

# Executive Summary

## Administrative Merger Task Forces

### Purpose

Shepherd of the Hills Presbyterian Church and Faith Presbyterian Church have each formed an **Administrative Merger Task Force** to work collaboratively in discerning the administrative, financial, and legal implications of a potential church merger.

These Task Forces are commissioned to provide **clear, accurate, and transparent information** to support faithful decision-making by Sessions, congregations, and Mission Presbytery. Their work is exploratory and advisory in nature and does not predetermine the outcome of the merger process.

### Primary Areas of Focus

#### 1. Financial Review

- Review budgets, assets, liabilities, and designated funds of both churches
- Assess short-term and long-term sustainability
- Identify financial implications of a merger

#### 2. Faith Presbyterian Property Oversight

- Evaluate requirements for sustaining the Faith property during transition
- Address property security and protection
- Incorporate the property into Shepherd's insurance coverage as appropriate
- Review utilities and operational costs
- Maintain and monitor existing rental agreements

#### 3. Financial Systems Integration

- Work with finance staff from both churches to plan the transition into a **single financial system**
- Review accounting practices, reporting, and internal controls
- Support continuity and accuracy throughout the transition

#### 4. Merger Checklist & Best Practices

- Work through a merger checklist currently being completed by Shepherd's Treasurer and Financial Supervisor, **Becca Thompson**
- Ensure administrative and financial steps are addressed thoroughly

## **5. Legal & Presbytery Coordination**

- Coordinate with **Mission Presbytery staff**
- Ensure all legal, corporate, and polity requirements are followed

## **6. Media, Technology, and Communications**

- Form a Media & Technology Team with liaisons from Shepherd's tech team
- Inventory Faith Presbyterian's sound, video, and display equipment
- Evaluate the integration, replacement, or sale of equipment
- Coordinate with Shepherd's Communications staff on post-merger website strategy
- Develop a plan for redirecting Faith's website to Shepherd's digital presence

## **Reporting**

- Provide regular updates to both Sessions
- Share findings to support congregational understanding
- Offer recommendations to inform Session actions and congregational votes

## **Guiding Spirit**

This work will be conducted with prayerful discernment, transparency, mutual respect, and a shared commitment to faithful stewardship and Christ's mission.