

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, January 29, 2019

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 7:01 p.m.

Elders (+ present, \* excused, - absent)

Class of 2019	Class of 2020	Class of 2021
+ Marcia Holcomb	+ Michael Dunbar	+ Phil Fry
+ James Gray	+ Brad Hall	* Nancy Keogh
+ Ed Labbe	+ Shelley Koutnik, Treasurer	+ Becky Pool
+ Alec Works, Clerk of Session	+ Todd Willis	+ Don Rearick

Also present: Pastor Jon Hauerwas, Moderator, Greg Grafinger, guest.

**Opening and Extension of Floor**

Pastor Jon opened the meeting with prayer at 7:01 pm. A motion was made, seconded and approved to extend the privilege of the floor to guest Greg Grafinger.

**Quorum and Welcome of New Members**

The presence of a quorum was confirmed and declared. The Class of 2021 elders were welcomed.

**Adoption of Agenda and Consent Agenda**

Alec first explained the purpose of the Consent Agenda. A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as amended (minor wording changes to motions for the sub sale and baptism).

The formal vote on **MOTION 2019-001**, election of Session officers for 2019, was moved to later in the meeting to discuss adding a new officer position.

**Clerk's Report**

Alec had no correspondence to report. 5 elders and 3 deacons were ordained and installed on January 20, 2019. On January 27, 2 deacons were installed and ordained. [One deacon was ill; her ordination and installation are pending.] The clerk will submit the Annual Statistical Report, the updated church office directory and the Necrology Report [elders who died in 2018] to Eastminster Presbytery later this week. A commissioner is needed for the March 5 meeting of Eastminster Presbytery at Oak Hill Presbyterian Church in Akron.

The Consent Agenda as approved included the following motions:

**2019-002 MOTION prevailed** to approve the minutes of the regular Session meeting of November 27, 2018.

**2019-003 MOTION prevailed** to approve the minutes of Special Congregational Meeting of December 9, 2018 (to elect new officers).

**2019-004 MOTION prevailed** to approve the minutes of the Session E-meeting of December 28, 2018 (to approve 2 baptisms).

**2019-005 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's November 27, 2018 meeting:

1. Weddings: none
2. Funerals: Donald K. Stutler, on Saturday, December 1, 2018 at the Billow Fairlawn Chapel, Pastor Hauerwas officiating; Frances Keller, on Saturday, January 5, 2019, Pastor Hauerwas officiating; Martha Wilson, on Saturday, January 26, 2019, Pastor Hauerwas officiating.
3. Baptisms: Ashdon Wright Richards and Aubrynn Anne Richards, on January 5, 2019.
4. Communion: December 9, 2018 at 10:30 a.m. (attendance 164) and January 13, 2019 at 10:30 a.m. (attendance 133).

**2019-006 MOTION prevailed** to receive the report of the average worship attendance for November: 119 (10:30 a.m. service).

**2019-007 MOTION prevailed** to receive the report of the average worship attendance for December: 199 (10:30 a.m. plus 5:00 p.m. Christmas Eve service). [Clerk's note: Christmas Eve attendance was 424. Average Sunday attendance was 154.]

**2019-008 MOTION prevailed** to approve the membership statistical report for the month of November 2018:

Total Membership as of 11/1/18	414
Additions: none	0
Deletions: Nichol Barnes, Brittany Barnes (by request)	2
Deaths: Roger Strassburg, Sr. (died 11/07/180; Donald K. Stutler (died 11/18/18); Bruce (Bud) Rogers, Jr. (died 11/20/18)	3
Total Membership as of 11/30/18	409

**2019-009 MOTION prevailed** to approve the membership statistical report for the month of December 2018:

Total Membership as of 12/1/18	409
Additions: none	0
Deletions: none	0
Deaths: none	0
Total Membership as of 12/31/18	409

**2019-010 MOTION prevailed** to approve the removal of the following persons from the Membership Rolls of Westminster Presbyterian Church: Frances Keller (died 12/26/2018) and Martha Wilson (died 01/19/2019).

**2019-011 MOTION prevailed** to approve the removal of the following person from the Membership Rolls of Westminster Presbyterian Church: Janis Hutchinson, Aaron G. Lepp and Patricia A. Sargent. There is no record of their activity for the past 5 years. They did not respond to a letter sent from the church regarding maintaining their membership.

**2019-012 MOTION prevailed** to approve the baptism of Samuel Gilbert on May 27, 2018. This was not previously included in official minutes. The clerk was informed of the request on February 22, 2018. The baptism was announced in the Clerk's report at the May 22, 2018 Session meeting.

From Discipleship:

**2019-013 MOTION prevailed** to approve a sub sandwich sale on February 3, 2019 to raise funds for a mission trip, along with a Moment for Ministry on January 20, 2019. [This is a repeat event.]

### **Committee Reports and Actions**

Personnel Committee (No minutes; see motions below) Shelley Koutnik  
Several motions were presented and discussed. Most of the discussion centered around the Choral Scholars. [Clerk's note: During the Special Session Meeting of July 30, 2018, Session noted that, with the hiring of a new Music Director / Organist, we would not make any significant changes to the Choral Scholar program at that time. The new Music Director would be involved, working with Personnel, Worship and Session, to consider any desired changes in the future. Motion 2018-136 approved paying then current Choral Scholars \$40 per Sunday if they were still in school, or \$60 if they have graduated. A Choral Scholar Agreement was also reviewed.] Explanations were provided for the differences in recommended pay. The Music Director has a budget of \$340 per Sunday for Choral Scholars. Normally, only 4 -6 Choral Scholars perform on a given Sunday. More may be used for special occasions. The larger number of approved scholars facilitates hiring a substitute if a regular is unable to work. Alec offered to contact Alcee Chriss III, Music Director, regarding Session's desire for a more definitive policy for Choral Scholars, recognizing that the music program is still under development. The proposed motion was amended to note that the terms of employment as noted are a supplement to the 2018 motion.

The following motions were approved with a single vote:

**2019-014 MOTION prevailed** to approve that Claudine Schooley, Office Administrator, be granted one additional week of unpaid leave annually.

**2019-015 MOTION prevailed** to increase the hourly rate for childcare workers from \$9.18 to \$10.00 per hour, effective with the first payroll in February, 2019.

**2019-016 MOTION prevailed** to approve the revised Job Description for Choral Scholars.

**2019-017 MOTION prevailed** to approve a rate increase from \$40 to \$60 per Sunday for Choral Scholar Mary Grace Corrigan. [Clerk's note: Mary Grace will be acting as section lead in Dawna Rae Warren's absence.]

**2019-018 MOTION prevailed** to approve the hiring of the following Choral Scholars: Leslie Frye (\$75 per Sunday), Trisha Nastycz (\$60); Natalie Gilbert (\$60); Joseph Trumbo (\$60); Ellen Camerato (\$40); Jeffrey Boggs (\$30); and Carson Shover (\$30).

Discipleship Committee (January minutes were attached; see Consent Agenda for motion.) Ed Labbe Moderator Ed Labbe reported that planning continues for the March 9 talent show. The biennial Godly Play training, with other churches invited to participate, is planned for March 1-2. Planning is also underway for a youth mission trip later this year.

Finance Committee (December financial reports, January minutes and the proposed 2019 budget were attached; see motions below) Todd Willis, Shelley Koutnik  
For the year ending December 31, 2018, Total Income was \$606,044, with pledged contributions \$16,886 under budget. Total Expenses were \$587,450, which was \$67,617 under budget. Personnel expenses were \$60,482 under budget. Thus, none of the Rowley Funds were needed to meet operating expenses. \$200,000 of investments were transferred to the Rowley Endowment Fund.

The primary agenda item from Moderator Todd Willis was the proposed 2019 budget. Todd first reported that the number and amount of pledges for 2019 is down from prior years (over \$37,700 less). He explained that in 2016 Session set a timetable for reducing reliance upon the Rowley Fund to meet the annual operating budget. Treasurer Shelley Koutnik also provided details on the proposed budget. Expenses were increased for Outreach (missions), Personnel and Worship. With projected revenues down, \$40,000 is anticipated to be withdrawn from the Rowley Fund to balance the budget. The Youth Coordinator position will continue to be funded through the Rowley New Church Life Fund. Since the current Maintenance Supervisor does not require insurance through the Board of Pensions, Finance hoped to include a reserve fund in case such an expense became necessary. However, this was eliminated due to the projected revenues. Finance will review the prudence of continuing online giving, since a \$70 monthly fee is needed for the program, and banks generally provide a free method of making direct payments. With projected revenues of \$580,025 and expenses of \$620,979 Finance projects that \$40,954 will to be needed from the Rowley Fund to meet expenses in 2019. This is within the guidelines for the use of that fund as set in 2016.

The following motion was then presented and approved:  
**2019-019 MOTION prevailed** to approve the 2019 Operating Budget as presented.

Finance recommended that the Annual Congregational Meeting be held after worship on March 17. The Agreed Upon Procedures being performed by the CPA are expected to be completed by then. The following motion was made, seconded and approved:  
**2019-020 MOTION prevailed** to schedule the Annual Congregational Meeting for Sunday, March 17, 2019, following the 10:30 a.m. worship service.

Properties Committee (December minutes were attached; no motions) Brad Hall for Ginny Melver  
Brad reported that the new dishwasher has been installed. It still needs a final check and instructions to be given before it can be used.

Membership Committee (January minutes will be distributed; no motions) James Gray  
Moderator James Gray noted that web designer Inju Heo provided training for staff on January 17; loading of information and other details are being addressed. Welcome baskets for Sunday morning visitors are being replenished. Historical update projects are being considered.

Nominating Committee (No minutes nor motions) Phil Fry  
Moderator Phil Fry reported that the committee plans to meet soon to fill the open deacon position.

Outreach Committee (No minutes nor motions) Becky Pool  
Moderator Becky Pool shared 2 thank you notes for Christmas baskets delivered in December. More committee members are needed.

Worship Committee (January minutes were distributed; no motions) Pastor Hauerwas  
Pastor Jon had nothing to report on behalf of the committee.

Board of Deacons (January minutes were attached; no motions)  
The Deacons' minutes note that they have started discussions on ways to improve the environment. Some opportunities may involve working with other committees (e.g., Outreach, Discipleship). Alec

noted that one suggestion was to collect old CDs to recycle (rather than sending them to a land fill). A suggestion was made to set up a box in Wright-Herberich Hall to collect CDs. Another suggestion was to make cloth shopping bags available; these could be donated and taken as needed. One question was whether these suggestions qualified as "Asks" needing Session approval, and whether they fall under the Moment for Ministry Guidelines. Concerns were expressed as to the length of time any collection sites would be set up, as where and well as how many there might be. Alec offered to contact the Deacons and ask them for more specific proposals to be considered.

Safety / Security Task Force

Don Rearick

Don said they are working on a Mission Statement. Office and congregational needs are being considered.

**Pastor's Report and Remarks**

Previously, Session agreed that Westminster could host a memorial service for Virginia Hardman, a long-time member of the church, in June of 2019. The date finally selected by the family was June 8. Pastor Hauerwas plans to be out of town on vacation at that time. Rev. Tom Ulrich, pastor at New Covenant Community Church, has agreed to officiate at the service, to which the family has agreed. **2019-021 MOTION prevailed** to approve Rev. Tom Ulrich to officiate at the memorial service for Virginia Hardman on June 8, 2019 at Westminster Presbyterian Church.

Pastor Jon then presented 4 options for the next Visioning Session. The most members were able to attend on March 30, 2019, from 10 a.m. until noon.

**New / Other Business**

With the weather predicted to get even colder, Pastor Jon asked about keeping the church open. Since the custodian would be expected to work and WYDACA and Ohio Living would make their own decisions, the consensus was that the church would remain open as usual. Individual staff members would have their usual option of calling off. Westminster's Personnel Policy does note a two hour delay if Akron Public Schools are closed. Staff members thus could report later if they so choose, but would need to make up that time.

After Greg Grafinger was thanked for attending and excused, the addition of an Assistant Clerk of Session was discussed. Alec explained his desire for some assistance, particularly in updating membership records, and having a back-up if he is unavailable. Having someone familiar with the duties would also facilitate any transition. Pastor Jon concurred and noted that Greg had expressed his desire and willingness to so serve. If the Assistant Clerk is also unavailable for a meeting, an interim clerk could still be elected. The motion to elect Session officers, including the new position, was then brought forward for a vote.

**2019-001 MOTION prevailed** to elect the following, each for a term of one year: Alec Works, Clerk of Session; Greg Grafinger, Assistant Clerk of Session (new position); Shelley Koutnik, Treasurer; and Marcia Holcomb, Assistant Treasurer.

The next regular Session meeting is scheduled for Tuesday, February 26, 2019 at 7:00 p.m.

A motion to adjourn was made, seconded and approved. The meeting was then adjourned with the Lord's Prayer at 9:07 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator