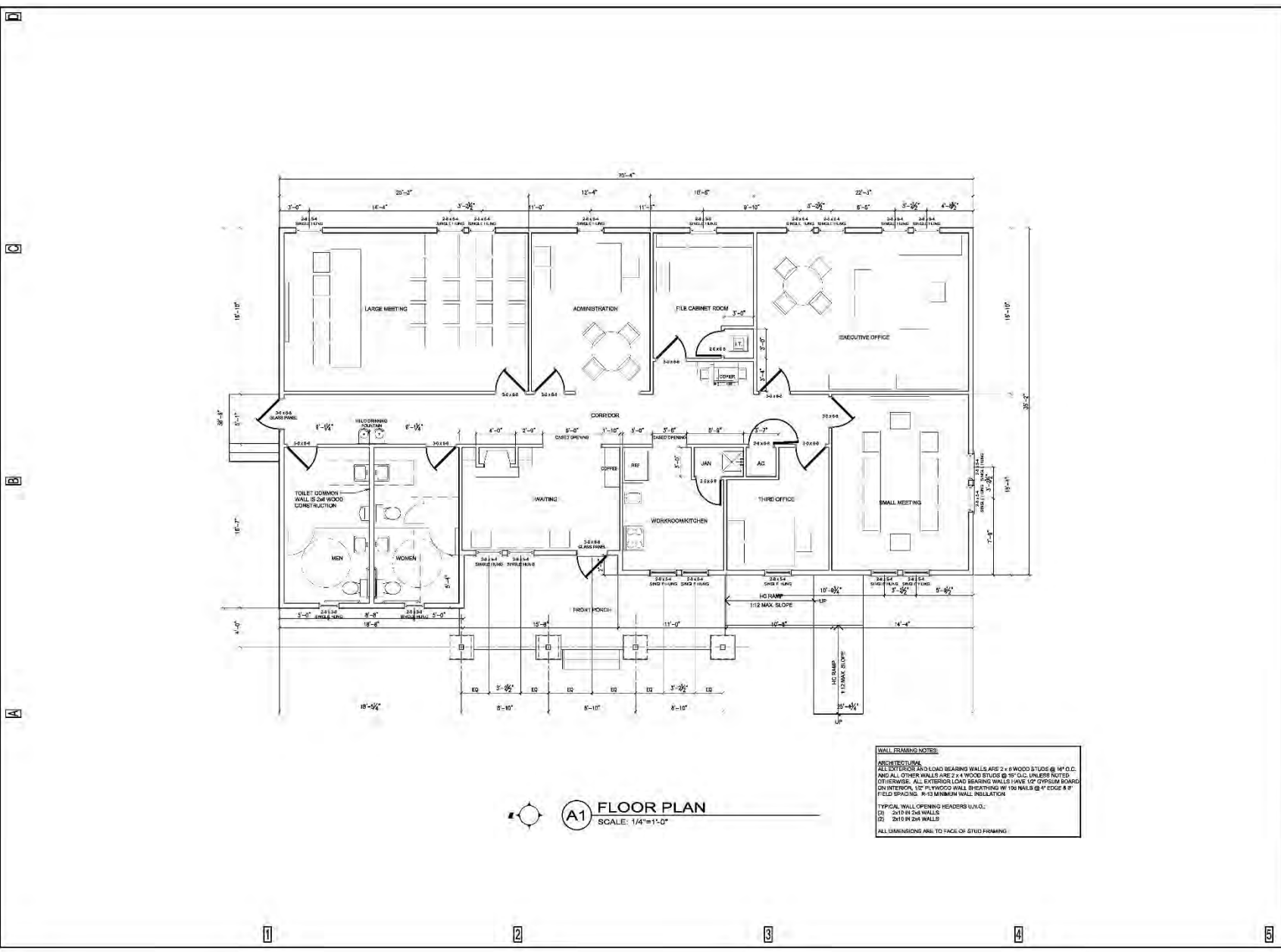
Date	Remarks

Dogwood Acres
 3320 Harmony Rd
 ChIPLEY, FL, 32428

Sheet Information

Title:	LIFE SAFETY PLAN
Drawn:	MEH
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Scale:	AS NOTED
Date:	05/11/2022
Sheet:	A-2

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WALL FRAMING NOTES:
ARCHITECTURE:
 ALL EXTERIOR AND LOAD BEARING WALLS ARE 2" x 4 WOOD STUDS @ 16" O.C. AND ALL OTHER WALLS ARE 2" x 4 WOOD STUDS @ 16" O.C. UNLESS NOTED OTHERWISE. ALL EXTERIOR LOAD BEARING WALLS HAVE 1/2" GYPSUM BOARD ON INTERIOR, 1/2" PLYWOOD WALL SHEATHING W/ 150 MILLS @ 8" EDGE & 8" FIELD SPACING. R-13 MINIMUM WALL INSULATION.
TYPICAL WALL OPENING HEADERS U.N.O.:
 (1) 2x10 IN 2x4 WALLS
 (2) 2x10 IN 2x4 WALLS
 ALL DIMENSIONS ARE TO FACE OF STUD FRAMING.

A1 FLOOR PLAN
 SCALE: 1/4"=1'-0"

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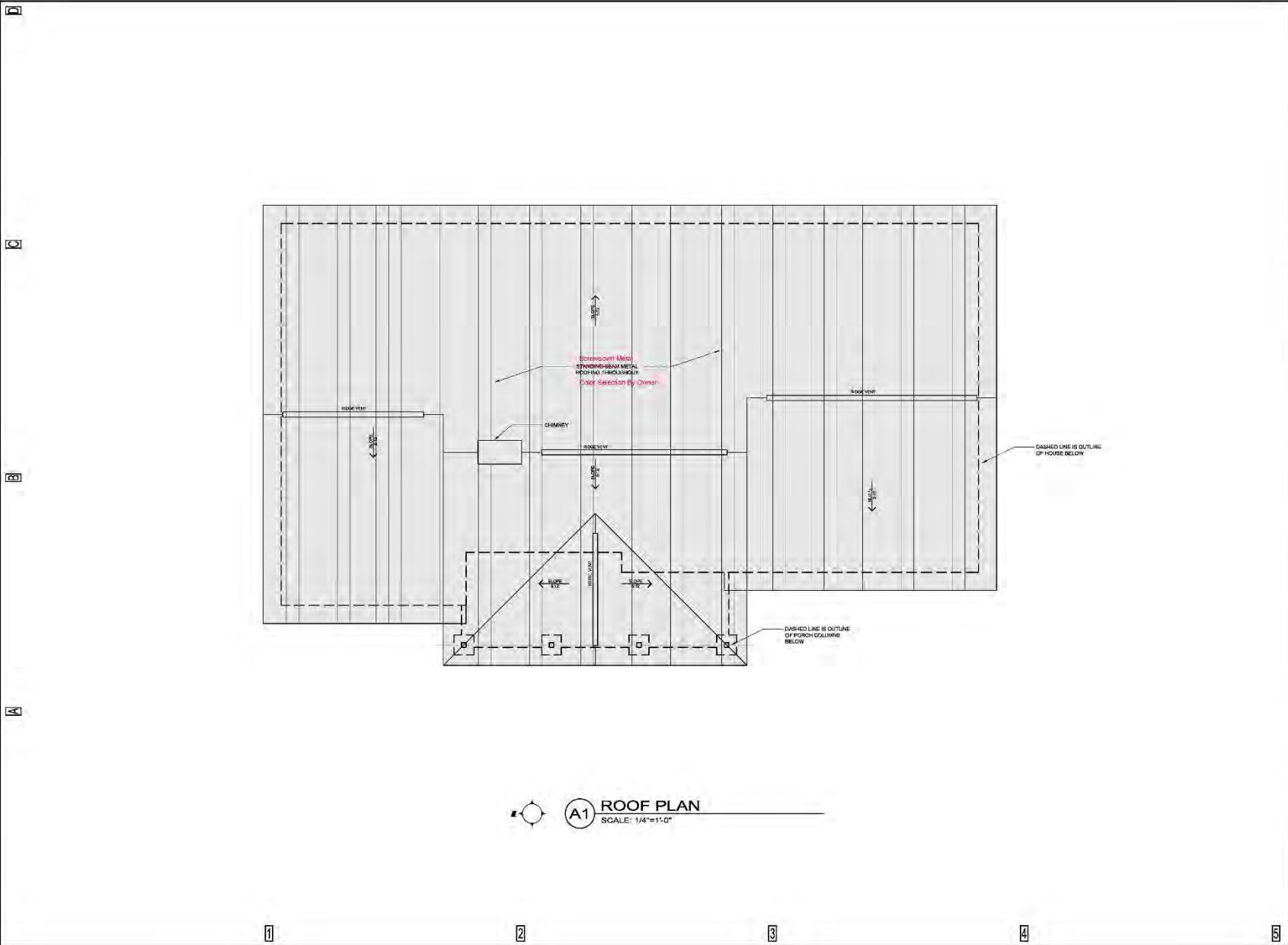
Dogwood Acres

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 Chipley, FL 32428

Sheet Information

Title:	FLOOR PLAN
Drawn:	MEH
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Scale:	AS NOTED
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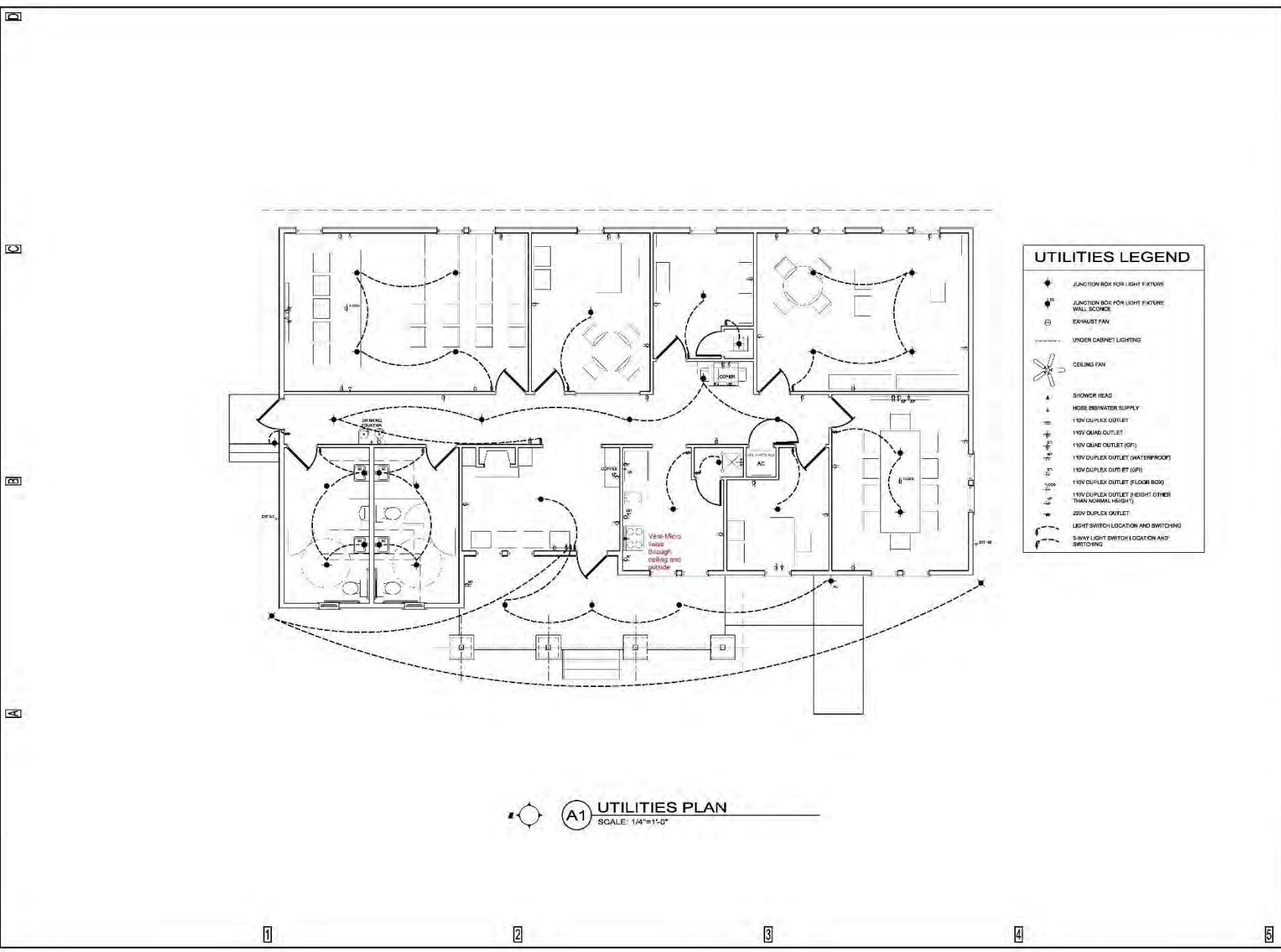
Dogwood Acres

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Sheet Information

Title:	ROOF PLAN
Drawn:	MEH
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Scale:	AS NOTED
Date:	05/11/2022
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UTILITIES LEGEND	
	JUNCTION BOX FOR LIGHT FIXTURE
	JUNCTION BOX FOR LIGHT FIXTURE WALL SCONCE
	EXHAUST FAN
	UNDER CABINET LIGHTING
	CEILING FAN
	SHOWER HEAD
	HOSE/BPWATER SUPPLY
	110V DUPLEX OUTLET
	110V GLAND OUTLET
	110V GLAND OUTLET (GFI)
	110V DUPLEX OUTLET (WATERPROOF)
	110V DUPLEX OUTLET (GFI)
	110V DUPLEX OUTLET (FLOOR BOX)
	110V DUPLEX OUTLET (HEIGHT OTHER THAN NORMAL-HEIGHT)
	220V DUPLEX OUTLET
	LIGHT SWITCH LOCATION AND SWITCHING
	3-WAY LIGHT SWITCH LOCATION AND SWITCHING

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Title:	UTILITIES PLAN
Drawn:	MEH
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Scale:	AS NOTED
Date:	05/11/2022
Sheet:	A-5

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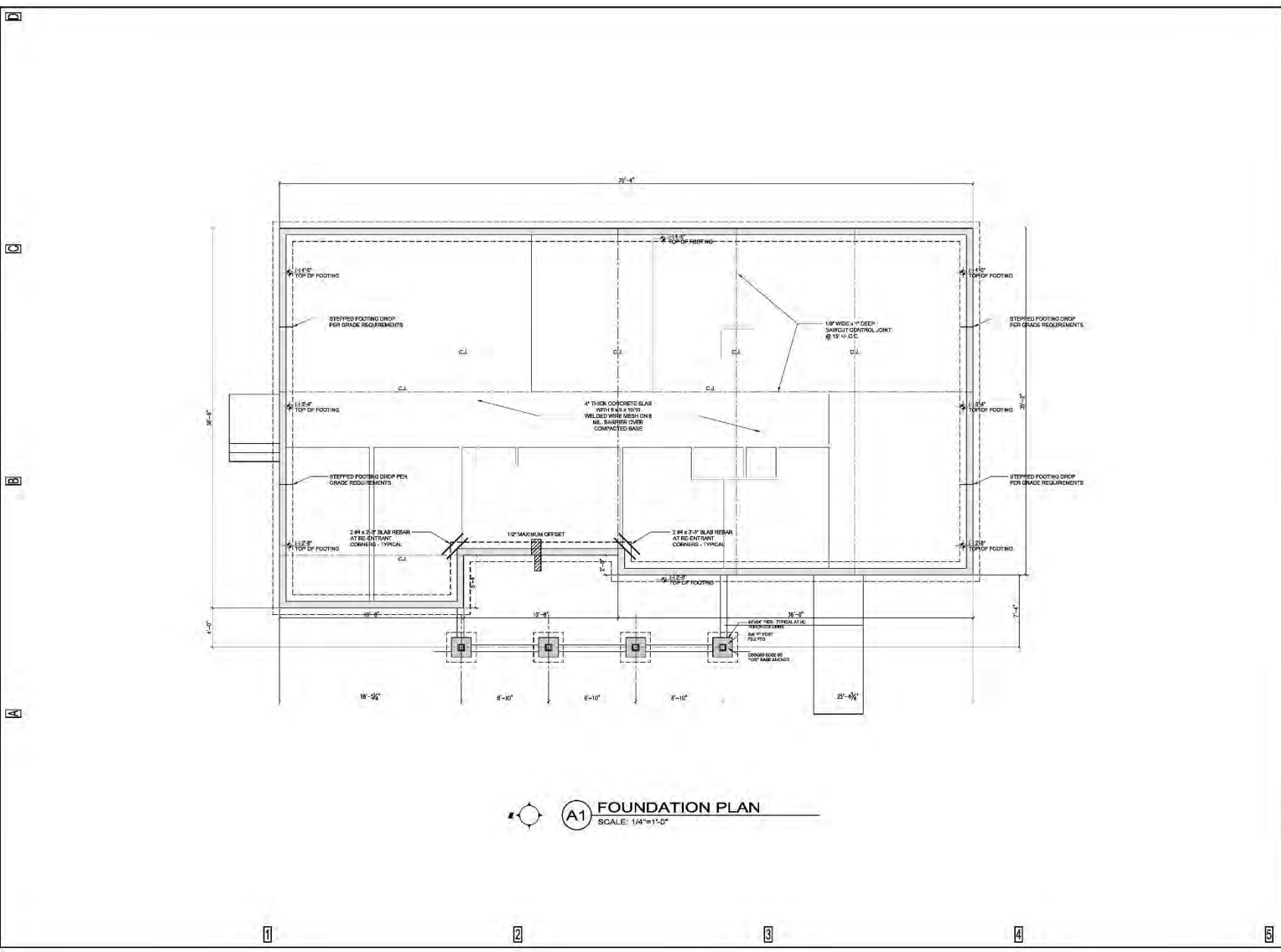
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A1 EXTERIOR ELEVATIONS
SCALE: 1/4"=1'-0"



A1
FOUNDATION PLAN
 SCALE: 1/4"=1'-0"

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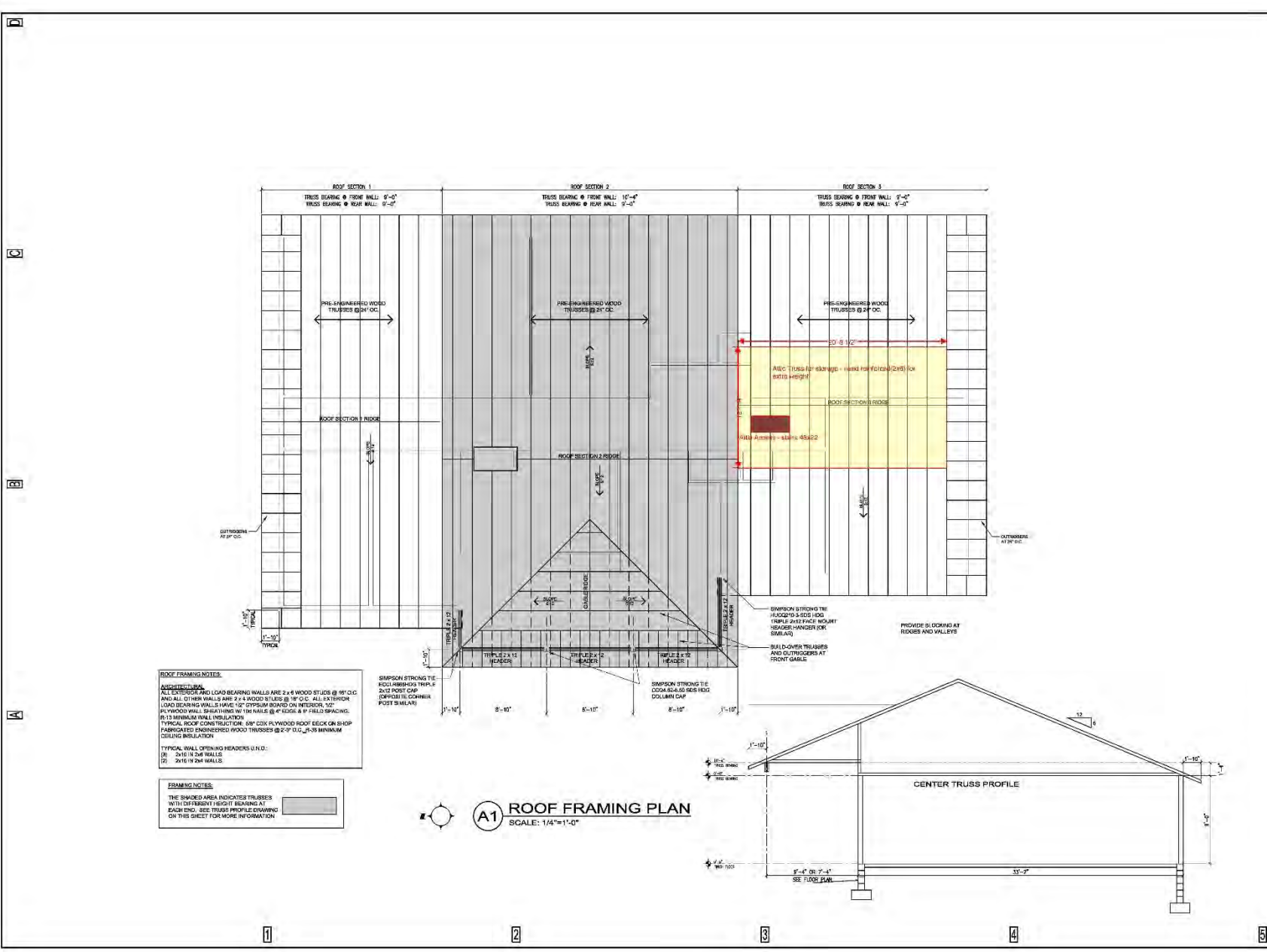
Dogwood Acres

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 Chipley, FL 32428

Sheet Information

Title:	FOUNDATION PLAN
Drawn:	MEH
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Sheet:	A-7

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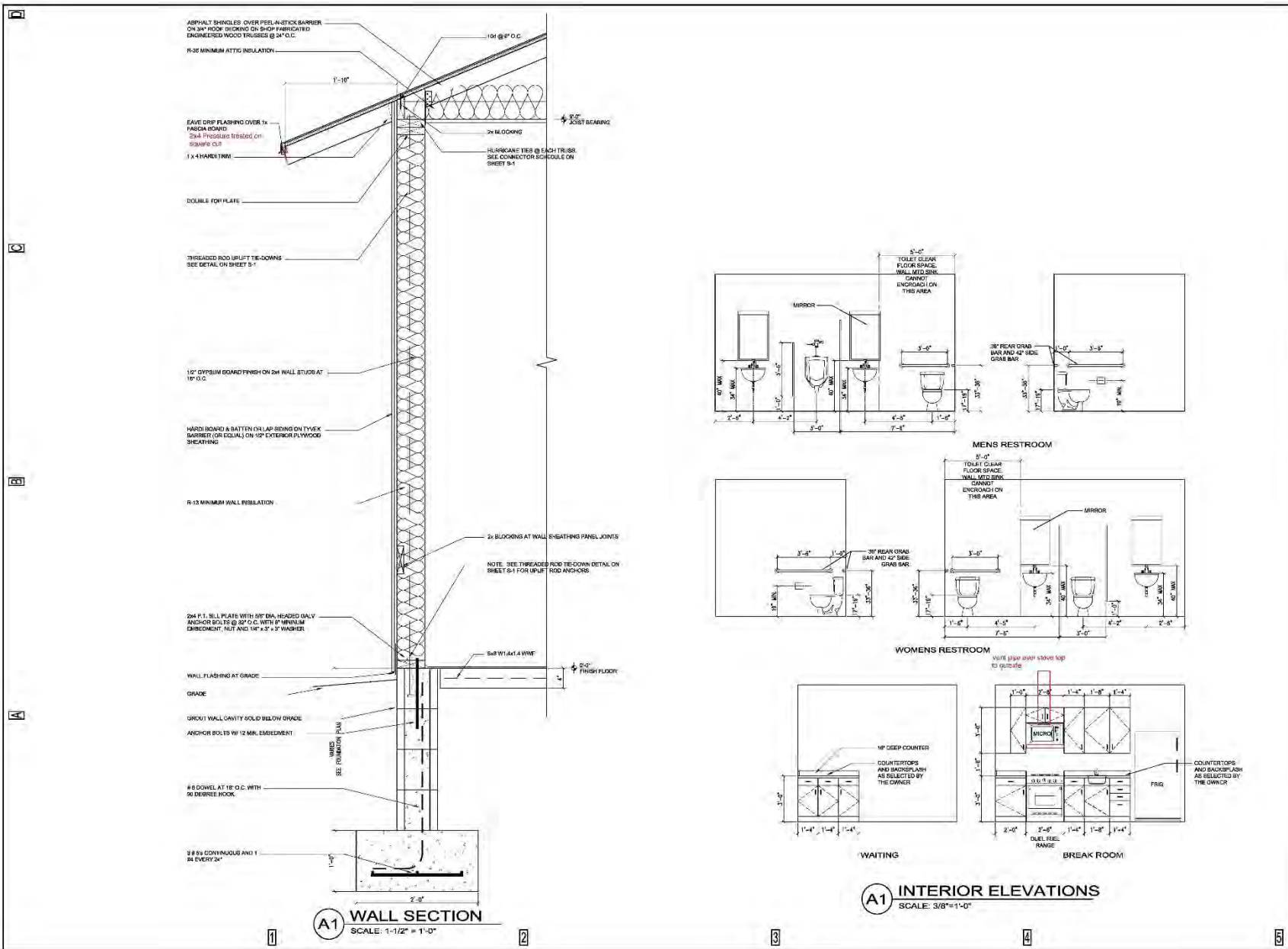
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Sheet Information

Title	ROOF FRAMING PLAN
Drawn	MEH
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Scale	AS NOTED
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Sheet Information

Disc	Interior Elevations
Drawn	MEH
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Scale	AS NOTED
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Sheet	A-9

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Dogwood Acres

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Sheet Information

Title: DOOR TYPES AND FINISH SCHEDULES

Drawn: MEH

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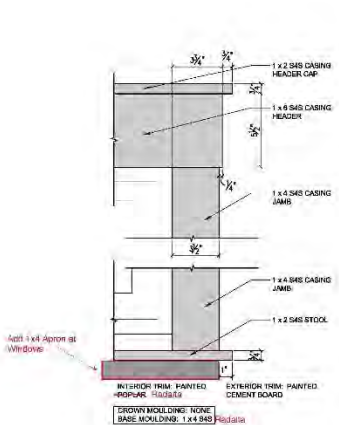
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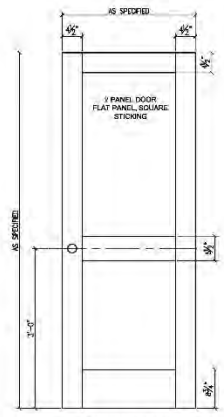
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A-10

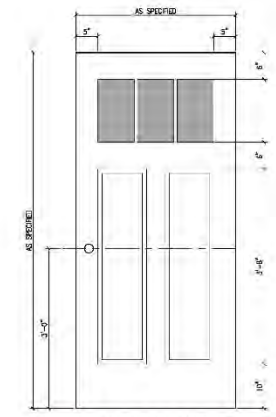
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A3 EXTERIOR & INTERIOR TRIM
SCALE: 3/4"=1'-0"
Exterior Windows-Cement Board- 1x4 w/ 1x4 at top
No exterior Trim on exterior.



A2 TYPICAL DOOR
Interior Doors - Solid Core Wood Doors
SCALE: 1/2"=1'-0"



A1 FRONT & SIDE DOOR
Fireglass Exterior Doors with Glass - Base for Dead Bolt
SCALE: 1/2"=1'-0"

FINISH LEGEND	
FLOORS	
LVT	LUXURY VINYL TILE
CPT	CARPET
BASE	
WD	1x4 PAINTED POPLAR Raduka
WALLS	
PT	PAINT
CEILING	
GYP	PAINTED GYPSUM BOARD

FINISH SCHEDULE									
ROOM NAME	FLOOR	BASE	WALLS				CEILING		COMMENTS
			NORTH	SOUTH	EAST	WEST	MATERIAL	HEIGHT	
WAITING	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
CORRIDOR	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
WOMEN	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
MEN	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
LARGE MEETING	CPT	WD	PT	PT	PT	PT	GYP	8'-0"	
ADMINISTRATION	CPT	WD	PT	PT	PT	PT	GYP	8'-0"	
FILE CABINET ROOM	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
LT.	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
EXECUTIVE OFFICE	CPT	WD	PT	PT	PT	PT	GYP	8'-0"	
SMALL MEETING	CPT	WD	PT	PT	PT	PT	GYP	8'-0"	
THIRD OFFICE	CPT	WD	PT	PT	PT	PT	GYP	8'-0"	
AC	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
JAM	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	
WORKROOM/KITCHEN	LVT	WD	PT	PT	PT	PT	GYP	8'-0"	