

Westminster Presbyterian Church
Deacons Meeting Minutes
August 16, 2017
7:00 pm

Deacons

Lynn D'Avello	Sandy Gruneich	Susan Shellito*
Polly Davis	RaeAnn Hall	Marian Wahl
Stacy Franzmann*	Becky Harlow	Jamie Willis
Phil Fry	Walter Hayes	Margo Works

*Denotes members not present

MINUTES

1. **Call to Order** – Margo Works
2. **Devotions** – Walter Hayes
3. **Minutes of June 28, 2017** – approved
4. **Treasurer's Report** – RaeAnn Hall
 - Rae Ann is working on the 2018 budget. She was asked to have a 5% reduction in overall expenses (reducing the draw from the general fund). This works out to a reduction of \$250.00 in budgeted expenses compared to last year.
 - One hundred dollars had been budgeted for deacon's trainings and meetings. That was removed completely.
 - One hundred dollars had been budgeted to church programs/meals – other. That was reduced to \$50.00.
 - Six hundred dollars had been budgeted to Fellowship – Sunday Morning (Valentine's Day, Easter, Mother's Day, Father's Day, and Youth Cookie Baking). That was reduced to \$500.00.
 - These three reductions totaled the necessary \$250.00 reduction.
5. **Ice Cream Social** –Margo Works
 - The social went well. The kids really seemed to enjoy the drummer.
 - Margo stated that there were three leftover tubs of ice cream from the ice cream social. Those went to Third Sunday Dinners. (There was not enough left over to save it for the Labor Day picnic.)
6. **Event Planning Checklist** – Margo Works
 - Margo has created an event planning checklist that can be used in the future for events like St. Patrick's Day, Memorial Day, and Labor Day. She has put this checklist in folders that can be passed on each year for future use.
 - Some of the topics the checklist explains: the building use form; who is responsible for what; who handles setup for tables, etc.; things to remember; how to submit receipts; and volunteer responsibilities.

7. Labor Day – Margo Works

- Set up will be needed before that day
- Walter and Margo are handling kids' activities. They are going to ask Sheila about taking the older kids across the street to the park.
- Four people are needed for setup
- The food line will mostly be serve yourself, but we need to serve the chicken
- People are also needed for clean-up.
- Sign-up sheet was passed around.

8. Birthday Sunday – Marian Wahl

- All cakes are covered through the end of the year. Polly is sponsoring and serving the cake in December.

DEACON MINISTRY (MEMBER CARE) UPDATES:

9. Greeting Card Ministry – Jamie Willis

- Nothing new to report but there have thankfully been less sympathy and get well cards to send.

10. Bereavement

- Phil and Marian have agreed to serve on the funeral policy committee.

11. New Member Mentors – Sandy Gruneich

- It looks as if there will be a new member class in October. But that date has not been finalized yet.

WORSHIP SUPPORT

12. Ushering – Margo Works

- Tweens will be ushering again starting in September. They will usher once a month.

13. Communion – Phil Fry

- Phil will be sending out the signup for the next three months via email.

OTHER BUSINESS

14. Hanging of the Greens – Margo Works

- Polly Davis will be coordinating.

15. Nominating Committee – Margo Works

- Deacons needed another member to serve on the nominating committee. Stacy Franzmann volunteered.

16. Continuing on as Deacon – Margo Works

- Margo asked if anyone was interested in continuing on another two years as a Deacon. Susan Shellito has agreed to sign up for another term. Marian Wahl has as well.

17. Closing Prayer – Walter Hayes

Meeting adjourned.

The Next Meeting is Wednesday, October 18, 2017