

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, January 23, 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. [Clerk's note: James Gray had announced he would be late. However, when he arrived, the door was locked.]

### **Opening**

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

### **Quorum**

The presence of a quorum was confirmed and declared.

Following a welcome to new members Brad Hall and Shelly Koutnik, the following motion was made, seconded and approved:

**2018-003 MOTION prevailed** to re-elect Alec Works as Clerk of Session, Shelley Koutnik as Treasurer, and Marcia Holcomb as Assistant Treasurer, each for a term of one year.

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

A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as amended (change date for Hope Totes Moment for Mission to February 25, 2018).

### **Clerk's Report**

Alec passed around some literature received by the church. He also reported on the December 5, 2017 Eastminster Presbytery meeting, held at the Canfield Presbyterian Church, that he and Pastor Jon attended. A mission trip to Lebanon is planned for the fall of 2018. The Consent Agenda listed the annual reports prepared by the Clerk, as well as the 2018 schedule of Eastminster Presbytery meetings (March 6 at 3 p.m.; June 6 at 5 p.m., September 4 at 5 p.m., and December 4 at 10 a.m.

The Consent Agenda as approved included the following motions:

**2018-004 MOTION prevailed** to approve the minutes of the regular Session meeting of November 28, 2017.

**2018-005 MOTION prevailed** to approve the minutes of the Session e-meeting of January 18, 2018 (to permit The Rev. Dr. Sandy Selby to officiate at the memorial and committal services of John Holcomb on either January 26 or 27 when Pastor Jon Hauerwas will be on leave.).

**2018-006 MOTION prevailed** to approve the minutes of the Special Session meeting of January 21, 2018 (to receive new members).

**2018-007 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session’s November 28, 2017 meeting:

1. Weddings: none [With Session’s prior approval, Pastor Hauerwas officiated at the service for Matt Jarrell and his fiancée in Cleveland on December 30, 2017.]
2. Funerals: Ron Allan, 12/13/17
3. Baptisms: none
4. Communion: November 12, 2017, December 10, 2017, and January 14, 2018 (10:30 a.m.).

**2018-008 MOTION prevailed** to receive the report of the average worship attendance for November: 152, and for December: 210 [December figure includes 452 at the 5 p.m. Christmas Eve service.]

**2018-009 MOTION prevailed** to approve the membership statistical report for the month of November 2017:

Total Membership as of 11/1/17	407
Additions: none	0
Deletions: none	0
Deaths: Ron Allan, died 11/26/17	1
Total Membership as of 11/30/17	406

[Per approved motion, Ron Allan was removed from the membership roll on 11/28/17.]

**2018-010 MOTION prevailed** to approve the membership statistical report for the month of December 2017:

Total Membership as of 12/1/17	406
Additions: none	0
Deletions: none	0
Deaths: Lee Davies, died 12/14/17	1
Total Membership as of 12/31/17	405

**2018-011 MOTION prevailed** to approve the removal of the following person from the Membership Rolls of Westminster Presbyterian Church: Lee Davies, died December 14, 2017.

**2018-012 MOTION prevailed** to approve the baptism of Cora Walston, daughter of Marnie Wagner Walston and Steve Walston, during the 10:30 a.m. service on February 18, 2018. Marnie is a Westminster member. [Clerk's note: Pastor Jon officiated at the wedding of Marnie and Steve in 2016. They recently moved back to Akron.]

**2018-013 MOTION prevailed** to approve time off and pastoral coverage for Pastor Hauerwas on January 25 and January 28, 2018. The Rev. Cathy Ulrich, Eastminster's General Presbyter/Stated Clerk has agreed to preach on Sunday, January 28. The time off will be sick days.

**2018-014 MOTION prevailed** to approve the Memorial and Funeral Guide, as revised per discussions during Session's November 28, 2017 meeting.

From Properties:

**2018-015 MOTION prevailed** to approve the renewal of the Temperature Control contract for 2018 at no change in cost (\$1,700).

**2018-016 MOTION prevailed** to approve the replacement of 1/3 of the smoke alarms by YPS in the church each of the next 3 years, at a cost not to exceed \$4,500 each year. The oldest alarms will be replaced first.

From Outreach:

**2018-017 MOTION prevailed** to approve a Moment for Mission on Sunday, February 25, 2018, for the Hope Totes offering / project.

From Discipleship and Outreach:

**2018-018 MOTION prevailed** to approve asking for donations during the February 25, 2018 Parenting Event (lunch with speaker). Existing funds and donated food are expected to cover the costs of the event, so the collected funds will be donated to the Summit County Opiate Task Force Teen Section.

Alec then explained the 2017 Annual Statistical Report, which is to be approved by Session before submitting to Presbytery. He reported that the National Office of the Presbyterian Church USA listed Westminster's 1/1/17 active membership at 470. This is the value at 12/31/15, the last time data had been entered online. Session's monthly statistical reports show a membership of 407 at 12/31/16. Alec explained that he provided 2016 data to Eastminster Presbytery, as requested, on March 28, 2017, following approval at the March Session meeting. However, it appears that it was too late for the data to be entered into the system. Westminster's per capita assessment is based upon membership. After discussion, the decisions were made to approve the Statistical Report as presented, and to ask the General Presbyter / Stated Clerk of Eastminster Presbytery to appeal on Westminster's behalf. Alec will submit the report online before the due date of February 15, 2018.

**2018-019 MOTION prevailed** to approve the 2017 Annual Statistical Report for Westminster.

### **Discussion Items**

Custodial position: The Personnel and Properties Committees have been drafting a new job description. They would like to start seeking candidates. Besides wanting someone full-time, reliable and responsible, they would also like someone capable of performing minor maintenance. A nonmember is preferred. The previous Daytime Custodian generally worked 8 a.m. – 3 p.m., Monday through Friday, plus Sunday mornings. The weekday schedule could be Monday through Thursday. There would likely still be a need for evening (or early morning) custodial services, primarily for the Ohio Living and WYDACA areas. There would also be needs for special events. Personnel and

Properties may need to exercise some flexibility in standard hours if such is useful in securing the best candidate, as well as ensuring other custodial needs can be met. The following motion was made, seconded and approved:

**2018-020 MOTION prevailed** to approve the custodial job description and terms of hire as proposed by Personnel and Properties.

Music Director / Organist: Personnel and the Music Director / Organist Search Committee proposed a job description and terms of hire. It is possible that separate persons could be considered for the Music Director and Organist responsibilities, with the proposed pay divided between them.

**2018-021 MOTION prevailed** to approve the Music Director / Organist job description and terms of hire as proposed by Personnel and the Music Director / Organist Search Committee.

### **Committee Reports and Actions**

Discipleship Committee (January minutes were attached) Ed Labbe  
Moderator Ed Labbe reported on upcoming activities including the Sub Sale and St. Patrick's Day dinner. Lenten yoga will not be offered this year. Three youth attended the first confirmation class on Sunday.

Finance Committee (January minutes and reports were attached) Todd Willis, Shelley Koutnik  
Treasurer Shelley Koutnik provided an update on the 2017 Stewardship Campaign. As of 1/1/18, 110 pledges have been received, totaling \$334,485. This is up somewhat; there has been some shifting between pledged and unpledged contributions.

The Analysis of Revenues and Expenses as of 12/31/17 showed a surplus of \$36,646. With revenues up and expenses held down, no principle from the Rowley Fund was needed.

The proposed 2018 Budget was discussed by Shelly and Moderator Todd Willis. A net deficit of \$46,096 is projected, which will be covered by Rowley Fund principle if needed. This projected deficit is down noticeably from prior years. Expenses are higher than noted in the Finance Committee minutes (available on the church web page) due to some additional personnel expenses added after that meeting.

**2018-022 MOTION prevailed** to approve the 2018 Budget as presented.

With the annual Agreed Upon Procedures performed by the CPA engaged by Westminster to be completed by mid-March, Finance proposed March 18 for the Annual Congregational Meeting. This is the Sunday after March communion and the week before Palm Sunday.

**2018-023 MOTION prevailed** to schedule the Annual Congregational Meeting for Sunday, March 18, 2018 immediately following the 10:30 a.m. worship service.

Membership Committee (No motions nor minutes) James Gray  
Pastor John and Elder Michael Dunbar reported for Moderator James Gray that the Membership Directory is being finalized. The vendor has been asked to correct some information. The committee is meeting next week to actively begin work on improving the church web site.

Nominating Committee (No motions nor minutes) Harriet Chapman  
Moderator Harriet Chapman noted that the Endowment Committee is considering reducing its number of members from 7 to 5. The committee simply questions whether they need that many.

Worship Committee (No motions nor minutes) Sue Wallin, Nancy Keogh  
Co-moderator Sue Wallin reported that the new candelabras are working nicely.

Personnel Committee (No minutes)

Pastor Hauerwas, Nancy Keogh

Pastor Jon presented 2 new hire packets for approval. The first was to hire Mary Grace Corrigan as a Choral Scholar, replacing someone who left.

**2018-024 MOTION prevailed** to hire Mary Grace Corrigan as a Choral Scholar per the proposed terms.

The second was to approve Patricia Schumacher to serve as a paid substitute or back-up custodian if so needed. Currently, Becky Harlow serves as custodian on Sundays. Truly Reaching You (TRY) has been providing custodial services in the absence of a full-time custodian; however, they are unavailable on Sundays. Currently, there is no back-up if Becky were unavailable on a Sunday or neither TRY nor she were available for a special event.

**2018-025 MOTION prevailed** to allow Patricia Schumacher to serve as a paid substitute custodian if so needed, per the proposed terms. This approval is for a period of 3 months, effective immediately.

Properties Committee (December and January minutes were attached)

Ellen Daugherty for Ginny Melver

**2018-026 MOTION prevailed** to allow Ginny Melver to continue to serve as Moderator of the Properties Committee.

Outreach Committee (No motions nor minutes)

Gert Wilms

Moderator Gert Wilms reported that the committee will next meet in February.

Board of Deacons (January minutes were attached)

Task Forces (Safe Church Task Force - no report)

- Music Director/Organist Search Committee [MDOSC] Pastor Hauerwas  
Stacy Franzmann has agreed to serve as Moderator, Laurel Labbe as Secretary.
- Time and Talent Survey Shelley Koutnik  
Shelley Koutnik distributed a form the committee plans to circulate. More information (2-4 sentences) is needed about any projects to be done.

**Pastor's Report and Remarks**

**2018-027 MOTION prevailed** to approve the wedding of Heather Keane and Vivek Bhalla at Westminster Presbyterian Church in September 2018, with Pastor Hauerwas officiating. [Clerk's note: They have received a copy of and agree with the terms of our current wedding policy. Heather joined Westminster on January 21, 2018, after completing the new members class.]

Pastor Jon proposed a Visioning / Training session to be held early this spring. No date seemed to fit all schedules, therefore Saturday, February 17 from 9 – 11 a.m. was chosen.

**New / Other Business**

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

A commissioner is needed to represent Westminster at the next Presbytery meeting on Tuesday, March 6 at 3:00 p.m. at the Heritage Presbyterian Church, Poland, Ohio.

Following a motion to adjourn, the Session Meeting was adjourned with prayer at 9:06 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator