

Westminster Presbyterian Church  
Akron, Ohio  
Tuesday, September 26, 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
+Michael Dunbar	+Ellen Daugherty	+Harriet Chapman
+Roger Nelson	+Nancy Keogh	+James Gray
*Kyle Vuchak	+Sue Wallin	+Ed Labbe
+Todd Willis	*Gert Wilms	+Alec Works, Clerk of Session

Also present:

Pastor Jon Hauerwas, Moderator, guest Shelley Koutnik, Church Treasurer.

### **Opening**

Pastor Jon opened the meeting with prayer at 7:02 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 (pulled Benefits Group motion for discussion).

### **Clerk's Report**

Correspondence received included a thank you note from Presbyterian Mission for our \$388.59 contribution to Disaster Relief – International Disasters and Emergencies, a letter from Eastminster Presbytery encouraging Per Capita giving among members, and a note from deacon Phil Fry noting that he delivered 13 trays of food leftover from the Rally Day picnic to the Haven of Rest, which was graciously accepted. Alec reported that various correspondence was sent and received related to updating records for member transfers.

Alec also noted that Pastor Hendri Mulyana Sendjaja from Indonesia, a guest of the Synod of the Covenant, will speak at a dinner / program at New Covenant Community Church on Monday, October 16, 2017, beginning at 6:00 p.m. The flyer did not mention reservations, but since a dinner is included, some advance notice is suggested.

The Consent Agenda as approved included the following motions:

**2017-100 MOTION prevailed** to approve the minutes of the regular Session meeting of August 1, 2017.

**2017-101 MOTION prevailed** to approve the minutes of the Session E-meeting of August 7, 2017 (grant approval for Pastor Jon to officiate at wedding of Matt Jarrell and his fiancé as they proposed, approve Pastor Jon's time off schedule).

**2017-102 MOTION prevailed** to approve the minutes of the Session E-meeting of August 21, 2017 (grant approval for Pastor Jon to officiate a memorial service for George Schumacher at Westminster on September 2, 2017 as proposed).

**2017-103 MOTION prevailed** to approve the minutes of the Session E-meeting of August 24, 2017 (call for Congregational Meeting on August 27, 2017 to elect, install and ordain new officers to fill vacancies).

**2017-104 MOTION prevailed** to approve the minutes of the Session E-meeting of August 29, 2017 (hire Ron Hazelett as Director of Youth Bell Choir).

**2017-105 MOTION prevailed** to approve the minutes of the Session E-meeting of September 6, 2017 (publicize the work of Presbyterian Disaster Assistance).

**2017-106 MOTION prevailed** to approve the minutes of the special Congregational meeting of August 27, 2017 to elect officers to fill 2 vacancies.

**2017-107 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's August 1, 2017 meeting:

1. Weddings: Douglas Charles Porter Wagner and Jacqueline Elizabeth Jue on September 2, 2017 (Fairlawn Country Club); Scott Vollmer and Celeste Farmer on September 16, 2017 (Westminster)
2. Funerals: none
3. Baptisms: none
4. Communion: August 13 2017 (8:30 a.m. and 10:30 a.m.); August 27, 2017 (8:30 a.m.); September 10, 2017 (10:30 a.m.)

**2017-108 MOTION prevailed** to receive the report of the average worship attendance for July: 120 (28 at the 8:30 a.m. service; 92 at the 10:30 a.m. service) and August: 127 (33 at the 8:30 a.m. service; 94 at the 10:30 a.m. service).

**2017-109 MOTION prevailed** to approve the membership statistical report for the month of August 2017:

Total Membership as of 8/1/17	401
Additions: None	0
Deletions: Monte York (transferred 8/28/17)	-1
Deaths (names below) None	0
Total Membership as of 8/31/17	400

**2017-110 MOTION prevailed** to remove Monte York from the Membership Roll of Westminster Presbyterian Church due to his transfer to a church in his new hometown.

From Properties:

**2017-111 MOTION prevailed** to approve Bridges' request to use the church for a Pancake Breakfast fundraiser on Saturday, October 14. They will pay custodial fees of \$100.

**2017-112 MOTION prevailed** to allow Walgreen Pharmacy to hold a flu clinic at Westminster on Sunday, October 8.

### **Committee Reports and Actions**

Properties Committee (August and September minutes were attached; see Consent Agenda for motions)

Roger Nelson reported that work on the entrance to the church parking lot started Monday, September 25. The entrance will be cleared for access by Friday afternoon.

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

Treasurer Shelley Koutnik reported that Presbyterian Women contributed \$600 to cover custodial fees for the Third Sunday Dinners. Through August, revenues were approximately \$3,000.00 below budget and expenses were approximately \$35,000.00 below budget. Year-to-date revenues are higher primarily due to some prepaid pledges and unpledged contributions. Shelley also noted that all the funds budgeted for Ministry Architects have been expended. They did offer to provide 10 free hours of service.

The Stewardship Campaign officially kicks off in October; increased pledges will be requested to meet a balanced budget.

Personnel Committee (oral report; see motions below)

Regarding Session's approval of hiring Ron Hazelett as Director of the Youth Bell Choir in August, Shelley Koutnik said that not all the paperwork had been presented at that time. Kyle Vuchak subsequently provided additional documentation to Shelley; Ron agreed to provide a current resume. The clerk signed the packet, which will be part of the hiring process going forward. Since Ron will not start until October, no exceptions to the CPA's Agreed Upon Procedures are anticipated.

Discussion proceeded to the following motion from Personnel: To approve the Benefit Groups and Offerings for the 2018 Board of Pension Benefit Contract as per the attached document. Group 3 had been deleted since no employees were in that group. This contract is submitted to Presbytery and can only be changed once a year.

Of primary concern was that we not limit ourselves in negotiating a contract with an organist / music director to replace Jim Mismas, who has announced his plan to retire in May 2018. If the new hire would agree to 20 hours per week, benefits would not be offered. If hours were to be 30 or more per week, or if benefits were desired as part of the package, the Group 3 plan may be needed. Shelley Koutnik noted that the Fair Labor Standards Act dictates wage and hour limitations for salary and hourly workers. The Board of Pensions requires that benefits be offered if hours exceed the 30 hours per week minimums as designated in our approved Employee Groups.

Roger Nelson moved, and Harriett Chapman seconded, that we approve a Benefit Group and Offering package for 2018 including Groups 1, 2 and 3. A vote was taken, with all agreeing.

**2017-113 MOTION prevailed** to approve a Benefit Group and Offering package for 2018 including Groups 1, 2 and 3. Details would remain the same as in the current plan.

Regarding the original motion presented by Personnel,

**2017-114 MOTION was voted down** to approve a Benefit Group and Offering package for 2018 to exclude Group 3.

Outreach Committee (September minutes were attached; a motion was approved in the September 6, 2017 e-meeting, also see below)

Ellen Daugherty moved that, for Advent, Session approve continuing the Giving Tree (caps, gloves, etc.) and Christmas Basket programs. Only 225 baskets are planned for this year. A Moment for Mission for the baskets would be presented November 26.

**2017-115 MOTION prevailed** to approve continuing the Giving Tree and Christmas Basket programs. A Moment for Mission for the baskets will be presented November 26.

Worship Committee (No minutes; see motions below)

Moderator Sue Wallin moved that Communion in December be changed from December 3 to December 10, since the Children's pageant will not occur until the 17<sup>th</sup>.

**2017-116 MOTION prevailed** to change the December Communion date from December 3 to December 10.

Sue also reported that the committee is working towards replacing the candelabras, due to oil leakage. Raphael Peoples reported to the committee that he found a viable package, which would include new, better fitting candles. Since the exact cost was not available at the meeting, a motion was made to approve using up to \$2,000.00 from the Memorial Fund for the purchase.

**2017-117 MOTION prevailed** to approve using up to \$2,000.00 from the Memorial Fund for the purchase of a new candelabra and accessories.

Membership Committee (August-September minutes were attached; no motions)

Moderator James Gray reported that work on the church pictorial directory is proceeding well. Work is also proceeding on a new church web page and welcome packets. For the directory and a mug for visitors, James said that they were not able to find a high-resolution version of our current logo on the church's computer system. Our logo was presented to Graig Lindgren, a graphic designer with the Taylor Group of Cleveland, for an updated version of the logo in the proper format. After a minor color revision, the final version passed committee approval and is now presented to Session for approval. Changes in colors were discussed; a Georgia font is preferred for consistency. The word "Church" should be added after "Westminster Presbyterian". James rescinded the motion to approve the updated church logo as presented by the Membership Committee to take back to the committee for further discussion. If final design approval is needed before the next regular Session meeting, an e-meeting may be called.

Nominating Committee (no minutes nor motions)

Moderator Harriet Chapman reported that they have just a few more openings to fill for the new slate of officers.

Discipleship Committee (August and September minutes were forwarded; see motions below)

Moderator Ed Labbe moved that, if any additional funds are needed for work with Ministry Architects this year, such funds be withdrawn from Account E50-9064, Young Endowment Fund, Youth Programs. The fund has a balance of \$6,028.07 as of August 31, 2017.

**2017-118 MOTION prevailed** to approve using funds from the Young Endowment Fund, Youth Programs, if additional funding is needed for the Ministry Architects program this year.

There are no plans to hold a "Presbyterian Pandemonium" event this fall. That event has, in the past, included invitations for members to sponsor a "Godly Play" story. Ed presented a motion from Sheila Svoboda, Director of Children and Family Ministry, that Session permit the committee to display posters on Sunday, December 3, 2017, inviting people to sponsor a "Godly Play" story. The motion was seconded by Todd Willis and approved.

**2017-119 MOTION prevailed** to approve the display of posters on Sunday, December 3, 2017, inviting people to sponsor a "Godly Play" story.

The Youth calendar was discussed. It was decided that no further approval is needed for scheduled activities, other than the sub sandwich sale scheduled for early 2018 (to coincide with Super Bowl Sunday), since that event will include fund-raising for a youth mission trip. Ed made such a motion, which was approved.

**2017-120 MOTION prevailed** to approve the youth program to hold a sub sandwich sale in early 2018.

Ed and Shelley will meet to determine how to use the funds from the 2017 Pentecost offering. These funds have typically been used to sponsor a speaker related to youth and families.

Board of Deacons (no report)

Task Forces (Safe Church) (no report)

#### **Discussion items**

- No further discussion on leftover food, examples for Stewardship Committee, hiring process.
- Building Keys – Roger Nelson is seeking to limit the number of keys issued while ensuring each committee will have building access. Suggestions for key holders were made. Any committee with questions should contact Roger.

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

- Pastor Jon reported on the September 5 Eastminster Presbytery meeting. The Co-Moderator of at the national level was present, preached, and presided over a question and answer session. The upcoming Disciplefest and a race relations event were also discussed.

#### **New / Other Business**

- The next Session meeting is scheduled for Tuesday, October 24, 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, in the Pastor's study to accept the new members and explain their committee's roles.

The Session Meeting was adjourned at 9:09 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator