

Report of the Administrative Commission
For Covenant Presbyterian Church

Upon the request for dissolution by the congregation of Covenant Presbyterian Church of Hagerstown, Maryland, the Presbytery of Baltimore acting through its Steering Cabinet established an Administrative Commission to attend to any and all matters related to the closing of the church. Appointed as members of the Commission were: Rev. Walter Peters; Rev. Terry Martin-Minich; RE Anita Drummond; RE Bruce Dean; and RE Ed Gilliss.

In keeping with the charges outlined in their commission, the Administrative Commission did the following:

- Met with members of the congregation prior to the dissolution to explain the role of the Administrative Commission
- Assisted in the creation of the closing worship service.
- Following the dissolution, transferred several members to other congregations upon their request; and then provided the Stated Clerk with a roster of any remaining members along with the authority to transfer them to other congregations once the Administrative Commission was dismissed.
- Transmitted all of the official records of the church to the Stated Clerk to be transferred to the Presbyterian Historical Society.
- Following the dissolution, handled the oversight and management of the church's financial resources, with A.C. members Anita Drummond and Terry Martin Minnich serving as the responsible signatories on church accounts. (Note: even after the AC is dismissed, a final accounting of the church's finances will take place, with any remaining bills being paid, and the church's intentions with regard to legacy gifts being met.)
- Following the dissolution, continued to maintain and secure the property, paying all related costs.
- Oversaw and/or arranged for various articles of church property, such as fellowship hall tables and chairs, and sanctuary items such as hymnals, the baptismal font and communion table.
- Engaged the William G. Bowen firm to complete an appraisal of the real property
- Engaged the Praise Buildings, Inc. real estate firm to market the property.
- Engaged Fox and Associates to complete a boundary survey of the property as a condition required by the title company prior to sale.
- Acted on offers for the church's real property, agreeing to sell a single lot to one bidder, and the remaining lots and the church buildings to another. In both cases, the sales price met or exceeded the asking price, the sum total of which was \$665,000.

The Administrative Commission wishes to give special thanks to Stated Clerk Mary Gaut for her regular assistance and availability; and to Pam Kries, the Administrative Assistant of Commission member Bruce Dean, whose help in insuring that the various documents needed for each of the two closings on the property were completed and put into the proper hands in order to effect the sales in a timely fashion.

Grateful to God for the ministry of the Covenant Presbyterian Church over the years; and grateful to the members of that congregation who took their membership seriously even as the end of their church's life drew near; and grateful for all those who offered us both guidance and assistance over the course of our work, the Administrative Commission now requests that it be dismissed.

For the Commission:

Walter W. Peters
Chairperson.

Minutes of the Covenant Administrative Commission
July 7, 2022, 9:00 AM

Members present: Rev. Walt Peters, Rev. Terry Martin-Minnich, Ed Gilliss, Bruce Dean, Anita Drummond

In attendance: Rev. Mary Gaut, Stated Clerk; AC members: Rev. Walt Peters, RE Ed Gilliss, RE Bruce Dean, Rev. Terry Martin-Minnich, RE Anita Drummond

Meeting opened with prayer at 9 am.

The following items were discussed:

1. Election of chair of AC— Rev. Walt Peters agreed to serve as chair
2. Election of secretary of AC — Anita Drummond will serve as secretary
3. Collection of Covenant records and archives needs to be assembled and given to Presbytery.
4. Membership transfers can be requested before dissolution. After that date any transfer requests must be made through the Administrative Commission of Baltimore Presbytery
5. Dropbox

Meeting adjourned with prayer at 9:45 am.

Respectfully submitted,

Anita Drummond

Secretary

Minutes of the Covenant Administrative Commission
September 12, 2022, 10:30 AM

Members present: Rev. Walt Peters, Rev. Terry Martin-Minnich, Ed Gilliss, Bruce Dean, Anita

Drummond Meeting called to order and opened with prayer.

Items discussed:

- ☐ Covenant Presbyterian Church was officially dissolved at the Presbytery Gathering on September 8th. A PowerPoint slide show, prepared by Brooke Potts, was shown and a closing prayer was given by Rev. Walt Peters.
- ☐ Status of the membership rolls – Walt will send a letter to Covenant members informing them that requests for membership transfers will need to be made to Presbytery
- ☐ Church records will need to be assembled and sent to the Presbytery. Anita will take care of this.
- ☐ Financial affairs – There are sufficient funds to pay for upkeep and maintenance of the building and grounds. Anita will continue to process and pay any incoming invoices. The co-signers of the checking account are currently Rachel Sindaco and Anita Drummond. We will remove Rachel's name as co-signer and add Rev. Martin-Minnich as co-signer with Anita Drummond. Anita will make the arrangements with Fulton Bank.
- ☐ Property – The main church door and the kitchen door locks will be re-keyed. Anita will make the arrangements. Lawn care will continue, as well as snow removal (on as-needed basis). Inspections and maintenance of HVAC and fire suppression/extinguisher systems will continue. Thermostats will be set at 55 degrees. Insurance coverage will stay in place. The vacant building is still covered by our insurance. The building contents continue to be donated to various nonprofits. The sanctuary contents will remain.
- ☐ Appraisal for possible sale – Bruce Dean will arrange for appraisals of the building and grounds. We discussed requesting three proposals for the sale of the property: as property for a developer; as property for another church; and property for a church / land. Two congregations have expressed interest in the property.

Meeting closed with prayer and adjourned at 11:30 am.

Respectfully submitted,

Anita Drummond

Secretary

Minutes of the Covenant Administrative Commission
February 2, 2023 - 10:00 AM

All Members were present: Rev. Walt Peters, Chair; Ed Gilliss, Bruce Dean, Rev. Terry Martin-Minnich, Anita Drummond

The meeting was held electronically. The purpose of the meeting was to discuss the property appraisal proposals.

From McPherson: appraisal fee \$6500, will offer three evaluations:

1. Sell as a church property
2. Sell to a developer
3. Divide the property into building lots and church grounds

From Bowen, Inc. : appraisal fee \$3,250

1. Sell as church/grounds and possible building lots. They would ask Fox and Assoc. to determine the potential for sub-division.

The appraisal will include appraisal of lots and church property.

Upon motion and second, the proposal from Bowen was approved by the commission and signed by Rev. Walt Peters.

Related matters: Two Covenant neighbors have expressed interest in purchasing portions of the open land. Aaron House is interested in the sub-divided lot next to his property; Rich Daughtridge (property owner on Jefferson Blvd) is interested in the land that runs behind his property (the ground next to the lower driveway). There are also two churches interested in the property. Walt will contact the property owners to ask if they would like to make an offer and Anita will contact the pastor of New Testament Church of Hagerstown to ask them to submit an offer.

Meeting adjourned with prayer at 10:30 am.

Respectfully submitted,

Anita Drummond

Secretary

Covenant Administrative Commission

March 31, 2023 – 3:00 PM

Meeting opened with prayer. In attendance: Rev. Walt Peters, Chair; Ed Gilliss, Bruce Dean, Rev. Terry Martin-Minnich, Anita Drummond.

Minutes of the February 2, 2023 meeting were approved.

The purpose of the meeting was to discuss selecting a broker to market the church property.

Ed Gilliss will speak to the Board of Trustees about our authority to sell the property.

After some discussion, the members agreed to select a broker to market the church property. A committee was formed to interview potential brokers. Members are: Ed Gilliss, Bruce Dean, and Rev. Martin-Minnich. The Commission will meet again to make the final decision.

The Presbyterian Historical Society is not interested in the Covenant photos. They will be returned and offered to interested former Covenant members.

Meeting closed with prayer and adjourned at 3:30 pm.

Respectfully submitted,

Anita Drummond

Secretary

Covenant Administrative Commission

May 30, 2023 – 2:00 PM

Meeting opened with prayer. In attendance: Rev. Walt Peters, Chair; Ed Gilliss, Bruce Dean, Rev. Terry Martin-Minnich, Anita Drummond.

The purpose of the meeting was to hear the report of the broker selection committee and to act upon their report. The committee (Ed, Bruce, and Terry) interviewed several prospective brokers and recommended Praise Buildings, Inc., located in Ellicott City, MD. Barb Binden will be our contact person. The Commission approved the recommendation unanimously.

The meeting closed with prayer at 2:20 PM.

Respectfully submitted,

Anita Drummond

Secretary

Meeting of the Covenant Administrative Commission

July 3, 2023 – 2 PM

This was a virtual meeting. It was opened with prayer at 2pm. All members were present.

The purpose of this meeting was to deal with matters related to the offers on the property.

- Vacant lot on Partridge Trail. The property is listed for \$89k. We have received one offer from Bollinger. Another neighboring property owner (House) will also be making an offer. By common consent, the Commission agreed to wait for the second offer from House before acting on the Bollinger offer.
- The Hartneys would like to purchase 50 feet of land behind their property (in the pine grove). They offered \$15,500. We will counter with the appraised value + expenses to survey and subdivide.
- Interest has been expressed by the Ahiska Turkish-American Community in for the remainder of the property (non counting the lot on Partridge Trail). They would pay the asking price and would like to close in early September. The Commission agreed that we should respond positively to their interest, but continue to be open to other potential bidders.

Meeting adjourned with prayer at 2:15 pm.

Respectfully submitted,

Anita Drummond

Secretary

Minutes of the Covenant Administrative Commission (Draft)

October 23, 2023 – 12:30 PM

Members present: Rev. Walter Peters, Chairperson; Ruling Elders Anita Drummond, Bruce Dean, and Ed Gilliss. Members excused: Rev. Terry Martin-Minnich. Also present: Pam Kries.

The meeting took place at Brewer's Alley restaurant in Frederick. The meeting was opened with prayer and a shared luncheon. The following matters were under consideration:

- The draft version of a written report to the presbytery was discussed. Upon motion and second, the draft version was approved.
- Several sets of minutes were approved with minor corrections: July 7, 2022; September 12, 2022; March 21, 2023; May 30, 2023; July 3, 2023.
- Motion and second to authorize the Stated Clerk to transfer, upon their request, any remaining members of Covenant to other congregations.
- Motion and second to request the presbytery to dismiss the Administrative Commission.

The minutes of this meeting were reviewed, and upon motion and second were approved.

The meeting was adjourned with prayer at 1:38 pm.

Respectfully submitted,

Anita Drummond

Secretary