

**The Regular Meeting of the Session
First Presbyterian Church, Lincoln, IL
Tuesday, January 10, 2017**

The Rev. Adam R. Quine called the Session meeting to order at 5:59 p.m. with Ruling Elder Cass Busby-Elliott excused. In attendance were Ruling Elders Rob Harmon, Marsha Dallas, Keith Leesman, Diane Osborn, Roger Boss, Cathy Maciariello, Debbie Schweitzer, and Pat Baker. Incoming Elder Beth Green was present with Karen Sams Davis and Tracy Olson being excused.

Rev. Quine opened the meeting with prayer. Following approval of the agenda the pastor led the Evening prayer.

Minutes of the December Session meeting and of the December Congregational meeting were approved.

The clerk reported December attendance of 4) 75; 7) 12; 11) 78; 18) 65; 21) 22; 24) 140; 25) 38.

The death of Henry Steiger 12/6/16 and Charles Purseglove 1/8/17 were reported. There were no Baptisms, Transfers, or new members.

Communion dates were Dec. 4, 7, 11, 18, 21, and 25.

Communications included:

Thank you notes from Melody Anderson, Janis Klockenga, Julie Kasa, Debbie Schweitzer, and Roger Boss for their Christmas bonuses;

A donation from Kathleen and Peter Kollinger of Paris, IL in memory of Emory C. Gaffney to be used where it is most needed;

A letter from Ed Tibbits, Founder/Director of His Hands Outreach Inc., providing a progress report and services provided to families, along with a request for continued support from our congregation;

Email from the Administrative Assistant requesting to change her days off in March and April from Mondays to Wednesdays as she has been allowed to do in past years to permit her to work on the Odd Fellows Scholarship committee;

Packet from the IF:Lincoln team inviting women of our church to join other women for the IF: Gathering 2017 at our church Feb. 3 and 4. It is a non-denominational ministry for women of all ages which is designed to gather, equip and unleash women to live out their calling.

The clerk noted she and Melody Anderson opened the new accounts at State Bank of Lincoln which were authorized at the December Session meeting

The Rev. Quine reported Task Force plans to discern the direction of First Presbyterian Church are underway as is the restructuring of the Deacons leading towards improved congregational care.

He said plans for restructuring the Session include the Ministry of the Heart: Spiritual Life: with Worship, Cathy Maciariello, chairman; Community Life, Debbie Schweitzer and Beth Green, chairmen; Ministry of the Hands: Mission and Outreach: Karen Davis and Tracy Olson, chairmen; and Ministry of the Resources: Personnel, Stewardship and Finance, and Buildings and Grounds with Roger Boss, Rob Harmon, and Cass Busby-Elliott chairmen. Yearly calendars and committee descriptions are being developed.

Plans are being made for a Youth Mission Trip for 2017. Pastor Quine and Bill Opper are continuing to develop a Manual of Operations for the church. Spiritual formation opportunities for Kirk Night Spring, 2017 are also being developed.

He said plans are underway to launch our new church website. Pastor Quine will be conducting staff evaluations during the last week of January. It was noted budgetary salary adjustments for staff members cannot be made until the evaluations have been completed.

Pastoral care included home communion visits with James and Joyce Shirley and Jim and Carolyn Reynolds and an attempted Communion with Dorothy Gaffney. Weekly visits with parishioners outside of church were also made.

His Committee on Ministry Presbytery involvement includes moderating churches at Petersburg and Middletown; and working with transitions at First and Third Presbyterian churches in Springfield and Second Presbyterian Church in Bloomington. Additional Ministry partners include Rock Creek, Farmingdale, Westminster, Mason City, and Hope in Springfield.

The **Mission** committee, Marsha Dallas, chairman, reported about 100 children participated in the **Head Start** and **Christian Childcare** projects. Annie Hieronymus is hoping to set up a once a month reading activity at Christian Childcare.

Debbie Schweitzer informed **Kemmerer Village** has expressed its gratitude for the Christmas donations given by our congregation.

The **Spiritual Life** and **Worship** committees, Cathy Maciariello chairman, informed scholarship information will be available soon. Kim Richards is hosting the February coffee. The committee is planning a reception following Ordination of Elders and Deacons and a Feb. 11 luncheon at Friendship Manor in memory of Diane Dill.

The Jan. 18 Kirk Night speaker will be a representative from Community Action. The Spiritual Life committee will meet Jan. 15 and the Worship committee, Jan. 24. The Worship committee will continue exploring Joan Chittester's book, The Liturgical Year. A new book study of Accidental Saints by Nadia Bolz Webber is planned.

The painting created by Crissy Hoffert during Advent is being continued to create a record of our journey through the liturgical seasons.

It was noted the Chapel was full for the Blue Christmas service. Other Advent activities included caroling and the Cantata.

A signup sheet for those wishing to make donations to the Scholarship Fund in lieu of flowers is at the back of the Sanctuary and a number of donations have been made. Several new persons have signed up to be worship assistants. A training session for all worship assistants is being planned. The Staff Appreciation Luncheon is being planned for Jan. 18.

The **Buildings and Grounds** committee, Pat Baker, chairman, reported all 2016 projects have been completed except for basement work. The floors in the Boy Scout area need to be cleaned and buffed and lights and ceiling tiles in that area need to be replaced. The church Sexton has purchased the lights and tiles and the Scouts have cleared a portion of the floor. There seems to be an impasse between the Sexton and the Scouts about who is responsible for the work. This needs to be resolved.

In November Rick Whiteman visually evaluated the Sanctuary and CE building exteriors and noted areas with serious brick deterioration, stressing the need for brick repair and tuck pointing. He also expressed concern about the very poor condition of the Sanctuary roofing. He said the Chapel carpeting needs to be replaced, because it is loose in some areas, posing a safety hazard.

The **Stewardship and Finance** committee, Keith Leesman, chairman, said the committee is pleased with pledge returns. He stated 47 pledges amounting to \$152,300 have been received. Ninety letters offering the opportunity to pledge were mailed in October.

The 2016 end of year reports have been completed by Treasurer Melody Anderson. These indicate income exceeded expenses.

Funds have been transferred into the two new bank accounts authorized by the Session with \$2,000 being deposited into the Organ fund and \$10,000 into the Capital Improvement fund.

The **Allison Scholarship** spring semester payments will be made from the Memorial fund. This procedure will continue to occur until the Allison checking account attains sufficient funds. The Carrie Belle Houston scholarship is to be paid from the Houston checking account fund.

The **Personnel** committee, Cass Busby-Elliott chairman, reported job descriptions for the pianist/organist vacancy were posted in late December in the Pantagraph (\$850) and in online Internet employment databases Monster.com and Ineed.com.

Pastor Quine has been conversing with two applicants who have submitted resumes. He and the Director of Music are creating an interview process, which will include an informal audition with the Choir. Rev. Quine and Bill Oppen have created a tentative application for employment.

Possible salary ranges for the position have been explored. The IRS mileage rate is 53 and a half cents per mile. Session members were provided with copies of the United Church of Christ Musicians Association, Inc. Guidelines for the Ministry of Music. Local churches are being contacted about the salary of their pianist/organists.

It was recommended that if necessary an additional four weeks of advertisements for the position be placed.

Rev. Quine plans to meet next week with Bill Opper to continue finalization of the Manual of Operations.

It was noted the proposed **Boy Scout** trailer may no longer be available to them.

Session members went into **Executive Session** from 7:35 to 7:40 p.m. to discuss a personnel issue.

The **Treasurer** Melody Anderson reported a General fund balance of \$127,963; Memorial fund balance of \$38,292; and a Capital Improvement fund balance of \$13,193.

Session members were provided with copies of a Dedicated Funds Accounts which does not reflect the new Organ fund and Outreach fund, which will show up later in 2017 accounts.

She said we ended 2016 in the black with income higher than projected.

Session members reviewed the December, 2016 Statement of Financial Position and the Check Registers for November and December.

The following **motions** were approved:

To approve the tentative application for employment;

To authorize a pianist/organist salary range of from \$100 to \$150 per service;

To place the pianist/organist advertisements for an additional four weeks if necessary;

To deny the request of the Administrative Assistant to change her days off in March and April;

To receive the committee reports; and

To re-elect Diane Osborn Clerk of Session and Melody Anderson as church Treasurer for one year terms of office.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Diane Cherry Osborn, Clerk of Session

The Rev. Adam R. Quine, pastor

