

**The Regular Meeting of the Session
First Presbyterian Church, Lincoln, IL
Tuesday, November 8, 2016**

Pastor Adam R. Quine called the Session meeting to order at 5:55 p.m. with Ruling Elder Roger Boss excused. In attendance were Ruling Elders Cass Busby-Elliott, Debbie Schweitzer, Marsha Dallas, Pat Baker, Diane Osborn, Keith Leesman, Rob Harmon, and Cathy Maciariello. A quorum was declared.

Following Evening Prayer the agenda and minutes of the October meeting were approved.

The Clerk's Report showed October attendance of 2) 64; 9) 62; 16) 66; 23) 71; 30) 72. There were no baptisms, deaths, transfers, or new members.

Communion dates were Oct. 2, 5, 12, 19, and 26 with Home Communion served to Marlene Wilson, James and Joyce Shirley, and Dorothy Drew.

Communications included:

Presbytery of Great Rivers quarterly statement of our mission and per capita giving which was referred to the Mission and Stewardship and Finance committees;

Letter of Understanding concerning the Wilmert Farm from Michael S. Coffman, CPA, PC. The owners have agreed to freeze the cash rent for the 2017 crop year at the same cash rent rate as paid for the 2016 year. This freeze is for one year. Other terms and conditions of the lease agreement remain the same. Copies were sent to Robert and Gary Metz and Lyndall Dallas;

Letter from First Federated Church of Peoria requesting Letter of Transfer for Thomas E. Malerich;

Email from Church Secretary requesting time off from 8:30 to 10:30 Nov. 4 while her husband begins Chemotherapy; Carolyn Reynolds consented to be office volunteer for this;

Mailed, emailed, and faxed Heritage Preservation Grant application;

Email from Church Treasurer correcting General Fund balance in the August report which was changed in the minutes and corrected online;

Received annual report from Christian Homes Inc.; referred to Mission committee;

Letter from Church Mutual urging us to increase liability protection by \$1 million or more with an umbrella policy; referred to Stewardship & Finance committee;

The Clerk reported Pasto Quine is contacting certain members pertaining to retention on the active members roster. He said a better method of engaging those with a two year lapse in attendance needs to be developed.

The Rev. Quine informed a tentative job description for the **organist/accompanist** position has been created. He asked Session members to approve the job description, form a search committee and have the Personnel committee chairman present a Minute for Mission to the congregation on Nov. 13.

He asked the Session to post the job description in the local newspaper, in an email to Patti Parish at the Presbytery Office for circulation throughout the Presbytery, included in the weekly Presbytery Newsletter and in other avenues recommended by the Church Music Director. Resumes are to be mailed to the Church or emailed to the church office/Administrative Assistant. It was suggested social media be included in the postings.

The Search Committee is to be chaired by a member of Session. Members of the search committee are to include Julie Kasa, Music Director, with a full composition of from three to six members with the pastor serving as an ex-officio member.

The Search Committee is to define the interview process, review and receive resumes, run reference and background checks with assistance from the Administrative Assistant, select a nominee, report the Candidate of Choice to the Session, and to negotiate a contract with assistance from the Session. Changes to the job description and search committee procedures may be made as need arises.

Pastor Quine provided Session members with an update on his Retreat request for them to form a **task force** to assist him in exploring the identity of our congregation.

The purpose of the task force is to include praying regularly for members of the congregation;

Studying the internal demographics (data gathering) of First Presbyterian Church;

Studying the demographics of Lincoln and Logan County—engaging with leaders (mayor, city council, etc.) about community needs;

Congregational Gatherings—offering opportunities for prayer, community development, sharing of stories (past and present), conducting an asset map, and creating a sense of vision with God's help; and

Formally reporting the findings of this season of intentional prayer to the congregation. He recommended forming the task force after Jan. 1.

The **Mission** committee, Marsha Dallas chairman, reported representatives of Lincoln Pastoral Counseling and Head Start will be giving Kirk Night presentations.

The committee plans to give a voucher for an IGA ham to each Food for Thought family. The committee is considering offering summer meals for school children and senior citizens.

The Clothing Pantry is scheduled Nov. 12 in the Christian Education building. Donations of sheets, towels, and childrens/infant clothing are especially needed.

Head Start Christmas Shopping Days are Dec. 8 and 9. Volunteers are needed to assist children select and wrap presents.

Local schools have been notified and Marilyn and Julius Kasa plan to shop for Coats for Kids.

The missionaries we have been supporting in Ethiopia have resigned due to family responsibilities.

Seven people attended the Oct. 22 Kemmerer Village Work Day.

The committee set budget amounts for local mission programs.

The **Spiritual Life & Worship** committees, Cathy Maciariello chairman, informed Advent begins Nov. 27. The Worship committee has been reading Joan Chittester's The Liturgical Year and is considering how to best use our worship services and activities to create a sense of journey throughout the next year. The committee will meet Nov. 8.

Dr. Carolyn Weber will be guest pastor while Pastor Quine is away Nov. 13.

Cathy Maciariello and Annie Hieronymus hosted the November Coffee at the church. Carolyn Reynolds will host the December Coffee. The Boss's hosted the Oct. 16 Wiener Roast.

The Spiritual Life committee is planning a lunch after church Dec. 4 followed by a trip to see the Chiara Center Nativity Display. Christmas Caroling will be Dec. 14 and the Cantata will be Dec. 18.

The **Buildings and Grounds** committee, Pat Baker chair, informed Rick Whiteman has estimated the porch floor and steps project should be started within two weeks.

Since Aaron Pickett could not be contacted, Webster's Construction has been asked to do the Study storm widow project.

The **Stewardship & Finance** committee, Keith Leesman chair, reported the stewardship letter and pledge cards for 2017 were mailed to approximately 90 households Oct. 17. Pledges are to be returned by Nov. 17. As of Nov. 1, about 30 have been returned.

Each committee has submitted its budget needs for 2017. These needs will be met as pledging allows. It is hoped a final budget will be presented to the Session in December.

Officials from Boy Scout Troop 111 plan to meet with the Session to discuss the donation of a trailer.

Block Party expenses have been posted in Account #25, Open Table Concert.

The Stewardship and Finance committee recommended the Session allow the farm committee to proceed with the Invenergy wind farm proposal with the advice of an attorney. Invenergy has indicated it will share in attorney expenses.

A new computer with monitor and key board has been purchased for the church office. Wibben Computer Services is setting it up and transferring information from the old system.

With the development of a new church website the committee is looking at the possibility of including an online giving option. Expenses related to this will be budgeted for 2017. The next committee meeting will be Nov. 28.

The **Personnel** committee, Cass Busby-Elliott chair, has sent out the pastor's annual review forms. Other annual reviews are planned. The committee is to instruct the Administrative Assistant concerning the Music Director's salary during the pianist/organist transition period. The committee recommended adding dental care to the pastor's health package.

The **Treasurer**, Melody Anderson, said the General Fund has a balance of \$98,070; Memorial Fund, \$46,064; and Capital Improvement fund, \$3,193.

It is anticipated corrections to the accounting system will be completed in December. Funds which are no longer needed are being removed from the dedicated report and the financial statement is being scrutinized. Although the financial statement may not reflect consistently for 2016, the plan is to start 2017 with consistency across the board.

We are showing a deficit of \$3,007 for the year with pledges running as expected. Expenses are lower than anticipated, so the deficit is lower than expected.

Session members reviewed the check register for October.

The **Nominating** committee, Keith Leesman spokesperson, said the committee plans to recommend changing the Constitution to reduce the number of Elders from nine to eight and to reduce the two year membership requirement to one year. He also said the committee believes there is a need for younger members on the Session.

The **History** committee, Keith Leesman, chairman, reported the Heritage Preservation Grant application has been received by the Presbyterian Historical Society.

Session members filled out the monthly calendar.

The following **Motions** were approved:

To receive the Clerk's Report;

To approve the organist/piano accompanist job description;

To have the Personnel Committee initiate formation of a Search committee;

To form a Task Force after Jan. 1, 2017;

To allow the farm committee to proceed with the wind farm proposal with the advice of an attorney;

To add dental care to the pastor's health package;

To approve the Pastor's and committee reports; and

To approve the transfer of Thomas E. Malerich to First Federated Church, Peoria.

The meeting was adjourned with closing prayer given by Deb Schweitzer at 7:15 p.m.

Respectfully submitted,

Diane Cherry Osborn, Clerk of Session

The Rev. Adam R. Quine, pastor