

Westminster Presbyterian Church  
Akron, Ohio  
Tuesday, August 1, 2017  
Minutes of the Session Meeting

*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 2017	Class of 2018	Class of 2019
+Kyle Vuchak	+Ellen Daugherty	*Harriet Chapman
+Todd Willis	+Nancy Keogh	+James Gray
(vacant)	*Sue Wallin	+Ed Labbe
(vacant)	+Gert Wilms	+Alec Works

**Also present:**

Pastor Jon Hauerwas, Moderator, guests Shelley Koutnik, Church Treasurer, Michael Dunbar (new elder elected June 25, 2017 but not yet ordained), Ginny Melver and Dave Stobbs (Properties Committee), and Phil Fry (Board of Deacons).

**Opening**

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

**Quorum**

The presence of a quorum was confirmed and declared.

**Presentations by guests**

The Board of Deacons had asked Session to consider a motion related to the handling of food left over from church events. Phil Fry provided some background information and answered questions. The primary intent of the request is to try to ensure that leftover food is used in support of the church's mission, serving those in need. He said that the Haven of Rest will gladly accept any contributions of food. If they are called in advance, they can arrange to have someone meet the person(s) delivering the food at the back door. Phil expressed a willingness to assist in deliveries. Ellen Daugherty noted that the Haven of Rest has expressed its gratitude for past deliveries.

Ginny and Dave attended a presentation on the Faith Based Security Summit they attended on July 24, 2017. There are many types of emergency situations which could occur. These could vary from someone needing assistance to a mass attack. Key questions include who might be expected to take control and whether there are some basic plans in place to help ensure the safety of those present.

Some examples were given as to what might be included in any plans. Ushers would be in a good position to notice anyone in need or any unusual activities. If the premises needed to be evacuated, would preferred routes be communicated? The old attendance pads included evacuation maps. Would this include areas other than the sanctuary (e.g., the Christian Education building)? What about persons with disabilities? Would the police officer assisting with street crossing be available to assist? Who would respond to reporters?

Leaders of the summit described free information and resources that are available to assist in developing plans. Developing an open relationship with local police is helpful. Ginny concluded by proposing that Session consider coming up with a plan and/or establishing a team to do so. Pastor Jon then thanked Ginny, Dave and Phil before they left.

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

A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as presented by the Clerk.

## **Clerk's Report**

Alec passed around 2 items of correspondence: a thank you note from the Presbyterian Mission Agency for our \$769.65 contribution to the International Disaster Relief Fund, and a thank you note from Princeton Theological Seminary for Pastor Jon's contribution.

Alec also passed around the worksheets which, along with the Official Record of Minutes, were reviewed by the Reverend Mark Ruppert of Eastminster Presbytery's Committee on Ministry on July 19, 2017. They were approved without exception. Alec also passed around Rev. Ruppert's report to Presbytery on his meeting with Session on May 23, 2017.

The Consent Agenda as approved included the following motions:

**2017-080 MOTION prevailed** to approve the minutes of the regular Session meeting of May 23, 2017 as corrected to reflect the deaths of William Strough and Bernadine MacEwen in the April statistical report. This correction was reported verbally during the June Session meeting.

**2017-081 MOTION prevailed** to approve the minutes of the regular Session meeting of June 27, 2017.

**2017-082 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's June 27, 2017 meeting:

1. Weddings: none
2. Funerals: none
3. Baptisms: Larkin Augustine Hughes, infant daughter of Kelly Franzmann and Steve Hughes
4. Communion: July 9, 2017 (8:30 a.m. and 10:30 a.m.); July 23, 2017 (8:30 a.m.)

**2017-083 MOTION prevailed** to receive the report of the average worship attendance for June 2017: 123 (28 at the 8:30 a.m. service; 95 at the 10:30 a.m. service).

**2017-084 MOTION prevailed** to approve the membership statistical report for the month of June 2017:

Total Membership as of 6/1/17	401
Additions: None	0
Deletions: None	0
Deaths (names below) None	0
Total Membership as of 6/30/17	401

**2017-085 MOTION prevailed** to approve the membership statistical report for the month of July 2017:

Total Membership as of 7/1/17	401
Additions: None	0
Deletions: None	0
Deaths (names below): None	0
Total Membership as of 7/31/17	401

**2017-086 MOTION prevailed** to remove of the following persons from the Membership Rolls of Westminster Presbyterian Church: William Strough, Bernadine MacEwen (both died in April 2017).

From Personnel:

**2017-087 MOTION prevailed** to purchase a plaque to present to Daytime Custodian Jeremiah Ward in honor of his 20 years of service at WPC, along with a \$100 check.

**2017-088 MOTION prevailed** to change the title of the Sunday and Special Events Coordinator to Sunday and Special Events Attendant.

From Worship and the Director of Music:

**2017-089 MOTION prevailed** to approve the Five at Five concert series for 2017-18 as follows:

- September 10, 2017     Dexter Kennedy
- October 8, 2017         Philip Thomson
- November 5, 2017     Festival Chorus and Brass
- April 8, 2018             OSU Men's Glee Club
- May 13, 2018             Mother's Day Opera/Broadway Gala

**Committee Reports and Actions**

Properties Committee (July minutes were attached; no motions)

Regarding a comment in the minutes for the May 23, 2017 Session minutes, Ellen Daugherty clarified that Properties does not plan to prepare an inventory of church assets. They decided instead to increase insurance coverage. Regarding training for persons needing to be able to access the building, Ellen said that the new keys have not arrived.

Finance Committee (June financial reports were attached; no minutes nor motions)

Treasurer Shelley Koutnik provided the quarterly financial report. Through June, revenues were above budget and expenses were below budget. Revenues exceeded expenses by approximately \$37,000. Moderator Todd Willis noted that some money was pulled from savings in July. Year-to-date revenues are higher primarily due to some prepaid pledges and unpledged contributions. Cash flow continues to be a concern during the summer months when attendance and contributions drop, and some expenses such as the electric bill rise. Overall financial status should become clearer in October when fall programs have resumed.

Personnel Committee (oral report; 2 motions were included in the consent agenda)

Moderator Kyle Vuchak presented the names of two individuals whom Personnel approved for hiring for Session's approval: Zack Troyer as Children's Choir Director, and Elizabeth Rosenberg as a Choral Scholar. Background checks have been completed for both.

**2017-090 MOTION prevailed** to approve hiring Zack Troyer as Children's Choir Director, and Elizabeth Rosenberg as a Choral Scholar, per terms set by Personnel.

There was some discussion regarding the current Sunday and Special Events Attendant assisting with Third Sunday Dinners. It was agreed that this would be acceptable provided such does not interfere with that person's performing the responsibilities of their paid position and that no overtime is incurred.

Pastor Jon then explained that, based upon many discussions, including some at the Presbytery level, it was determined that Westminster Church and the current volunteer Youth Coordinator need to move in different directions. The current volunteer Youth Coordinator will no longer be serving in that capacity. Ministry Architects agreed to provide 10 volunteer hours to assist the church in moving forward. The following motion was made, seconded and approved:

**2017-091 MOTION prevailed:** In recognition of her need to move in a different direction regarding her aspirations, Session concurs with and approves the actions taken to dissolve the sponsorship relationship, including her volunteer activities as Youth Coordinator, between Westminster Presbyterian Church and Kimberly Cheng, effective July 24, 2017. This decision was not made lightly and was the result of numerous conversations with many who worked with her, including representatives from the church, Ministry Architects and Presbytery. Kimberly will remain an active member of Westminster Presbyterian Church.

Worship Committee (See consent agenda for motion; no minutes nor other motions)

Membership Committee (July minutes were attached; no motions)

Moderator James Gray reported that sign-ups for the church directory photos have started, being scheduled for September 14-16. Since sign-ups may be made on the sign-up sheet in Wright-Herberich Hall or online, Germaine Wilson, Director of Communications, is working with the vendor to avoid duplications. Michael Dunbar has been reviewing options for updating the church web site. A new gift to offer visitors is being developed.

Nominating Committee (no minutes nor motions)

Moderator Harriet Chapman reported by email that the committee is continuing to meet. A notice will be placed in the Sunday bulletin to solicit names to be considered for officer positions. Pastor Jon will follow up with Harriet regarding the positions that are currently open.

Discipleship Committee (May minutes were distributed; no motions)

Moderator Ed Labbe reported that the next major event is the ice cream social on August 12, 2017. Work is also progressing on the Labor Day picnic and planning educational offerings. Two students have already expressed interest in the 2018 Confirmation Class. Ed added that the committee could use another member.

Outreach Committee (No minutes nor motions)

Moderator Gert Wilms reported that they are still looking for volunteers to assist with Third Sunday dinners, 2017-18.

Board of Deacons (no report; June minutes were attached)

Task Forces (Safe Church) (no report)

### **Discussion items**

- Leftover food – Various examples were given as to how leftovers have been handled at past events. After discussion, the consensus was that it is highly desirable to facilitate providing any leftover food to those most in need. Volunteers could deliver food to the Haven of Rest, which has been done in the past. It would not be practical nor hospitable to strongly discourage members of the congregation and guests from taking reasonable portions home for other family members or a second meal. The following motion was made, seconded, and passed:

**2017-092 MOTION prevailed:** In recognition of our desire to meet the needs of those in our congregation, our community and beyond, Session strongly encourages church groups sponsoring meals to be efficient stewards with any leftover food. We remind groups that there are organizations that will accept leftover food in any quantity to help feed those in greatest need. The Haven of Rest is one organization that will gladly accept leftover food. A list of volunteers willing to deliver food to a designated organization will be made available to committee chairs.

- Details will need to be finalized as to how to encourage and facilitate this practice.

Treasurer Shelley Koutnik reported that the Stewardship Committee is seeking examples to provide the congregation of cost saving measures that have been implemented and what contributions have accomplished. Suggestions may be forwarded to Shelley, Committee Moderators or the Clerk.

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

- Pastor Jon reported on his recent study leave at Camp Lambec (Presbyterian camp near Erie PA). He has two more weeks of study leave to schedule in 2017.
- A young man who has been attending Westminster but is not a member has asked Pastor Jon to assist in a Catholic wedding service for him and his fiancée in Cleveland on December 30, 2017. Per Westminster's Wedding Policy, Session must approve the pastor's officiating at weddings without a member connection to this church. Decision was deferred.

### **New / Other Business**

- As a follow up to the report from attendees at the Safe Church Task Force presentation, the following motion was made, seconded and approved:

**2017-093 MOTION prevailed:** To move forward with a Task Force which would make recommendations to Session about formulating a plan regarding security, emergency, and medical issues at Westminster. This Task Force should include representatives from the ushers, Properties Committee, and a police officer familiar with the church and congregation. These representatives will choose the remaining members of the Task Force (not to exceed 6 in total). Items that the Task Force would like Session to address and vote upon can be presented in part (as certain portions have been completed) or in whole at the completion of the task at hand.

- A representative is needed for the next Presbytery meeting scheduled for September 5 at 5:00 p.m. at Firestone Presbyterian Church in Akron. James Gray volunteered to serve.
- The next Session meeting is scheduled for Tuesday, September 26, 2017 at 7:00 p.m.
- The next New Members Class is scheduled for October 7 and 8, 2017. Session members are asked to be present at 10:15 a.m. on Sunday, October 8 to accept the new members and explain their committee's roles.

The Session Meeting was adjourned with prayer, led by Alec Works, at 9:15 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator