

Westminster Presbyterian Church

Akron, Ohio

Tuesday, August 28, 2018

Minutes of the Session Meeting – FINAL

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

The regular meeting of the Session of Westminster Presbyterian Church was called to order by Moderator and Pastor Jon Hauerwas at 7:02 p.m.

Elders (+ present, \* 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	+ Shelley Koutnik, Treasurer
(vacant)	+ Alec Works, Clerk of Session	+ Todd Willis

Also present: Pastor Jon Hauerwas, Moderator.

### **Opening**

Pastor Jon opened the meeting with prayer at 7:02 pm.

### **Quorum**

The presence of a quorum was confirmed and declared.

### **Adoption of Agenda and Consent Agenda**

A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as amended (the note that a motion to change staff members' titles had been tabled was moved to the regular agenda).

### **Clerk's Report**

No correspondence to report other than follow up on transfers. Pastor Jon and Alec met with Rev. Stephanie Crossland from Eastminster Presbytery's Committee on Ministry on August 7 to review our 2017 minutes. Minor exceptions noted were not always including the full name of baptized children and not reporting the number of persons partaking in communion. A page was added to the Official Minutes showing worship attendance for 2017 Communion services.

The Consent Agenda as approved included the following motions:

**2018-142 MOTION prevailed** to approve the minutes of the regular Session meeting of July 17, 2018.

**2018-143 MOTION prevailed** to approve the minutes of the Special Session Meeting of July 30, 2018 (to receive and act on recommendations from the Personnel Committee and regarding the organ refurbishment).

**2018-144 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's July 17, 2018 meeting:

1. Weddings: Amanda (Mandy) Molinaro and Timothy Duerler on July 21, 2018, at Furnace Run Metro Park. Mandy is a member.
2. Funerals: none
3. Baptisms: Ella Rae Greathouse, infant daughter of members Kayla and Brad Greathouse, during the 8:30 a.m. service on August 19, 2018; and James Edward Crabtree, infant son of members Elizabeth and Adam Crabtree, during the 10:30 a.m. service on August 26, 2018. [Clerk's note: Ella was born on June 11, 2018; James was born on February 22, 2018.]

4. Communion: July 8, 2018 (8:30 a.m. and 10:30 a.m.), July 24, 2018 (8:30 a.m.), August 12, 2018 (8:30 a.m. and 10:30 a.m.), August 26, 2018 (8:30 a.m.) [Note: July communions were not reported at the July 17 meeting.]

**2018-145 MOTION prevailed** to receive the report of the average worship attendance for July: 110 (includes both 8:30 a.m. and 10:30 a.m. services).

**2018-146 MOTION prevailed** to approve the membership statistical report for the month of July 2018:

Total Membership as of 7/1/18	409
Additions: none	0
Deletions: none	0
Deaths: none	0
Total Membership as of 7/31/18	409

No motion is needed to remove anyone from active membership.

**2018-147 MOTION prevailed** to approve Pastor Hauerwas' officiating at the off-site wedding of Todd Downing and his fiancée on September 8, 2018. Todd is the son of William and Karen Downing, who are members of Westminster. [Clerk's note: Pastor Jon first contacted Session about the wedding on August 6; no objections were expressed via emails.]

**2018-148 MOTION prevailed** to formally accept Ron Hazelett's resignation as Adult and Youth Bell Choir Director. [Clerk's note: Ron's resignation was announced during the July 30, 2018 special meeting but not formally accepted since it was not set on the agenda.]

From Properties:

**2018-149 MOTION prevailed** to approve renewals of contracts with Ohio Living, Bridges, and the League of Women Voters. [Clerk's note: Changes to annual contracts consisted mostly of dates.]

From Discipleship:

**2018-150 MOTION prevailed** to approve placing a notice in bulletins (see attachment) for parents with young children, beginning on Rally Day, when and as directed by staff.

From Presbyterian Women:

**2018-151 MOTION prevailed** to approve the request from Presbyterian Women to ask for donations during their October 13, 2018 Fall Gathering for the Re-entry Network. The Network is a support group preparing women released from prison for re-entry into the workforce. The network is part of South Street Ministries.

### **Committee Reports and Actions**

Finance Committee (July financial reports were attached)

Todd Willis, Shelley Koutnik

Moderator Todd Willis explained that we are slightly ahead on income, expenses are down mostly due to personnel costs, and we have not had to withdraw Rowley funds for operating expenses.

Properties Committee (June and August minutes were attached; July minutes were distributed last month; see consent agenda for motion) Ellen Daugherty for Ginny Melver  
Ellen Daugherty reported that clean-up following the sanctuary flooring project has been completed. The dishwasher has been repaired for now; new directions for its use will be posted.

Worship Committee (July minutes were attached; no motions) Nancy Keogh  
Co-moderator Nancy Keogh reported that Marian Wahl and others are assisting in planning the reception for Alcee Chriss on September 30. Deacons are also assisting. Funding and coordination were discussed. Further discussion related to future September kick-off events will be included as part of the September 6 Visioning discussion.

Membership Committee (No minutes; web proposal was attached; see motion below) James Gray  
Moderator James Gray reported that 3 bids were received for the web redesign project; one was from a student. The recommended vendor was passionate about the project; she has designed other church web sites. Some decisions still need to be made regarding domain (.com or .org) and hosting of the web site; these may result in additional costs. The proposed design will interface with the Google calendar. The motion was amended to clarify that Church Life Project funds would be used. **2018-152 MOTION prevailed** to approve contracting with ybyiDesign to redesign the Westminster Presbyterian Church website, per the terms and reimbursement as outlined in the contract. Up to \$8,000 from the Rowley Church Life Project funds will be used.

James also reported that the new welcome bags for visitors are ready.

Personnel Committee (No minutes; see consent agenda for motion) Pastor Hauerwas, Nancy Keogh for John Childs  
See comments under Pastor's Report below.

Discipleship Committee (August minutes were attached; see consent agenda for motion) Ed Labbe  
Moderator Ed Labbe reported that they have received some applications for the Youth Coordinator position. The ice cream social was well received. Rally Day, including a Ministry Fair, will be held September 9. There was a short discussion about the consent agenda motion on children during worship, which will be taken under advisement by the committee.

Outreach Committee (July minutes were attached; no motions) Gert Wilms  
Moderator Gert Wilms reported participation in the August 25 Akron Pride Festival went well. Third Sunday dinners will be resumed in September.

Nominating Committee (No minutes nor motions) Harriet Chapman  
Moderator Harriet Chapman reported that the committee is starting to go through the list of nominations. She was granted permission to request more names during this Sunday's worship service. The committee hopes to have names ready to submit by the end of September.

Board of Deacons (No minutes nor motions)  
Deacons met June 27 and August 15. Deacons will assist in reception for Alcee Chriss on September 30, 2018.

Safe Church Task Force - no report

Music Director / Organist Search Committee (MDOSC) Pastor Jon  
The committee also plans to assist in reception for Alcee Chriss on September 30, 2018.

### Computer Technology Task Force

Shelley Koutnik

Treasurer Shelley Koutnik noted that the Computer Technology Task Force was set up in 2016 as a subcommittee of the Finance and Properties Committees. Besides a previously discussed need for a computer for the Youth Coordinator, the new Music Director/Organist has expressed his desire to digitize the music library. Shelley distributed a proposal to move the current library computer to the Youth Coordinator's office and to purchase a new computer for the Music Director. Proposed costs include 2 new monitors and printers, software, and set-up. The proposal also includes memory and software upgrades for current computers.

**2018-153 MOTION prevailed** to expend up to \$3,000 from the Designated Computer Technology fund for the purchase of computer equipment and related equipment for the Music Director and Youth Coordinator; and to expend \$1,800 from the operating budget for computer upgrades. [Clerk's note: Alcee Chriss expressed his desire to digitize the music library.]

### Pastor's Report and Remarks

Pastor Jon's study leave was July 23 – 29 (includes Friday and Saturday scheduled off). The supply pastor for July 29 was Rev. Sandy Selby, who has preached here before.

The next Visioning discussion is scheduled for 7:00 p.m. on Thursday, September 6 at the church.

The following motion was tabled during the July 30 meeting due to concerns over scheduling of rehearsals: **MOTION 2018-137** to approve hiring Zack Troyer as the new Adult and Youth Bell Choir Director was tabled. Pastor Jon has since spoken with parents of children and youth, who expressed no objections to having Zack rehearse with the youth bell choir during the fellowship time following worship. Zack would continue to serve as Children's Choir Director and a Choral Scholar. Rates of pay, including how to account for time during worship when Zack would leave the adult choir (after the anthem) to direct the children's choir, were discussed. A reduced pay as a Choral Scholar was recommended since he would not participate in the latter part of the worship service. A higher pay rate for serving as adult Bell Choir Director was recommended since it requires traveling to the church on Wednesdays for rehearsals. **MOTION 2018-137** was replaced with the following motion: **2018-154 MOTION prevailed** to approve hiring Zack Troyer as Youth Bell Choir Director for \$25 / hour and as Adult Bell Choir Director for \$35 / hour. His pay as a Choral Scholar would be \$20 on Sundays when he leaves early for his other duties. [Clerk's note: Zack will continue as Children's Choir Director at the pay rate of \$25 / hour.]

Pastor Jon also reported on the following:

- Eileen Martinez, Staff Accountant, has announced her resignation, effective October 12, 2018, to assist her daughter with childcare needs; the search for a replacement has begun.
- The search for a part-time Youth Coordinator has begun.
- Sue Wallin and Ron Hazelett expressed their appreciation for support over the years as they announced that they are relocating the West Side Vocal Academy to the Weathervane Playhouse.
- A search for new evening and daytime custodial support has begun.

### New / Other Business

**2018-155 MOTION prevailed** to elect Alec Works as commissioner for the next Presbytery meeting on September 4 at 5:00 p.m., at the Vienna Presbyterian Church.

The next regular Session meeting is scheduled for Tuesday, September 25, 2018 at 7:00 p.m.

A Presbytery-wide Discipleship Event is scheduled for October 20, 2018. [Pastor Jon later noted that the event is to be held at the Northminster Presbyterian Church in Cuyahoga Falls.]

Treasurer Shelley Koutnik present a motion from Personnel to approve an updated job description for the Staff Accountant position. It includes duties which have been performed but were not detailed in the previous description.

**2018-156 MOTION prevailed** to approve the job description for the Staff Accountant position.

Shelley next explained that she recently met with the new Music Director / Organist. He recommended having the organ inspected in his presence. This independent assessment will better familiarize him with the organ, enable him to work better with Schantz Organ, as well as perform basic tuning before September 30.

**2018-157 MOTION prevailed** to expend up to \$2,500 for organ tuning and a maintenance evaluation. This exception to motion 2018-141 is granted as an emergency measure to prepare the organ for the fall season and to provide Alcee Chriss with a better knowledge of the service needed to maintain the organ in prime condition.

Laurel Labbe, Interim Choral Director, requested approval of Elizabeth Crabtree as a Choral Scholar (alto). Only 1 choral scholar is returning from last year. Elizabeth is a former choral scholar. She is currently a music educator, qualifying her for the higher rate of \$60. [Clerk's note: Pastor Jon reported on Thursday, August 30 that Dawna Rae Warren agreed to return as a choral scholar.]

**2018-158 MOTION prevailed** to hire Elizabeth Crabtree as a Choral Scholar at the rate of \$60 per Sunday.

The original consent agenda noted that during the July 17, 2018 meeting, Motion 2018-130 prevailed to table the motion to change the titles of any staff members at this time. Shelley Koutnik noted that with all the recent staff changes, this is probably not the best time to consider any such changes. Consequently,

**2018-159 MOTION prevailed** to keep staff titles the same. This action removes the motion referenced in Motion 2018-130 from the table.

Following a motion to adjourn, the Session meeting was adjourned with prayer at 9:02 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator