

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, February 27, 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 7:03 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
*Sue Wallin	+Ed Labbe	+Shelley Koutnik, Treasurer
+Gert Wilms	+Alec Works, Clerk of Session	+Todd Willis

Also present:

Pastor Jon Hauerwas, Moderator; guests John Childs, Moderator of the Personnel Committee, and Ginny Melver, Moderator of the Properties Committee.

### **Opening**

Pastor Jon opened the meeting with prayer at 7:03 pm.

### **Quorum and Welcome**

The presence of a quorum was confirmed and declared. The 2 guests were recognized, and a **motion was made, seconded and passed** to extend the floor to them.

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

A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as amended (add Properties report after Personnel). Treasurer Shelley Koutnik distributed copies of the revised budget (see motion 2018-039 below).

### **2018 Terms of Call**

Pastor Jon excused himself as the floor was extended to John Childs. John reported that Kyle Vuchak, Mike Grau and Andi Jopperi (all members of the Personnel Committee, Kyle is past moderator) previously met with Pastor Jon to go over his 2017 performance review. John shared the comments and results that were presented to him (he became Moderator in January 2018). Based on a favorable review, the committee recommended a 2% raise. One concern was back-up procedures and/or roles for when Pastor Jon is on vacation or otherwise unavailable. Session agreed to follow up on this. Personnel will follow up with Pastor Jon on his doctoral work.

**2018-031 MOTION prevailed** to approve the 2018 Terms of Call for Pastor Jon Hauerwas as presented. The terms reflect a 2% raise, to be effective April 1, 2018, pending approval at the March 18, 2018 Congregational Meeting.

John Childs then excused himself and Pastor Jon returned to moderate the meeting.

### **Report from Properties Committee**

Ginny Melver presented an update on Properties' plans to replace flooring and carpeting in the sanctuary. The plans include removing asbestos tiles and replacing them with vinyl planking. Existing carpeting would also be replaced. Their goal is to have the work performed this summer. Estimates indicate the work should take 5-6 weeks. With an early June start, an allowance of 8-10 weeks would still enable the work to be completed before September.

So far 3 bids have been received for the asbestos tile removal, 2-3 for the other work. The more recent bids would not require the sanctuary walls to be repainted, which would significantly reduce the cost. \$320,000 from the Rowley fund had been set aside for capital improvements. Properties anticipates the total cost should be below that.

WYDACA should be unaffected, except for some possible noise. The sanctuary, including the narthex, chapel, and Pastor's Study, would be sealed off. Summer worship services would be held in Wright-Herberich Hall (WHH). Leaving chairs set up there would result in less work for the custodian. Vacation Bible School's use of WHH could be affected. No weddings are scheduled until September. Any funerals would be affected. The Ebert Lecture is scheduled for June 3. Properties expects to limit building use requests during the construction period.

Jim Mismas suggested moving the grand piano into WHH for its better sound. There were questions about the impact of the new materials on acoustics in the sanctuary. Ginny noted that the vendors being considered have worked for other churches. There undoubtedly will be some effect on acoustics, especially since the current carpeting is worn. However, the size of areas being carpeted and refloored should not change. The suggestion was made that a preliminary report, at least that the work is under discussion, be given at the congregational meeting. That should allow members some time to prepare for the changes. Ginny was thanked before she left.

### **Clerk's Report**

Alec passed around a letter from Drs. Leslie and Cynthia Morgan thanking Westminster for our support of their mission work in Bangladesh. We also received a thank you and report from the Ohio Living Foundation.

The Consent Agenda as approved included the following motions:

**2018-032 MOTION prevailed** to approve the minutes of the regular Session meeting of January 23, 2018.

**2018-033 MOTION prevailed** to approve the minutes of the Session e-meeting of January 30, 2018 (to approve the emergency purchase of a replacement refrigerator).

**2018-034 MOTION prevailed** to approve the minutes of the Special Session meeting of February 17, 2018 (to approve the terms for hiring a new full-time custodian).

**2018-035 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's January 23, 2018 meeting:

1. Weddings: none
2. Funerals: Linda Croskey (1/22/18); John Holcomb (1/26/18; Rev. Sandy Selby officiated in Pastor Jon's absence); Dawne Crotts (2/6/18)
3. Baptisms: Cora Walston, daughter of Steve and Marnie Walston, on February 18, 2018
4. Communion: February 11, 2018 (10:30 a.m.).

**2018-036 MOTION prevailed** to receive the report of the average worship attendance for January: 123.

**2018-037 MOTION prevailed** to approve the membership statistical report for the month of January 2018:

Total Membership as of 1/1/18	405
Additions: none	0
Deletions: none	0
Deaths: John Holcomb, died 1/18/18; Linda Croskey, died 1/18/18; Dawne Crofts, died 1/30/18	3
Total Membership as of 1/31/18	402

**2018-038 MOTION prevailed** to approve the removal of the following persons from the Membership Rolls of Westminster Presbyterian Church: John Holcomb, Linda Croskey and Dawne Crofts (all died in January 2018); to remove Daun Gates (her husband Tom reported that she died 2 years ago); and to remove Thomas Gates per his request (will be moving out of the area).

From Finance:

**2018-039 MOTION prevailed** to approve amending the 2018 budget to reflect the approved pay rates for the new custodian. [Clerk’s note: Terms were approved during the February 17 special Session meeting. This revision will enable a more accurate budget to be presented for the congregational meeting.]

From Properties:

**2018-040 MOTION prevailed** to permit member Denise Howell to use the sanctuary on Sunday, May 20 for a recital from 12:30 until 4:00 p.m. at a reduced rate of \$50.

**2018-041 MOTION prevailed** to approve the annual carpet cleaning by Messina for \$2,200 (4 cleanings).

**2018-042 MOTION prevailed** regarding the refrigerator purchase approved on January 30, 2018, to approve paying for the new kitchen refrigerator, at a total cost \$4,701, with the money first from the Kitchen Renovation Fund for \$2,996.77 (the remaining fund balance), with the remainder coming from the Patterson fund.

Alec reported that the following reports were filed with Eastminster Presbytery: Annual Statistical Report, Necrology Report, Church Directory Update, and 2018 Mission Pledge.

A new file has been set up on the church web page for sharing relevant church policies.

**Committee Reports and Actions**

Personnel Committee (No minutes nor motions) Pastor Hauerwas, Nancy Keogh  
The search for a new Music Director / Organist is active. The newly hired Daytime Custodian is to start on March 7. A “group effort” is needed to train him. The suggestion was made that notes be taken for any future training needs.

Properties Committee (February minutes were attached; see Clerk’s Report for motions) Ellen Daugherty for Ginny Melver

Ellen had nothing else to report.

Discipleship Committee (February minutes were attached; see motions below) Ed Labbe  
Moderator Ed Labbe reported that approximately 50-55 people attended the presentation on the Opiate Crisis on Sunday. There was no charge for the speaker. After some minor expenses for food, the money collected will be donated to the Summit County Task Force, teen division.

Ed noted that the speaker for the Eberts Lecture is scheduled for Sunday, June 3, and that there are 3 students attending the current confirmation class.

A motion was presented to purchase new equipment for the Nursery / Preschool Room. Details were distributed. Ed corrected the purchase amount on the draft agenda from \$675 to \$939.

**2018-043 MOTION prevailed** to approve the purchase of items as proposed for the Nursery / Preschool Room, at a cost of approximately \$939 plus shipping. Money will come from Restricted Account R20-9027. [Clerk's note: That fund has \$3,000 from a recent donation. The committee was looking at high quality school wooden equipment, preferring that over plastic.]

The next motion was to approve a Youth Mission Trip to Cincinnati from June 24-29 through Group Community Service Trip (GCS). The estimated cost is about \$300 per participant. The registration fee with GCS is \$266 per person, rounded up to \$300 to cover transportation, supplies, food, etc. The church would pay \$200 per youth participant, with the youth to pay the difference of about \$100. The estimated cost to the church would be \$2,600, (\$200 per youth participant -10 total, plus \$600 for the cost of two adults. The \$2,600 will come from the Restricted Youth Fundraising Programs Account (R20-9009; the current balance is \$6,855, excluding an estimated \$400 from the sub sandwich sale). The original motion was revised to approve spending up to \$3,000 if needed.

**2018-044 MOTION prevailed** to approve a Youth Mission Trip to Cincinnati from June 24-29 through Group Community Service Trip., at a cost of up to \$3,000. Funding will be from the Restricted Youth Fundraising Programs Account (R20-9009).

Finance Committee (No minutes; see Clerk's Report for motion) Todd Willis, Shelley Koutnik  
Treasurer Shelley Koutnik reported on the Agreed Upon Procedures performed by our CPA. Finance has not reviewed results yet. Shelley did report that the only concerns related to certain Personnel / Payroll procedures and documentation. Moderator Todd Willis then briefly reported on the Analysis of Revenue and Expenses for January. Shelley noted that many people paid their 2018 pledges in January, resulting in higher revenues for that month.

Worship Committee (No minutes; see motion below) Nancy Keogh  
Summer worship services were discussed. The Eberts Lecture may be held after the 10:30 a.m. service on June 3. For better continuity that morning, we decided to start the summer worship schedule on June 10, continuing through the end of August. The following motion was made, seconded, and approved:

**2018-045 MOTION prevailed** to hold 2 worship services, at 8:30 and 10:30 a.m., on Sunday mornings, from June 10 through August 26.

Membership Committee (No motions nor minutes) Pastor Hauerwas, Michael Dunbar  
The committee is reviewing the Membership Directory Proof. A copy was emailed to Session members just before the meeting. Michael noted that an electronic ("app") copy will also be available, which can be updated for up to 3 years.

Work is also proceeding on a new website. A new layout will be selected first.

Nominating Committee (No motions nor minutes) Harriet Chapman  
Moderator Harriet Chapman noted that the committee expects to start meeting soon. Nominations are welcome for positions to be filled.

Outreach Committee (October minutes were attached; see motion below)

Gert Wilms

Moderator Gert Wilms requested a Moment for Mission on March 25 for the One Great Hour of Sharing.

**2018-046 MOTION prevailed** to approve a Moment for Mission on March 25 for the One Great Hour of Sharing.

Board of Deacons (No minutes nor motions)

Task Forces (Safe Church Task Force - no report)

Music Director/Organist Search Committee [MDOSC]

Pastor Hauerwas

Since the position is being advertised nationally through the American Guild of Organists, there may be some travel expenses associated with interviewing candidates. The following motion was made, seconded and approved:

**2018-047 MOTION prevailed** to approve expenditures of up to \$5,000 from the Rowley Unrestricted Fund for search expenses such as travel, lodging and meals related to interviewing prospective candidates.

### **Pastor's Report and Remarks**

Pastor Jon reported that he is available for a next Visioning Discussion on either April 7, April 28 or May 19. This is assuming it may be more difficult to all meet in the summer. Session members are asked to email their availabilities to Alec, recognizing that no date will fit everyone's schedule.

All elders and deacons are invited to participate in the Leadership Training Class led by Eastminster Presbytery on Saturday, March 10, from 9:30 a.m. until 12:30 p.m. at the Kent Presbyterian Church. Advance registration is requested. Westminster will not have separate training this year

### **New / Other Business**

Alec agreed to serve as commissioner at the next Presbytery meeting on Tuesday, March 6 at 3:00 p.m. at the Heritage Presbyterian Church, Poland, Ohio.

The next regular Session meeting is scheduled for Tuesday, March 27, 2018 at 7:00p.m.

Shelley reminded Session that Jim Mismas' last Sunday as organist will be May 27. Dates and options for recognizing Jim's years of service were discussed. May is a very busy month. Pastor Jon will ask Jim if he has any preferences. A basket will be made available for anyone wishing to honor Jim with a card and/or gift (cash or check made out to Jim). A cake and refreshments were suggested. A separate recognition may be held with the May 13 Five at Five concert. Pastor Jon will also ask choir members if they would be willing to assist Session in planning and preparing for these events. The following motion was made, seconded and approved:

**2018-048 MOTION prevailed** to honor Jim Mismas upon his retirement, at a date and time to be determined. The date and details will be set upon selection of a date by Jim and Pastor Jon. A separate event may be held in conjunction with the May 13 Five at Five concert. [Clerk's note: Jim subsequently reported that May 27 would work fine for him.]

Following a motion to adjourn, the Session Meeting was adjourned at 8:52 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator