

6.13.17

Regular Meeting of the Session

First Presbyterian Church, Lincoln, IL

The Session meeting was called to order at 5:56 p.m. by the Rev. Adam R. Quine. A guest, Jean Sparks of the First Presbyterian Church in Delavan, a partner from the Committee on Ministry, was present, in addition to Ruling Elders Karen Sams Davis, Cathy Maciariello, Rob Harmon, Beth Green, Tracy Olson, and Diane Osborn. Excused were Ruling Elders Cass Busby-Elliott, Deb Schweitzer, and Roger Boss.

Following Evening Prayer the agenda and May minutes were approved.

The Clerk of Session reported May attendance of 7) 67; 14) 83; 21) 65; 28) 64;

There were no Baptisms, Deaths, Transfers, or New Members;

Communion Dates included May 7, 14, and 21;

Communications:

Thank you from Administrative Assistant for Administrative Professional's Day gift;

Email from Pastor Quine requesting prayer for Natalie Graber;

E-vote on Judy Rader request to use CE Building as rain location for May 21 Birthday Party; Approved;

Email from Rev. Quine requesting volunteers to assist Ed Tibbets with Schools Out Bash May 26; Ken and Debbie Schweitzer volunteered to assist;

Letter from Church Mutual regarding registration for an Injured Employee Hotline Webinar at 1 p.m. June 22;

Email from Pastor Quine regarding quorum for June meeting; We have a quorum;

Received signed First Presbyterian Church, Lincoln, IL records from Presbytery Records Review May 20;

Learned from the Presbyterian Church USA Investment & Loan Program that on July 1 our 24 month fixed rate posted #3963 will mature with a balance of \$25,000 plus interest. We need to do nothing to renew for the same terms and rate;

A related email from the Administrative Assistant indicates we are changing it from a 24 month fixed rate to a 60 month fixed rate, but she is requesting a new form for this; Form received;

Letter of Resignation from General Presbyter Dr. Alan Finnan due to increasing family responsibilities which will require additional travel;

Letter from Presbytery inviting us to participate in discernment process for selection of a new General Presbyter. Meetings will be held at various locations.

During June the Rev. Andy Gifford, Adjunct Presbyter, will be the Acting General Presbyter. He can be contacted at agifford@st.lukeunion.com; phone 580-491-8220. A bridge General Presbyter will be hired.

Letter from Lincoln College: LynxFest annual Student Involvement & Community Vendor Fair will be from 3:30 to 6:30 p.m. Aug. 23 with indoor and outdoor booths available to welcome students and hand out information; Referred to Mission committee;

Letters from Church Mutual: Our claim has been received and is being reviewed for an additional 30 days;

Request from Sandy Blane for usage of 15 folding chairs June 13; referred to Buildings and Grounds committee;

Building use request form from Ed Tibbits for His Hands Outreach Breakfast fundraiser from 6 a.m. to 1 p.m. July 22 for the CE building and kitchen for approximately 100 persons;

Building use request form from the Logan Family for usage of the Christian Education building and kitchen for a second birthday party for Xavier Logan from 1 to 5 p.m. July 1 for 23 to 30 people;

Letter from Mason City Community Chapel confirming transfer request of Curt and Sheila McCallister;

Invitation to attend Immanuel Lutheran's 125<sup>th</sup> anniversary Sunday, July 16, at 9 a.m. with meal at 10:30 a.m.;

Thank you note from Julie Kasa for gift from Session; and

Letter of Resignation effective July 31 from Administrative Assistant Janis Klockenga.

Notes from Clerk:

I attended Presbytery Records Review; Our minute book was signed;

I signed appreciation checks for retiring organists and initiated payroll and signed checks.

**Pastor Quine** informed Jan Costello will be meeting with us on Hospice care following supper on the last Thursday of August. A program on funeral planning and the church Columbarium is being finalized.

Session members were given copies of, "Committee, Task Force, Team: What's the Difference? Why Does It Matter?" by K. Kevin Grigsby, DSW.

Rev. Quine informed Gary Davis will be guest minister June 18.

The **Worship & Spiritual Formation** committee, Cathy Maciariello chairman, commented that Worship in the Park was an "extraordinary" service. A retreat is planned in the fall.

The **Fellowship** committee, Beth Green and Debbie Schweitzer chairmen, informed a gift certificate has been ordered for Julie Kasa. Gifts have been attained for men for Father's Day.

The **Mission & Outreach** committee, Karen Sams Davis, chairman, informed the summer school lunch program kickoff was successful and included children from the community in addition to children from day care centers. Background checks were completed and the required Preliminary Power Point was shown.

Annie Hieronymus will be manning a new library corner for the Christian Child Daycare. The Atlanta Library has donated books and carts. The children will be learning how libraries operate and checking out and returning books.

Our church has books in the youth room which might be donated to the library.

The final clothing closet is being planned.

A Christmas shopping party for low-income children is being organized.

A total of \$6,002 was spent on Food for Thought for the 2016-17 school year at an average cost of \$2.77 per student. A total of 2,152 sacks were filled with \$3,431 of the \$9,500 grant funds being carried over to next year. Suggestions included extending the program to Washington-Monroe School and involving another church.

Diane Campbell plans to meet with Karen about doing Food for Thought at another school.

A total of \$100 of the Pentecost Offering recipients of the 40 percent retained for local mission was given to the Christian Child Care library. The sum of \$300 was given to His Hands Outreach Hope Grows Project.

The **Administrative Team**, Roger Boss, Cass Busby-Elliott, Rob Harmon, and Tracy Olson, has approved the church Employee Handbook, which is available on Dropbox. This will need to be approved at a Congregational Meeting before it can be inserted into our Constitution and Bylaws. Session members were asked to approve the handbook, ask questions, or make suggestions for improvement by July 25.

The Team has filed a claim for hail damage to the church roof with Church Mutual Insurance Co.

It was noted the committee needs to discuss custodial fees for building usage. The office outside door has been repaired.

The team will be electing a search committee to look for a new church Administrative Assistant. Usage of a temp agency was discussed. A Minute for Mission concerning Janis' retirement is planned for Sunday.

Notification has been received from the county that one of our farms is involved in a trailer issue request.

The CE building outdoor lighting problem stems from an obsolete timer. Electrical work on the CE building exterior and garage is continuing. The Sexton was authorized to purchase two new vacuum cleaners for the church.

Basement cleanup work is in the planning stages in conjunction with the Boy Scout troop. Work is in progress to remove unsightly vegetation behind the garage on the alley. The committee discussed the need for a communication system for Adam from the upstairs study to the Ottawa Street door.

The committee recommended the Session approve the church base insurance policy increase. Our church energy contract with the brokers will be up for renewal next year.

The **History** committee reported the Presbyterian Historical Society has confirmed our request for digitization of our church records in storage there. An additional \$10 flash drive has been ordered.

The committee has continued its task of reducing unnecessary paperwork from office files.

Session members were asked their preference concerning observing the church's 160<sup>th</sup> anniversary. The committee is considering showing slides and having a cake and ice cream reception or potluck. The next committee meeting is Aug. 7.

The **Boy Scout Troop**, Roger Boss liaison, following discussion with Pastor Quine and Council leadership, are considering disbanding. Several Scouts and at least one leader have resigned from the troop.

The **Treasurer**, Melody Anderson, reported a General fund balance of \$121,851, a Memorial fund balance of \$41,506; and a Capital Improvement fund balance of \$13,197.

Tax bills for the farm ground have been received with the first installment due in June.

Pledges are current with the budget year to date. Income is showing lower than expected year to date, but most of that is due to farm income expected in late June. Expenses are running well behind the year to date budgeted amount.

Session members reviewed the May Statement of Financial Position, Statement of Activities, Check Register, Dedicated Accounts, and Deposit Register.

The following motions were approved:

To send flowers for the Immanuel Lutheran Church 125<sup>th</sup> anniversary celebration;

To receive the Clerk's report;

To approve building use requests from the Logan Family and from Ed Tibbits;

To accept the resignation of Janis Klockenga;

To approve the committee reports;

To not meet in July;

To elect Julie Kasa Presbytery Delegate;

To adjourn at 7:50 p.m. with closing prayer by Beth Green.

Respectfully submitted,

*Diane Cherry Osborn*

Diane Cherry Osborn, recording secretary

*Rev. Adam R. Quine*

The Rev. Adam R. Quine, pastor