

Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
March 1, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on March 1, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Gene Saunders, RE Donna Courtney, and Elder Bridget Hawkins.

Lucinda opened with prayer.

Agenda Reviewed:

1. Next steps- Defining the True Church.
2. May 4, 2024
3. Timeline to return jurisdiction to College Hill.
4. Encourage further study.

What is the schism process?

Schism is about determining the true church, about the church's property, and about freeing people to do mission and ministry.

The AC decided that every ordained person who is a member of College Hill shall receive a cease-and-desist letter regarding their responsibilities as such. The letter will also inform those ordained members that if they continue to participate in unauthorized activities, they are in violation of their vows and will be removed from the church roll. The letter will have a response date.

For other members of the congregation, we will ask the deacons to visit and ask those members if they wish to remain on the church membership rolls.

Cynthia moved to send the letter to all ordained members of the congregation. Bridget seconded the motion. Motion passed.

Cynthia also stated that more communication is needed between the AC and College Hill and that the AC should meet regularly. All members agreed that the AC will meet on March 22, 2024, at 4 p.m. and every other Friday at 4 p.m.

Lucinda will draft a second letter to the five ordained elders who have begun their spiritual journey within a church that is not a part of the Presbyterian Church USA. The five elders were previously sent a letter from the AC reminding them of their ordination vows and advising them that their failure to actively participate in the College Hill Community Church ministry by April 30, 2024, will result in their removal from church membership.

May 4, 2024—This will be training for all church officers but is open to all who wish to attend. Members of the AC will lead this training, and there will be church polity training. What does membership look like, and what does pastoral care look like? We will also receive the annual report, and each ministry team will share its joys and challenges.

Cynthia moved, and Bridget seconded to adjourn the meeting. All members voted yes. The meeting was closed with prayer.

Respectfully submitted,

Bridget Hawkins  
Clerk

Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
March 22, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on March 22, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Gene Saunders, and Elder Bridget Hawkins. Excused: RE Donna Courtney.  
Guest: Lynn Bova – Stated Clerk

Lucinda opened with prayer.

The Miami Valley Presbytery meeting held on January 30, 2024, was discussed. The presbytery declared that College Hill Presbyterian Church, USA, was in schism. The presbytery also stated that College Hill's ministry and mission are essential to the presbytery and that College Hill will remain in the PCUSA.

As a result of the schism declaration, the AC must determine the true church. This will be accomplished by reviewing the church roll, sending letters to the members, and asking if they wish to remain members of College Hill. The AC is responsible for determining the true church.

Cynthia moved, and Bridget seconded the motion to send a letter to College Hill members to determine whether they wish to remain members of College Hill and the PCUSA.

In addition, the church has a list of Elders who have not participated in College Hill's life since July 1, 2023; it was decided that they would receive a letter that would state, "Your actions suggest that you have renounced jurisdiction, and your name will be removed from the rolls of the church." They would have an opportunity to consult with the AC to explain why they should not be removed.

The motion passed unanimously.

Next Steps:

Review the participation of all members of College Hills and send a letter.

The next meeting will be on 4/12/24 at 4:00 pm via Zoom.

Lynn closed with prayer.

Respectfully submitted,

Bridget Hawkins  
Clerk

Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
April 26, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on March 22, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Gene Saunders, RE Donna Courtney, and Elder Bridget Hawkins.

The meeting opened with prayer.

The AC met briefly to complete the planning for the training on church polity and congregational meeting to be held on May 4, 2024. Lucinda will lead a spiritual growth time, Angie and Donna will bring food for morning refreshments and lunch, and Cynthia will lead the polity training on the roles of pastor, elders, and congregation. Gene and Kazy will lead the congregational meeting.

The meeting closed with prayer.

Respectfully submitted,

Bridget D. Hawkins  
Clerk

Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
May 19, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on May 19, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Gene Saunders, RE Donna Courtney, and Elder Bridget Hawkins. Excused: RE Donna Courtney.

Guest: Lynn Bova – Stated Clerk  
Terry Kukuk – Executive Presbyter

Lucinda opened with prayer.

Lucinda moved, and Cynthia seconded the following motion. Consistent with the charge from the Presbytery of Miami Valley to do so with fairness, justice, and love, the following roll constitutes the true church within the PCUSA at College Hill Community Presbyterian Church.

Gene speaks to the motion and advises that the rolls were reviewed with church leaders Larry Hollar and Melanie Monson. The roll review was designed to be inclusive, not exclusive. No concerns were voiced regarding the motion.

Lynn prayed that the holy spirit guides us in voting for the true church of College Hill Community Church as part of the PCUSA. The motion passed unanimously.

Gene initially moved to conduct the annual cleaning of the rolls, but he withdrew that motion.

Next steps:

Lucinda will write to every College Hill member on the church roll to inform them that they are members of the true church.

The roster of the actual church members of College Hill who constitute the true church will also be posted.

The College Hill Bylaws will be reviewed. Lynn will email samples to Lucinda.

Future pastoral leadership—Part-time/ collaboration with another church is worth considering. (We are not currently looking at calling a full-time pastor.)

Electing and training new elders. (113 members of the true church – average Sunday attendance is between 50 and 60)

Re-engaging the liaison – Annie Melick (discussed inviting Annie to the June session meeting.)

The next AC meeting will be held via Zoom on June 7, 2024, at 4:00 p.m.. The meeting was adjourned. Cynthia closed with prayer.

Respectfully submitted,

Bridget Hawkins  
Clerk

Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
June 3, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on June 3, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Gene Saunders, RE Donna Courtney, and Elder Bridget Hawkins.  
Guest: Lynn Bova – Stated Clerk

Donna opened with prayer.

The AC received a letter from Sherman Gray (College Hill member) objecting to his removal from the church rolls.

The AC discussed Sherman Gray's response, and Lynn Bova reminded the AC that the Presbytery declared a schism at College Hill, and the AC was tasked with determining the true church. She also stated that in determining the true church, the people who desire to remain members of College Hill must know what it means to be a member and participate in some form in its life.

Gene reported that 25 letters were sent. The members who received letters were determined based on the review of the rolls as outlined in the motion to declare schism. The criteria were derived from G103.04—Ministry of Members, which requires documentation of your involvement in the ministry at College Hill over the past year.

Cynthia moved to reinstate Cheryl Howard and Ashton Laury to the College Hill membership. Angie seconded the motion, which was passed unanimously.

Meeting adjourned, and Cynthia closed with prayer.

Respectfully submitted,

Bridget Hawkins

Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
June 7, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on June 7, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Gene Saunders, and Elder Bridget Hawkins. Excused: RE Donna Courtney. Guest: Lynn Bova – Stated Clerk

Angie opened with prayer.

Agenda Reviewed and Adopted:

Review the status of Sherman Gray's objection.

Review Bylaws.

Book of Order study.

Reach out to Rev. Charles Tinsley regarding new member classes.

New meeting date.

College Hill Member – Sherman Gray did not respond to the request to meet with the AC.

The Bylaws are still being reviewed and revised. Once the Bylaws are approved, a congregational meeting will be scheduled for their review and approval. It was agreed that Larry Hollar should review the proposed bylaws for any triggers.

The AC also discussed the formation of a nominating committee to elect Elders and Deacons. The committee shall consist of an Elder, a Deacon, and three congregational members. It shall nominate six elders and six deacons. The quorum would be 10% of active members or one-half of those members plus one of those eligible to vote. Voting by proxy is not permitted.

Angie and Donna agreed to facilitate a study on the Book of Order for those interested.

Reverend Tinsley will be asked if he would lead a new member class. If he is not interested, Lucinda said she would lead them.

The next session meeting for College Hill is June 25, 2024.

Respectfully submitted,

Bridget Hawkins

Clerk

Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
June 14, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on June 14, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Donna Courtney, and Elder Bridget Hawkins. Excuse: RE Gene Saunders.  
Guest: Lynn Bova – Stated Clerk

Cynthia opened with a prayer.

Meeting Topic: Letter from Stan H. (Member of College Hill.) Stan has voiced concerns about the process of the church roll review. The letter was written as if he were speaking on behalf of several church members and not only himself. Cynthia expressed that Stan has been resistant to the AC and that he may be in contact with the diaspora.

Cynthia suggested that members of the AC and members of College Hill meet with Stan to hear his concerns and make clear that he was speaking for himself. Further to express to Stan that the AC is tasked with preserving the ministry of College Hill and not creating a new spiritual community like those who left the church. It was suggested that Melanie and Larry would be asked to join in the meeting with Stan.

The meeting closed with prayer.

Respectfully submitted,

Bridget Hawkins  
Clerk



Miami Valley Presbytery  
Administrative Commission Meeting Minutes  
August 5, 2024

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on August 5, 2024. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, and Elder Bridget Hawkins. Excused: RE Gene Saunders and Donna Courtney.  
Guest: Lynn Bova – Stated Clerk

Cynthia opened with a prayer.

Topic: What steps does the AC need to complete to return original jurisdiction to the members of College Hill?

1. Ensure the members of College Hill understand what it means to be Presbyterian.
2. Appoint a nominating committee.

It was agreed that the AC would meet with Church members on September 7, 2024, from 9:30 a.m. to 12:00 p.m.

This meeting would consist of:

1. Worship – focus on pastoral care and healing.
2. What it means to be a member of College Hill and the PCUSA.
3. A congregational meeting must be scheduled to approve the bylaws.
4. Lay out the steps for the nominating committee. Develop a slate for the new nominating committee contingent upon the passage of the bylaws.
5. Elders' Responsibility. (Cynthia will ask Terry Kukuk if she can assist and participate in the training.)
6. Lucinda will ask Kazy to moderate the meeting.

The meeting was closed with prayer.

Respectfully submitted,

Bridget Hawkins

Administrative Commission Meeting Minutes  
February 3, 2025

The Administrative Commission (hereinafter AC) for College Hill Community Church met via Zoom on February 3, 2025. Members present: MWS Lucinda Isaacs, MWS Cynthia Holder Rich, MWS Angie Schenck, RE Gene Saunders, RE Donna Courtney, and Elder Bridget Hawkins.

Lucinda called the meeting to order.  
Donna opened with prayer.

Donna Courtney moved, and Cynthia Holder Rich seconded the motion to return jurisdiction to College Hill Community Presbyterian Church.

Discussion of the motion:

New officers have been elected and trained, and a joint meeting with the new Elders has been held. The goal is to have the AC dissolved at the next presbytery meeting.

Rev. Kazy Hinds has agreed to continue moderating the session.

Donna and Gene from the AC have agreed to continue to work alongside the session.

Gene has also agreed to help train the Clerk of Session. The candidates for Clerk are Larry Hollar and Brenda Peters.

Jurisdiction can be returned without presbytery approval.

Angie reported that the remaining three deacons have been trained and installed.

The motion was called, and it passed unanimously.

The mandate from the Presbytery was reviewed.

1. Address the unresolved conflict affecting College Hill. Conflict has been resolved.
2. Provide an initial report to the Presbytery and regular reports to the Presbytery of the Miami Valley.
3. To attend all session and congregational meetings and make recommendations.
4. The Presbytery of the Miami Valley declared a schism, and the AC was given authority to assume jurisdiction of College Hill's session.

After reviewing the mandate from the Presbytery, the AC members believe it has been fulfilled.

Next steps:

1. Get Annie Melick involved as the liaison for College Hill.
2. Inform the congregation at the February 9, 2025, meeting.
3. The Administrative Commission of College Hill will seek dissolution at the May 2025 presbytery meeting.

Gene asked the AC to serve as a session for a voice vote to approve the statistical report for College Hill. All members of the AC serving as Session voted yes.

Cynthia moved to adjourn the meeting, and Gene seconded it. Motion to adjourn approved.

Angie closed with a prayer.

Respectfully submitted,

Bridget Hawkins

Clerk