

Westminster Presbyterian Church
Akron, Ohio

Tuesday, September 25, 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 7:02 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 |
| * Gert Wilms | + Ed Labbe | + Shelley Koutnik, Treasurer |
| (vacant) | + Alec Works, Clerk of Session | + Todd Willis |

Also present: Pastor Jon Hauerwas, Moderator.

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 (The Discipleship report was moved to after Personnel; a comment in Consent Agenda was deleted since it had been included in error).

Clerk's Report

Correspondence included an invitation from North Benton Presbyterian Church to join the celebration of their 200th anniversary on October 7, 2018 at 2:30 p.m. The Clerk responded to requests for records of prior membership for Sara Barker Wood and baptism / confirmation for Anne Caroline Smithers.

Alec reported that responses for the Clerk's Annual Questionnaire 2018 are due to Presbyterian Church (U.S.A.) Research Services by November 15, 2018. Copies will be distributed to Session members for any input they may have.

The Office Administrator and Staff Accountant have been asked to prepare a list of members who have neither attended nor contributed for approximately two years. Pastor Jon and Alec will draft and send a letter to those individuals encouraging their involvement, otherwise asking if they desire to be removed from our rolls. Persons under age 25 and over age 75 will be excluded. This review was last done in 2016.

The Consent Agenda as approved included the following motions:

2018-162 MOTION prevailed to approve the minutes of the regular Session meeting of August 28, 2018.

2018-163 MOTION prevailed to approve the minutes of the Special Session Meeting of September 6, 2018 (primarily to approve the 2018-19 Five at Five concert series and to hire an evening custodian).

2018-164 MOTION prevailed to approve the minutes for the E-meeting of April 18, 2018 (hiring of Office Administrator). The minutes had been pulled from the April Consent Agenda for discussion. Motion 2018-071 was subsequently amended by Motion 2018-086 (correct pay from \$20 to \$18 / hour). A vote was still needed to approve the minutes of the meeting.

2018-165 MOTION prevailed to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's August 28, 2018 meeting:

1. Weddings: Heather Keane and Vivek (Vik) Bhalla on September 1, 2018, at Westminster; Heather is a member; and Katie Baker and Todd Downing on September 9, 2018 (offsite); parents of the groom are members.
2. Funerals: none
3. Baptisms: none
4. Communion: September 9, 2018 (10:30 a.m.)

2018-166 MOTION prevailed to receive the report of the average worship attendance for August: 123 (includes both 8:30 a.m. and 10:30 a.m. services).

2018-167 MOTION prevailed to approve the membership statistical report for the month of August 2018:

| | |
|--------------------------------|-----|
| Total Membership as of 8/1/18 | 409 |
| Additions: none | 0 |
| Deletions: none | 0 |
| Deaths: none | 0 |
| Total Membership as of 8/31/18 | 409 |

No motion is needed to remove anyone from active membership.

2018-168 MOTION prevailed to approve Pastor Hauerwas' officiating at a memorial service for Virginia Hale Hardman in our chapel on a Saturday afternoon in June of 2019 and then to participate in the interment at Rose Hill in Fairlawn. The family has also requested the services of a pianist for the service. [Clerk's note: The request was made by Virginia's daughter, Joyce Hardman. Virginia joined Westminster as a confirmand in 1939 (member #548). Her mother Virginia was a charter member (#114); her father Andrew Hale was also a member (#1969).

2018-169 MOTION prevailed to approve Pastor Hauerwas' request for one week of study leave from November 12 - 18 to pursue his doctoral studies. His intention is to use office space at another local congregation. The Rev. Dr. Sandy Selby has agreed to preach at Westminster on November 18.

From Properties:

2018-170 MOTION prevailed to approve holding a free flu clinic on October 7th at 11:30 am in the library. A pharmacist from Walgreen's will give the shots and do all the paper work.

From Presbyterian Women:

2018-171 MOTION prevailed to approve a Moment for Ministry for Presbyterian Women to request the annual Thank Offering on November 11, 2018. Offering envelopes will be available for 3 weeks.

Report on September 4, 2018 Eastminster Presbytery Meeting

Pastor Jon, Alec Works

Pastor Jon and Alec attended the meeting at the Vienna Presbyterian Church. There was a discussion of the book "Always With Us? What Jesus Said About the Poor." Pastor Jon said the adult education class in January will focus on that book. Missionary Nosheen Khan from Pakistan is being hosted by the Canfield Presbyterian Church and will be speaking in our area this October. She may be scheduled at The Vine Fellowship in Copley. Donna Sloan reported on her mission work in Central Africa. Members of Eastminster Presbytery's Mission to Lebanon team will be available to speak to local congregations upon their return.

Committee Reports and Actions

[Clerk's note: James Gray was excused from the portions of the meeting addressing Personnel and Discipleship, since he is Mallory Gray's husband.]

Personnel Committee (No minutes; see motions below)

Pastor Hauerwas

Two motions to hire staff members were presented and discussed. Both involved hiring church members. As discussed below, given the circumstances of each case, Session was agreeable to the recommendations made. Both cases comply with current hiring policies.

For the Youth Coordinator, five candidates were considered. Personnel's recommendation is to hire Westminster member Mallory Gray. Mallory would typically work from 9 a.m. to 1 p.m. on Mondays and Thursdays. She would then have an additional 2 hours each week for answering emails, and meeting with youth on Sundays and for church events. Mallory has passed the background and reference checks. There is an obvious conflict of interest with her husband, James, currently serving on Session. Should Mallory be employed by the church, James would be expected to abstain from any future conversations regarding staffing, and to exit the room during regularly scheduled Session meetings during Personnel and Discipleship discussions. Discretion would also be expected from James and Mallory in congregational meetings.

2018-172 MOTION prevailed to approve hiring Westminster member Mallory Gray to serve as Westminster's new Youth Coordinator for 10 hours/week. Her rate of pay will be \$23/hour for the first 90 days, and \$24/hour following a successful 90-day review. Mallory will begin her employment at Westminster on Monday, October 1. Her husband James is expected to excuse himself from Personnel and Discipleship discussions during Session meetings.

For the Staff Accountant, over ten candidates applied. Shelley Koutnik, Church Treasurer, explained that the position requires time spent at the church and knowledge of the accounting software. Having someone willing to commit to working 2 to 3 years would improve efficiency and provide stability. With none of the other candidates deemed either qualified or not willing to make a commitment, Westminster member Kara Hoffman expressed her willingness to serve as an Interim Staff Accountant. Kara is willing work out on-site hours with Shelley, with permission to work at home some hours. Hiring Kara would also provide a member who could serve as a back-up to Shelley in running the software if so needed. Again, as church members, discretion would be expected of Kara and her husband Ben in congregational meetings, should any occur during her employment.

2018-173 MOTION prevailed to approve hiring Westminster member Kara Hoffman to serve as Westminster's Interim Staff Accountant for up to 25 hours/week. Her rate of pay will be \$17/hour. Kara will begin her employment on October 1.

Shelley noted that a search will resume for a regular staff accountant. Per subsequent discussions, in order to cover any potential gaps in service, the following motion was made, seconded and approved:

2018-174 MOTION prevailed to approve contacting Accountemps as need to perform necessary accounting services. Their standard rate is expected to be \$29/hour.

In addition, Pastor Jon explained there are two other potential hires for an interim (back-up) Choral Scholar and back-up child care. Once necessary background paperwork is completed, Pastor Jon will call an e-meeting to approve the hires.

[Pastor Jon then stepped out and Clerk Alec Works assumed the role of Acting Moderator.]

As noted in the agenda, Treasurer Shelley Koutnik presented a motion on behalf of Personnel to approve the 2019 Benefits Groups for the Board of Pensions. There are no change to the three groups. The only change is adding vision benefits for pastor, which is a new offering for next year. **2018-175 MOTION prevailed** to approve the 2019 Benefit Groups as presented. The only change is adding vision benefits for the pastor, which is a new offering for next year.

Discipleship Committee (September minutes were attached; no motions) Ed Labbe
Moderator Ed Labbe reported on Rally Day and the Ministry Fair (September 9). Volunteer sign-ups were disappointing.

[Pastor Jon and James Gray then joined the meeting.]

Properties Committee (September were attached; see consent agenda for one motion and motion below) Ellen Daugherty for Ginny Melver
Ellen Daugherty reported that the dishwasher no longer works and needs to be replaced. Ginny Melver has said a replacement may cost around \$10,000 and that funds are available in the capital improvement fund. Properties is currently obtaining estimates. Finding a model that fits may be a problem. Ellen presented the motion from Properties:
2018-176 MOTION prevailed to authorize spending up to \$12,000 to replace the broken dishwasher if a suitable replacement is found. Funding will come from the capital improvement fund.

Finance Committee (August financial reports were attached; no motions) Todd Willis, Shelley Koutnik
Moderator Todd Willis explained that we had to withdraw from the Rowley Designated Endowment to meet August expenses. Contributions are down, both pledges and unpledged. Treasurer Shelley Koutnik reported that, through August 2018, expenses exceed revenues by \$21,561. For January through August of 2017, revenues exceeded expenses by \$21,488.

This led into a discussion of the upcoming stewardship campaign. There is much more session would like to do, but more funding and/or volunteer hours are needed. Staff time, especially that of the pastor, should be spent where most needed and appropriate (e.g., the pastor should be able to focus more on ministry and not building maintenance). Presentations are planned during worship on October 14 and 21. Pledge cards will then be mailed, with consecration of pledges planned for November 4.

Worship Committee (No minutes nor motions)

Nancy Keogh

Co-moderator Nancy Keogh reported all are looking forward to Alcee Chriss' first Sunday with us on September 30.

Membership Committee (No minutes nor motions)

James Gray

Moderator James Gray reported that work is well underway in redesigning the church web site. The ".org" designation has been reserved; searches for the old website will be automatically redirected for 6 months. The vendor and committee are still hopeful to target staff training for early December.

Outreach Committee (No minutes nor motions)

Pastor Jon for Gert Wilms

Pastor Jon reported that the Third Sunday dinners resumed in September, despite not having a functioning dishwasher. The Christmas basket distribution is planned for December 15.

Nominating Committee (No minutes nor motions)

Pastor Jon for Harriet Chapman

Pastor Jon reported that the committee met this past Sunday. Any suggestions should be passed on to Phil Fry.

Board of Deacons (No minutes nor motions)

The Deacons will assist in reception for Alcee Chriss on September 30, 2018.

Safe Church Task Force - no report

Pastor's Report and Remarks

A summary of the September 6 Visioning discussion will be distributed to Session members. The idea of a part-time Facilities Manager had been discussed. A primary drawback would be the cost. There are some duties which may be assigned to other staff.

New / Other Business

The next regular Session meeting is scheduled for Tuesday, October 23, 2018 at 7:00 p.m.

A Presbytery-wide Discipleship Event is scheduled for October 20, 2018, at the Northminster Presbyterian Church in Cuyahoga Falls.

A commissioner is needed for the next Presbytery meeting on December 4 at 10:00 a.m., at the Vine Fellowship in Copley.

With no other business, a motion to adjourn was made, seconded and approved. The meeting was then adjourned with prayer at 8:55 p.m.

Alec Works, Clerk of Session

Pastor Jon Hauerwas, Moderator