

Westminster Presbyterian Church
Akron, Ohio
Monday, July 30, 2018
Minutes of Special Session Meeting - FINAL

Be adaptive, engaging, generous, inclusive and relevant. Be faithful. Be Westminster!

The special meeting of the Session of Westminster Presbyterian Church was called to order by the Moderator, the Reverend Jon Hauerwas, at 7:06 p.m. Those not present in Room 106 participated via conference call. Pastor Jon had previously contacted Session by email to determine the best date, time and method for meeting, along with the items of business.

Elders (+ present in Room 106, # participated by call in, * excused, - absent)

Class of 2018	Class of 2019	Class of 2020
+ Ellen Daugherty	# Harriet Chapman	+ Michael Dunbar
* Nancy Keogh	# James Gray	- Brad Hall
* Gert Wilms	+ Ed Labbe	+ Shelly Koutnik, Treasurer
(vacant)	+ Alec Works, Clerk of Session	* Todd Willis

Also present: Pastor Jon Hauerwas, Moderator (+).

Opening and Quorum

Pastor Jon called the meeting to order with prayer at 7:06 p.m. after noting those present in the room and via conference call and declaring a quorum was present.

New Business

Most of the agenda items were from the Personnel Committee, which met on Sunday, July 29.

The first item was a recommendation from Personnel and Properties to hire a new custodian for the WYDACA and Ohio Living areas. This has been under consideration for some time. Truly Reaching You (TRY) has been providing these services in the early morning hours; earlier this year they raised their prices. Their costs also covered having a supervisor on site. The recommendation is to hire Ted Riley as a subcontractor (independent contractor, not a church employee) to perform these services. His preference is to work evenings, normally beginning at 9 p.m. for a four-hour shift (20 hours per week). This would enable him to secure the building at night and help ensure clean-up work is completed before morning activities begin. He may also be available to work on weekends if needed. He has already met with Pastor Jon, Ginny Melver and Ellen Daugherty (Properties) and Damon Horner (Daytime Custodian) and has completed the background check and preliminary paperwork. The Night Custodian Checklist was corrected by deleting cleaning of Ohio Living floors and office areas. The original committee motion was amended to change the hourly rate from \$13.50 to \$15.00 per hour and to clarify his status as a subcontractor.

MOTION 2018-133 prevailed to contract with Ted Riley to provide custodial services per the terms of the approved contract. This will normally involve cleaning the WYDACA and Ohio Living areas during weekday evenings. As an independent contractor, he will be paid \$15.00 per hour.

The next item was a recommendation from Personnel to hire a substitute for the Office administrator position during the upcoming absence. When she was hired, Claudine Schooley had already planned a trip in August; this planned absence was recognized and approved. A copy of the job description was

provided. Personnel recommended Kevin Melver to fill the temporary vacancy from August 7 through 29, working 25 hours per week. Kevin, a member of Westminster, has passed the background check. **MOTION 2018-134 prevailed** to hire Kevin Melver as the temporary Office Administrator during Claudine Schooley's scheduled absence of August 7 through 29, at a rate of \$18.00 per hour, for 25 hours per week.

The third agenda item was a recommendation from Personnel to approve all hiring paperwork for the new Music Director / Organist. Session previously approved a \$5,000 starting bonus to help cover his moving expenses.

MOTION 2018-135 prevailed to approve all hiring paperwork for Alcee Chriss III, the new Music Director / Organist.

The next item on the agenda was a recommendation from Personnel and Worship for payments to choral scholars. Previously, this program was administered by the Music Director. The consensus among Session is that the Music Director can interview candidates and be involved in determining the involvement of choral scholars, but that Personnel, Worship and Session also have roles. There was also a strong consensus that no significant changes be made to the program at this time (e.g., number and payments for choral scholars), so that the new Music Director can start with a program similar to that in place when he interviewed. He can then be involved if any changes are made in the future. At one time, there were 4 choral scholars. Last year there were 6; one recently resigned. The recommendation for \$60 per hour for some recognizes graduate or more professional status.

MOTION 2018-136 prevailed to approve paying current choral scholars \$40.00 per Sunday if they are still in school or \$60.00 if they have graduated.

The fifth item was a recommendation from Personnel and Worship to hire Zack Troyer as the new Adult and Youth Bell Choir Director. One stipulation is that if Zack is unable to direct one of the choirs he would be responsible to find a suitable replacement. This follows the recent resignation of Ron Hazelett as Adult and Youth Bell Choir Director. [Clerk's note: formal Session acceptance of Ron's resignation will be included in the August 28 regular Session consent agenda.] Zack would continue as Children's Choir Director. Jim Mismas, Ron Hazelett and Zack had met to come up with a proposal for these positions. They proposed allowing children in grades 4 through 6 to be in the children's bell choir, the youth bell choir, or both. One concern would be how and when to schedule rehearsals, especially if that would mean having children or youth coming to the church during the week or later Sunday. Another is how to recognize Zack's dividing his time between directing choirs and serving as a choral scholar during worship services. Following discussions and to allow Zack to have some voice in his options, **MOTION 2018-137** to approve hiring Zack Troyer as the new Adult and Youth Bell Choir Director **was tabled**.

Next was a recommendation from Personnel and Discipleship to approve the job description for a new, paid part-time Youth Coordinator. The contract with Ministry Architects formally expired in June. Session previously approved searching for a part-time Youth Coordinator, ideally able to start this fall. The job description reflects some minor adjustments to recommendations from Ministry Architects. "Youth" currently covers grades 7 through 12; this should be considered as generally applying. The 10 hours per week would preferably be served on-site. Office space and potential need for a computer were discussed. Some aspects such as payments for accompanying youth on trips will need to be addressed. The job description and terms of pay reflect current expectations, recognizing the program may change within a few years (hopefully growing).

MOTION 2018-138 prevailed to approve the job description for a Youth Coordinator.

A related motion was to approve a job description for volunteers to serve on the Youth Vision Team. This was recommended by Ministry Architects to help provide greater focus and accountability for the group.

MOTION 2018-139 prevailed to approve the job description for Youth Vision Team members.

The final item on the agenda was a discussion related to the organ refurbishment project. There has been some discussion regarding how and when to proceed with the approved work. One complication is that the completion of the sanctuary renovation has been moving back, currently targeted for August 3. Another factor is allowing the new Organist to have some input into what work is done. The work was originally proposed in early 2017, but not acted upon until the spring of 2018. The refurbishing as currently proposed would be expected to take 15 work days, performed Monday through Friday. The only critical work which may be needed before the organ is used is tuning. On July 23, the Worship Committee planned on the use of a piano for worship, with use of the organ starting on September 30, when the new Music Director / Organist is to start. Consistent with the discussions above related to choral scholars, the consensus was to have Session and its committees make decisions regarding musical equipment as they do other such decisions. Based on these discussions, the following motions were made, seconded, and voted on:

MOTION 2018-140 prevailed to approve that an Organ Tonal Regulation project will be completed at the convenience of Westminster Presbyterian Church as determined by the Music Director/Organist, Pastor and Worship Committee at a time no earlier than November 1, 2018 and no later than June 30, 2019. Funds in an amount not to exceed \$17,000 will be disbursed from the principal of the Margaret Enyart Music Endowment as approved by Session on March 27, 2018. Session recognizes that the amount stated in the proposed budget dated May 2017 may need adjustment and additional funds may be needed at the time that a contract is negotiated.

MOTION 2018-141 prevailed to approve that, effective immediately, except for the current Organ Tonal Regulation project, all service, on the organ or any other music department instrument or equipment, costing more than \$1,000, including routine tuning and maintenance, will require three bids. For routine maintenance, such as tuning, new bids will be required every 36 months. The contracts will be reviewed by the Music Director and Worship committee with consideration given to cost and quality of service. Session will review and approve all contracts for the music department using the process similar to that used for other committees and contracts.

Pastor Jon closed the meeting by leading the group in the Lord's Prayer at 9:22 p.m.

Alec Works, Clerk of Session

Pastor Jon Hauerwas, Moderator