

Westminster Presbyterian Church  
Akron, Ohio  
Tuesday, June 27, 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 7:04 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), and Ginny Melver and Roger Nelson from the Properties Committee.

### **Opening**

Pastor Jon opened the meeting with prayer at 7:04 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 by the Clerk.

### **Discussion items**

The discussion items were moved to the first part of the meeting to accommodate the two guests from the Properties Committee. [See comments under Personnel below for background.] Ginny and Roger led a discussion of the church's Building Keys and Access Policy (attached) and examples of some recent occurrences. As examples, if multiple people enter the building immediately after it is unlocked, and someone proceeds more than ten feet down the hallway before the alarm is deactivated, or someone first enters through the kitchen door, the alarm will go off. If the alarm is set off, someone on the emergency response list is called (first Pastor Jon, then Roger, then Jeremiah Ward, Daytime Custodian). The individual called must decide whether the police should be dispatched. Thus, they should know who to expect in the building and when. Roger said there are currently approximately 50 specially made keys. Many access codes are shared or common.

The new procedure proposed by Properties and Personnel requires committee moderators to be responsible for access to the building for their activity or meeting. Roger offered to provide training. It will take 2-3 weeks for new keys to arrive. Suggestions included having attendees mark themselves as present (sign-in sheet?) and scheduling meetings through Germain Wilson, Director of Communication. There may be a need to monitor the unlocked door until it can be locked.

Pastor Jon then thanked Ginny and Roger before they left.

### **Clerk's Report**

Alec did not have any correspondence to report, nor additional comments on the consent agenda. The amendments included adding the minutes for the June 25, 2017 Congregational Meeting, to correct the statistical report for April, reported in May (2 deaths had been omitted), and to correct June Communion (Communion is only served twice a month at the 8:30 a.m. service). Pastor Jon and Alec are scheduled to meet with Rev. Mark Ruppert, Committee on Ministry, on July 19, 2017. Alec also asked Moderators to provide copies of 2014-2016 committee minutes if available.

The Consent Agenda as approved included the following motions:

**2017-066 MOTION prevailed** to approve the minutes of the regular Session meeting of May 23, 2017 (with corrected statistical report).

**2017-067 MOTION prevailed** to approve the minutes of the e-meeting of June 5, 2017 to approve the baptism of Larkin Augustine Hughes, infant daughter of Kelly Franzmann and Steve Hughes, during worship at a date to be determined by the pastor and the family. [Pastor Jon reported on June 8 that the baptism will take place during the 10:30 a.m. service on July 16, 2017.]

**2017-068 MOTION prevailed** to approve the minutes of the e-meeting of June 13, 2017 to approve the funeral or memorial service for non-member Amanda Lawhon at Westminster on Saturday, June 17 at a time yet to be determined by the family with Reverend Amy Starr-Redwine officiating (Pastor Hauerwas is on vacation) and a guest organist to be determined (Jim Mismas is on vacation). Pastor Hauerwas will follow up with regular substitute Dave Foerster first. [Clerk's note: Dave subsequently agreed. The family decided on visitation at 9:30 a.m. followed by a service at 11:00 a.m. and a reception.]

**2017-069 MOTION prevailed** to approve the minutes of the congregational meeting of December 11, 2016. [Minutes had not previously been prepared and submitted to Session for approval.]

**2017-070 MOTION prevailed** to approve the minutes of the congregational meeting of June 25, 2017.

**2017-071 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's April 2017 meeting:

1. Weddings: none
2. Funerals: A service for non-member Amanda Lawhon was held at WPC on June 17, officiated by Rev. Amy Starr-Redwine.
3. Baptisms: none
4. Communion: June 11, 2017 (8:30 a.m. and 10:30 a.m.); June 25, 2017 (8:30 a.m.)

**2017-072 MOTION prevailed** to receive the report of the average worship attendance for May 2017: 154.

**2017-073 MOTION prevailed** to approve the membership statistical report for the month of May 2017:

Total Membership as of 5/1/17	398
Additions: Sue Larson, Pat Schumacher, Gregory Works (new members class, 5/7/17)	3
Deletions: None	0

Deaths (names below) None	0
Total Membership as of 5/31/17	401

No MOTION is needed to approve the removal of persons from the Membership Rolls of Westminster Presbyterian Church, since there are none.

**2017-074 MOTION prevailed** to approve combining the July 25, 2017 and August 22, 2017 regular Session meetings into one meeting, to be held on Tuesday, August 1, 2017 at 7:00 p.m.

From Outreach:

**2017-075 MOTION prevailed** to approve the following collection and Minute for Missions dates:

- Peacemaking Offering:  
-Collection October 1st, 2017; Moment for Mission October 1st, 2017
- Christmas Baskets:  
-Moment for Mission November 26, 2017; Basket Delivery December 16th, 2017
- One Great Hour of Sharing Offering:  
-Moment for Mission March 25th, 2018 (defer time to Bill Melver); Collection March 25th, 2018
- Pentecost Offering:  
-Moment for Mission May 13th, 2018; Collection May 20th, 2018

### **Committee Reports and Actions**

Membership Committee (June minutes were attached; no motions)

Moderator James Gray reported that pictures for the church directory are to be scheduled for September 14-16, with make-up dates of October 10-11. Germaine Wilson, Director of Communications, may be asked if she would work Saturday 9/16 to enter data into the church computer. Work on the church website and welcome bags for visitors are next.

Worship Committee (June minutes were attached; no motions)

Co-Moderator Sue Wallin reported that they are continuing to seek a solution for the candelabra candles.

Finance Committee (May Analysis of Revenues and Expenses and Summary of Restricted Accounts reports were attached; no minutes nor motions)

Moderator Todd Willis said that the second quarter financial report will be presented at the next meeting (Finance did not meet in June). To date there has not been a need to use Rowley funds to meet current expenses. An endowment contribution of \$50,000 was received from the Spindler estate for properties.

Properties Committee (no minutes were attached; no motions)

Ellen Daugherty led a discussion related to the non-member funeral held at the church on June 17, 2017. As previously noted, both Pastor Jon Hauerwas and Director of Music James Mismas were on vacation that week. The situation was further complicated by the Billows Funeral Home not being involved after cremation took place. Germaine Wilson did a commendable job trying to address concerns; however, there was no designated "point person" (other than Rev. Amy Starr-Redwine, who agreed to officiate; Amy is a former associate pastor of Westminster), nor are there adequate written policies or procedures.

Although the service and reception did not have any serious consequences, better guidelines may make any future events less stressful. Ellen plans to present such a suggestion to the Board of Deacons, along with the Worship Committee.

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.

Outreach Committee (May minutes were attached; no minutes)

Moderator Gert Wilms first reported on the June Eastminster Presbytery meeting she attended. She noted that Westminster appears in good financial standing compared with other churches. Better ethnic reporting in the Annual Statistical Report was encouraged. The next meeting is scheduled for September 6, 2017 in Akron. A committee motion was included in the Consent Agenda.

Nominating Committee

Moderator Harriet Chapman reported that the committee is still awaiting responses from 2 nominees for open officer positions. A notice will periodically be placed in the bulletin soliciting potential candidates for the next term of officers.

Personnel Committee

Moderator Kyle Vuchak said that the committee completed its evaluation of Staff Accountant Eileen Martinez. They recommend a \$2.00 per hour raise for Eileen, effective July 1, 2017. The motion from the committee was seconded and approved.

**2017-076 MOTION prevailed** to approve a \$2.00 per hour raise for Staff Accountant Eileen Martinez, effective July 1, 2017.

The discussion then moved to custodial positions. The staff from Speedie, when performing evening custodial duties, found the punch list covering cleaning and letting people in and out of the building distracting. Following discussions with church staff and the Properties Committee, Personnel recommends using Truly Reaching You (TRY) services to perform morning cleaning of the Ohio Living and YDACA areas. Four people will arrive at 5 a.m., along with a supervisor, to clean for one hour, Monday through Friday. The four staff would each be paid \$12.00 per hour; the supervisor is unpaid. The supervisor will be provided a building access code and keys. They will be scheduled to begin Thursday, June 29, 2017. The daytime custodian would perform cleaning of other areas. Those responsible for any evening or Saturday activities would also be responsible for controlling building access. The motion was seconded and approved.

**2017-077 MOTION prevailed** to hire Truly Reaching You (TRY), a cleaning service, to clean the Ohio Living and YDACA areas. Four people will clean weekdays from 5 to 6 a.m., at a rate of \$12.00 per hour. They will be accompanied by an unpaid supervisor.

Discussion then moved to the Sunday and special events responsibilities. Since workers for TRY do not work on Sundays (they are encouraged to attend worship services), there is a need for someone to be responsible for building access on Sunday mornings and for any other Sunday activities. It has been difficult to find responsible parties willing to work on Sundays and evenings. When an open position was presented to the congregation, member Becky Harlow expressed her interest in the position.

The situation was complicated by the fact that Speedie was given notice of termination of that contract, to be effective at the end of June, due to various performance issues. Speedy decided to end its work the week of June 12, leaving Westminster without evening custodial services. The situation was further complicated by Pastor Jon being on vacation and the approval by Session of a memorial service for a non-member on Saturday, June 17.

After discussion, the following items were highlighted:

- Session should approve any hiring or firing. Hiring should be approved before the person starts to work.
- There should be some guidelines or procedures to follow when key staff are not available. [Germaine Wilson, Director of Communications, handled much of the discussions related to the June 17 funeral.]
- There should be some guidelines or procedures related to the hiring of a member of Westminster Presbyterian Church. This should include whether, or how and when, an officer of the church might also be paid for performance of specified duties, and how best to differentiate service as a volunteer or participating in activities from performance of specified duties. There have been instances of members being paid in the past.

Motions were made, seconded and approved as follows:

**2017-078 MOTION prevailed** to create the position of Sunday and Special Events Coordinator to provide building access and related services for Sunday mornings and activities. Personnel will create the detailed job description.

**2017-079 MOTION prevailed** to approve the hiring of Becky Harlow as Sunday and Special Events Coordinator, effective July 1, 2017. Terms include payment at the rate of \$15.00 per hour. The standard 90-day probationary period for employees will apply. Becky will be asked to step down from serving on the Nominating Committee immediately as a condition of employment. The Personnel Committee will review whether officers of the church may also serve as employees of the church. If any decision reached by Personnel and Session affects Becky's service as a deacon she will be so notified.

#### Task Forces (Safe Church)

No formal report; Gert Wilms noted that child protection was discussed at the recent presbytery meeting.

#### New Business (None)

#### Pastor's Report and Remarks

- The ordination for Michael Dunbar will be scheduled after other open positions are filled.
- As approved in the Consent Agenda, the next Regular Session meeting is scheduled for Tuesday, August 1, 2017 at 7:00 p.m.
- A reminder that Pastor Jon will change his scheduled day off from Wednesday to Friday, starting the week of June 26.

The Session Meeting was adjourned with prayer, led by Harriet Chapman, at 9:21 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator