

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, March 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; guest Tom Koutnik, Endowment Committee Trustee.

### **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 guest was recognized, and a **motion was made, seconded and passed** to extend the floor to him.

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

A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as amended (added Ash Wednesday attendance).

### **Report from Endowment Committee**

Tom Koutnik

Tom provided some background on a request from Julia Bain and Charlotte Staiger, the original grantors of the Margaret Enyart Endowment Fund. He explained that when the Enyart fund was established in 1999, it was established such that disbursements were not specifically restricted to the income only (i.e., principal could also be withdrawn). The fund can support the requested disbursement. The purpose is consistent with the intent of the fund. Although the organ is tuned regularly, this work would be much more detailed, essentially revisiting tonal regulation for the first time in twenty years. The process should take 10-15 working days. The only concern raised from Session was the timing with respect to the planned work in the sanctuary this summer. Pastor Jon offered to discuss the timing with Jim Mismas.

**MOTION 2018-050 prevailed** to approve a disbursement of principal not to exceed \$17,000 from the Margaret Enyart Endowment Fund, as requested by the original grantors, Julia Bain and Charlotte Staiger, for purposes of testing and adjusting the organ's tonal regulation and related services.

### **Clerk's Report**

Alec passed around a letter from Presbyterian Mission regarding General Assembly Mission Restricted Funds. Churches may apply for grants from these funds. The deadline to apply is May 1. This appears to be an annual process, although specific funds and amounts likely vary. Potential future uses may be discussed during Outreach meetings and Session Visioning discussions.

The Consent Agenda as approved included the following motions:

**2018-051 MOTION prevailed** to approve the minutes of the regular Session meeting of February 27, 2018.

**2018-052 MOTION prevailed** to approve the minutes of the Annual Congregational Meeting of March 18, 2018.

**2018-053 MOTION prevailed** to approve the minutes of the Session e-meeting of March 20, 2018 (to schedule a meeting to receive new members).

**2018-054 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's February 27, 2018 meeting:

1. Weddings: none
2. Funerals: Lee Davies (died 12/14/17, memorial service 3/10/18)
3. Baptisms: none
4. Communion: March 11, 2018 (10:30 a.m.).

**2018-055 MOTION prevailed** to receive the report of the average worship attendance for February: 151 [excludes Ash Wednesday = 50].

**2018-056 MOTION prevailed** to approve the revised membership statistical report for the month of January 2018 [new members had been omitted]:

Total Membership as of 1/1/18	405
Additions: Heather Keane, Zachary Troyer (new members class)	2
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	404

**2018-057 MOTION prevailed** to approve the membership statistical report for the month of February 2018:

Total Membership as of 2/1/18	404
Additions: none	0
Deletions: Thomas Gates (by request, moved)	1
Deaths: Daun Gates (husband reported she died 2 years ago); Virginia MacIntosh, died August 2017, church	3

recently notified; Richard Pence, died 2/24/18 in Florida	
Total Membership as of 2/28/18	400

**2018-058 MOTION prevailed** to approve the removal of the following persons from the Membership Rolls of Westminster Presbyterian Church: Virginia MacIntosh (died in 2017) and Richard Pence (died 2/24/18). [Clerk’s note: Thomas and Daun Gates were removed in January.]

From Outreach:

**2018-059 MOTION prevailed** to approve a Moment for Mission and receiving the PCUSA Pentecost Offering on May 20, 2018.

**2018-060 MOTION prevailed** to approve Moment for Mission and receiving the PCUSA Peace and Global Witness Offering on October 7, 2018.

**2018-061 MOTION prevailed** to approve continuing the Salvation Army Christmas Basket and Giving Tree (to benefit Access) in 2018, including a Moment for Mission for the basket program (date to be determined).

Alec reported that the 2018 Terms of Call for Pastor Jon, as approved by the congregation on March 18, 2018, were emailed to Eastminster Presbytery on March 19.

As requested by the Office of the General Assembly (OGA), the names, addresses and emails of 10 members randomly selected by the OGA were provided for their assistance in the Presbyterian Panel. Westminster was one of 1,222 churches selected; members will be asked to respond to quarterly questionnaires over a period of 3 years. An article is included in the April-May Script. Names will remain confidential.

**Report on March 10 Presbytery Leadership Training**

Shelley Koutnik, Ed Labbe

A key take-away was that Session is not a Board of Directors. We are to provide spiritual leadership to the local church. Shelley also attended a session on nominating committees. In filling positions, they should be seeking to meet any perceived weaknesses on the boards and committees.

**Report on March 5 meeting of Eastminster Presbytery**

Pastor Hauerwas, Alec Works

Alec noted some of the history of Heritage Presbyterian Church in Poland, Ohio. Plans for the September 2018 Mission Trip to Lebanon are well underway. Deposits are due by April 8 for anyone interested in participating.

**Committee Reports and Actions**

Finance Committee (March minutes and reports were attached)

Todd Willis, Shelley Koutnik

Shelley provided an update on the Agreed Upon Procedures performed by Hilary Beatriz, CPA. Most of the changes recommended under personnel and payroll procedures have already been addressed. These primarily dealt with documentation. The Personnel Committee will follow up on the remaining recommendations.

Shelley and Todd next presented a request from Lee Davies’ daughter Beth. Upon Lee’s death, Beth spoke with our staff accountant, Eileen, and expressed her desire that the memorial gifts be spent on something that her father was passionate about. Lee strongly supported hunger relief and helping the homeless. The memorial gifts are for a restricted fund, not an endowment. The following motion was made, seconded and approved.

**2018-062 MOTION prevailed** to rename the “Davies Memorial Hunger Fund” as the “Davies Food for Life Fund” in recognition of Lee Davies’ years of dedicated service to the Food for Life program serving the homeless through St. Bernard’s Church in Downtown Akron.

Todd reported that financially we are in a similar position to last year at this time. Contributions and revenues are slightly above budget; expenses slightly below. The quarterly report will be given during the April meeting.

Properties Committee (March minutes were attached; see motion below)

Brad Hall and Ellen Daugherty for Ginny Melver

[Clerk’s note: Properties was moved up in the agenda since Brad needed to leave early.]

Brad reported on Properties’ recommendation to contract with National Design Mart to remove and replace the asbestos tile flooring and carpeting in the sanctuary area, chancel, hallways behind the chancel, and stairs. The narthex would also be included. The estimated cost of \$140,000 is within the limits of the Rowley Unrestricted Fund for Properties [currently \$320,000]. The laminate planking’s color should be complimentary to the pews; the red close-cropped carpeting should complement the pew and kneeling pads. One change will be having hard flooring in the narthex. The committee has worked with the vendor to ensure minimal changes to acoustics. Harriet Chapman offered to contact some other churches regarding potential effects on acoustics.

**2018-063 MOTION prevailed** to approve having National Design Mart remove and replace the asbestos tile flooring and carpet in the sanctuary area, chancel, hallways behind chancel, and stairs with the carpet and planking chosen by the Properties Committee at a cost up to \$140,000, with the money coming from the Rowley Designated Capital Funds.

Discipleship Committee (March minutes were attached; see motions below)

Ed Labbe

Moderator Ed Labbe reported that he had one additional motion from the committee, to approve the purchase of a white board, with funds of up to \$300 to come from the Youth Curriculum account.

**2018-064 MOTION prevailed** to approve the purchase of a white board, with funds of up to \$300 to come from the Youth Curriculum account.

The committee would like to ask members of the congregation to provide food donations for snacks during Vacation Bible School in July. Sheila Swoboda would handle this.

**2018-065 MOTION prevailed** to approve asking members of the congregation to provide food donations for snacks during Vacation Bible School (VBS) in July.

Ed reported that the sanctuary renovations this summer will pose some disruptions to planned activities. The Eberts Lecture and luncheon are scheduled for Sunday, June 3 immediately after the 10:30 a.m. worship service. If the construction work begins on May 28 as proposed, then Wright-Herberich Hall would already be set up for a worship service. After some discussion, it was decided that members of the congregation would be willing to assist in re-arranging the room to accommodate the luncheon and speaker. Pastor Jon reported that the custodian is already aware of the need to rearrange the room for VBS week.

Ed reported that a letter was sent along with the \$535.26 donation from designated funds to the Teen Section of the Summit County Opiate Task Force. Also, the Ice Cream Social is being planned for Saturday, August 18, 2018.

Outreach Committee (February and March minutes were attached; see motion below and consent agenda for other motions)

Gert Wilms

Moderator Gert Wilms reported that there was a great deal of participation from Westminster last year in the Akron Pride and Equality March. The requested fee is for sponsoring a booth or tent at Hardesty Park. The committee hopes that a tent and other supplies will be donated. A volunteer is also needed to lead the event.

**2018-066 MOTION prevailed** to approve participation in the Akron Pride and Equality March, to be held August 25, 2018, from 10 a.m. until 7 p.m. at Hardesty Park. The cost is \$100, to come from miscellaneous local outreach.

A question was raised as to whether Moments for Ministry related to outreach sponsored by the PCUSA should be considered as part of a committees quarterly asks. This will be considered during Visioning discussions.

Personnel Committee (No minutes; see motions below) Pastor Hauerwas, Nancy Keogh  
Nancy and Pastor Jon spoke positively about the new daytime custodian. Back-ups are still needed. Truly Reaching You continues to clean the WYDACA and Ohio Living areas weekday mornings. It can be difficult to find reliable service at the pay rate and hours we prefer.

**2018-067 MOTION prevailed** to approve that Becky Harlow serve as the first back-up custodian if our new, full-time custodian, Damon Horner is unavailable due to vacation, illness, etc. Pat Schumacher would continue to be a back-up as well, as would Truly Reaching You.

Regarding the next motion, Pastor Jon noted that bestowing an emeritus title may be warranted as a retirement-related designation, following a longer period of faithful service. There is no associated compensation nor rights. Jim Mismas has been serving Westminster for 23 years.

**2018-068 MOTION prevailed** that Jim Mismas be bestowed with the honorary title and designation of Music Director Emeritus, effective at the time of his retirement.

Worship Committee (No motions nor minutes) Nancy Keogh  
Sue Wallin had reported to Alec that Worship plans to review how to serve communion during the summer at its April meeting.

Regarding summer changes, Gert brought up Third Sunday dinners. One option proposed was to provide box lunches and soup. Weather permitting, guests could be invited to eat outside.

Regarding a question on having better condition hymnals available in the front pews, one comment was made that there are hymnals in the balcony that are hardly used. There may also be a box of unused hymnals in storage.

Pastor Jon offered to follow up with choir members to see if they would help with Jim's reception. One suggestion was to provide a cake in addition to the picnic fare.

Membership Committee (No motions nor minutes) Jame Gray  
Moderator James Gray reported that the new pictorial directories should be arriving soon. Extra copies may be purchased for \$10.

Their next major project is redesigning the church web page. Difficulties with the current site from Clover include uploading sound recordings of Sunday sermons. After discussion, the consensus was that it would be worth contacting some professionals for their advice. Todd Willis noted that there are Rowley funds designated for "new church life". Any agreement should include milestones, deliverables, and a Beta project (to be reviewed before final acceptance of the new model).

Nominating Committee (No motions nor minutes; no report) Harriet Chapman

Board of Deacons (February minutes were attached; no reports)

Task Forces (Safe Church Task Force - no report)

Music Director/Organist Search Committee [MDOSC]

Pastor Hauerwas

Pastor Jon reported that they are receiving applications, both local and national, close to 10 to date. The committee plans to start reviewing applications soon. Dave Foerster has said he is available to serve most of the summer; he also provided names of other back-ups.

**Pastor's Report and Remarks**

The following motion was made, seconded and approved:

**2018-069 MOTION prevailed** to approve Pastor Hauerwas' requests for vacation time off, April 9 – 15, and for June 17-28. The Rev. Eric Dillenbeck, ordained in the PC(USA), has agreed to preach on Sunday, April 15. Tim Short, Chaplain at Ohio Living, has agreed to preach at both services on Sunday, June 17. Pastor Jon is still seeking someone for June 24. [Clerk's note: Eric currently serves as Coordinator of Community Partnerships at Youth Opportunities Unlimited in Cleveland and as Executive Director at Heights Community Congress. A graduate of Clemson University and Columbia Theological Seminary, Eric served as Pastor Jon's first campus minister at the University of South Carolina. Eric has served Presbyterian congregations in Ohio, Georgia, and South Carolina.]

The following motion was also made, seconded and approved:

**2018-070 MOTION prevailed** to call a Special Session meeting to receive the Confirmation Class on Sunday, May 20 at 9:30 a.m.

The next Visioning meeting is planned for Saturday, April 28, 2018, from 9-11 a.m.

**New / Other Business**

A New Members' Class and special Session meeting is scheduled for Sunday, April 22, 9:30 – 10:15 a.m. If unable to attend at 9:30, please try to attend at 10:00 a.m. to receive new members.

The next regular Session meeting is scheduled for Tuesday, April 24, 2018 at 7:00p.m.

A commissioner is needed for the next Presbytery meeting on Tuesday, June 5, starting at 5:00 p.m., at the North Benton Presbyterian Church.

Following a motion to adjourn, the Session Meeting was adjourned at 9:12 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator