

Westminster Presbyterian Church
Akron, Ohio

Tuesday, May 22, 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
*Sue Wallin	+Ed Labbe	+Shelley Koutnik, Treasurer
+Gert Wilms	+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 and Welcome

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.

Clerk's Report

Rev. Mark Rupert, representing Eastminster Presbytery's Committee on Ministry, was scheduled to meet with Session tonight. However, Rev. Stephanie Crossland was recently named as our liaison. She will be contacted to meet with us during a future meeting.

Sue Wallin contacted the pastor and clerk on May 21 asking to resign from Session. Her outside responsibilities have increased (including directing a musical at Weathervane Playhouse this summer), thus she does not feel she can continue to faithfully serve.

A letter was sent to Emmanuel Presbyterian Church, Thousand Oaks CA on May 9, 2018, informing them that Claudine Schooley had transferred her membership to Westminster.

Samuel Julius Gilbert, infant son of Rob and Bridget Gilbert, and Elle Grace Nacin, infant daughter of Jesse and Stephanie Nacin, are to be baptized on May 27. Rob, Bridget and Stephanie are members.

The Consent Agenda as approved included the following motions:

2018-087 MOTION prevailed to approve the minutes of the regular Session meeting of April 24, 2018.

2018-088 MOTION prevailed to approve the minutes of the Special Session meeting of May 20, 2018 (to receive the confirmation class as new members). [Clerk's note: Since a quorum was not present, they were formally received by Session per Motion 2018-089 below.]

2018-089 MOTION prevailed to receive the following members of the confirmation class as new members: Brooke Jordan, Caden Labbe, Ryen Moorhead. Their Statements of Faith were presented during the May 20, 2018 Session meeting and they were received by the congregation during the 10:30 a.m. service that day.

2018-090 MOTION prevailed to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's April 24, 2018 meeting:

1. Weddings: Sophia Louise VanDerSchyf and Ron Zito on May 5, 2018 (off-site)
2. Funerals: none
3. Baptisms: Brooke Jordan, confirmand, on May 20, 2018
4. Communion: May 13, 2018 (10:30 a.m.).

2018-091 MOTION prevailed to receive the report of the average worship attendance for April: 189 [Clerk's note: Easter Sunday = 21 at 8 a.m., 289 at 10:30 a.m.).

2018-092 MOTION prevailed to approve the membership statistical report for the month of April 2018:

Total Membership as of 4/1/18	399
Additions: Carolyn and Allan Doelling, Suzanne and Greg Grafinger, Claudine Schooley (April 22 new member class)	5
Deletions: none	0
Deaths: Esther Nelson, died 4/13/18)	1
Total Membership as of 4/30/18	403

No motion is needed to remove anyone from active membership.

From Properties:

2018-093 MOTION prevailed to approve having the City of Akron install the curb pit meter, with Narogon completing the remainder of the hook-up work to provide water for the Celtic Garden, at a cost of \$5,000, with approx. \$2,200 (the remainder of Properties portion of the fund) from the Properties/Celtic Garden Capital Fund and the remainder from the Corbin Fund. Once the meter is installed (totally paid for by Properties), the Celtic Garden will be responsible for paying for water used on the meter.

2018-094 MOTION prevailed to approve the use of Wright-Herberich Hall on April 4, 2019 by the Diggers and Weeders.

From Finance:

2018-095 MOTION prevailed to implement the Release of Information form recommended by Hilary Beatrez, CPA as a temporary measure to allow the Personnel Committee adequate time to research and develop a more appropriate form for use in staffing Westminster volunteer and employee positions.

Committee Reports and Actions

Properties Committee (May minutes were attached; see consent agenda for motions)

Ellen Daugherty for Ginny Melver

Work is set to begin on the sanctuary flooring project after Memorial Day.

Finance Committee (April financial reports and May minutes were attached)

Shelley Koutnik for Todd Willis

Contributions are currently above budget, similar to last year, although unpledged contributions are lower. Expenses are higher, due in part to much higher snow plowing costs. Shelley Koutnik pointed out that the Finance minutes reported that the Outreach budget was cut in 2015 as part of a Session request to all committees. The other significant cut was due to not collecting a special offering in 2017 due to the Salvation Army's cancellation of its Christmas in July program.

Shelley then provided some background on funding for the Celtic Garden Committee (CGC). That committee has had the availability of certain restricted funds and proceeds from fund-raising activities. Donations for flowers for Sunday services have gone towards the overall Worship Committee budget. With the installation of a new water meter (see Motion 2018-093 above), responsibility for paying for water used in the garden will shift from Properties to the CGC. Fees for the water will drop significantly since that bill will not include a sewer surcharge. The Finance Committee's recommendation is that the CGC to be treated the same as other committees. As such, they would need to prepare an annual budget. They would be able to approach Session with any special requests. As with other committees, they would be expected to use available funds before making special requests. The alternative would be for them to be treated as an autonomous group, responsible for all their own funding and expenses.

A motion was drafted and included in the agenda for Session's consideration. Shelley reported that Marge Rearick and Anna Marie Wilton had asked her to be informed of Session's decisions the day after the Session meeting. A meeting including Pastor Jon was scheduled for Wednesday morning, May 23. Although Session favored the motion as drafted, there was concern about passing the motion without first presenting it to the CGC. The following actions were then taken:

2018-096 MOTION defeated to, effective with the 2019 calendar year, recognize the Celtic Garden as an ongoing church ministry to be included in the operating budget of the church. For the 2019 operating budget, the Celtic Garden subcommittee will be invited to submit an asking budget to be included with the Worship Committee's asking budget. The balance of the Celtic Garden Fund will be regarded as operating income for the Celtic Garden asking budget and when it is fully expended, the Celtic Garden will be supported through the church operating budget. The Celtic Garden will be responsible for all fundraising and expenses related to garden operations.

2018-097 MOTION prevailed to first discuss the recommended financing for the Celtic Garden with that committee before taking any new action. A new motion regarding the financing of the Celtic Garden will then be voted on during the next regular Session meeting.

Also, the following motion was made by Shelley Koutnik and seconded by Alec Works based on discussions during the May 15 Finance meeting and subsequent discussions with Celtic Garden leaders the next day.

2018-098 MOTION prevailed to expend the Celtic Garden portion of the Property/Celtic Garden Capital Fund (\$1,535.89) to repair the Celtic Garden fountain and install an automatic water fill.

Alec reported that Tom Koutnik, President of the Endowment Committee, contacted him and said that, due primarily to more external resources and a smaller congregation, the committee no longer sees a need for the larger committee size which was set in 1999. They desire to reduce the number (quantity) of Endowment Trust trustees from the current seven to five and to improve the

experience and commitment level (quality) of those that serve. Coincident with this reduction in number of trustees the allowable term would be increased from up to two consecutive three-year terms (maximum six years) to up to three consecutive three-year terms (maximum nine years). The following motion was presented, seconded and approved:

2018-099 MOTION prevailed to reduce the number of Endowment Trust trustees to five effective January 1, 2019. Also, the allowable term of an Endowment trustee will be up to three consecutive three-year terms (maximum nine years), effective January 1, 2019.

Discipleship Committee (May minutes were attached; no motions)

Ed Labbe

Moderator Ed Labbe reported that 6 youths and 2 adults are scheduled to participate in the June mission trip to Cincinnati.

Discussion then continued regarding a Youth Coordinator position that was discussed during Session's April 28 Visioning discussion. The term for Sean Williams, Youth Ministry Administrator from Ministry Architects, will end in June. The consensus during the Visioning session was that Session desires to encourage and support a sound youth program. The critical issues are to determine if we can financially support such a position, then to create and fill such a position. Shelley explained that personnel costs are expected to be lower with the hiring of a new Music Director / Organist. However, \$25,000 of Jim Mismas' salary has annually been coming from 5 at 5 restricted funds; it is unclear whether such funding will continue. Overall, there is still a need to increase the church's Reserve Fund. If someone is hired to start in September 2018, funding would be needed for the rest of 2018 and the first six months of 2019. Preferably, funding should ensure the position can be supported for at least 2 years.

Discussions led to the following motion being presented, seconded and approved:

2018-100 MOTION prevailed to recruit and hire a Youth Coordinator, with a targeted start date of September 1, 2018. The position will be funded using the Young Endowment Fund for the remainder of 2018, then using up to \$25,000 from the Rowley New Church Life Fund for two years (January 1, 2019 through December 31, 2020).

Outreach Committee (No minutes nor motions)

Gert Wilms

Moderator Gert Wilms reported that, due to the sanctuary renovation, the Third Sunday dinners will be discontinued for the summer, then resuming in September.

Personnel Committee (May minutes were attached; see motions below)

Pastor Hauerwas, Nancy Keogh for John Childs

Several motions from Sunday's meeting were presented and discussed. Regarding a church member also being an employee, the motion was amended to include not serving on any other committee. Personnel will be asked to draft appropriate documents. Personnel will be performing 90-day performance reviews for the new custodian soon and the Office Administrator this summer. The wage increase for the Staff Accountant is to be effective May 26, 2018 (start of new pay period); funding was included in the approved 2018 budget. Pastor Jon clarified that his request to join the Rotary Club, with costs paid out of his professional expense account, was approved by Personnel and does not require Session approval. It will provide further networking opportunities in the community.

The following motions from Personnel were approved:

2018-101 MOTION prevailed to add to the Personnel Policies & Procedures Handbook the following language regarding the requirements when a church member is hired as an employee:

- No church member who is an employee may serve in a leadership position such as active Deacons or Elders, and Members of the Nominating Committee or Endowment Trustees, nor any other standing committee of the church.

- Employees will provide a signed Disclosure Form indicating any personal conflicts of interest, such as formally speaking about or voting on issues that might impact the pastor's term of call or the employee's employment on any issue.
- Employees will sign a Confidentiality Statement indicating that all work-related communications are to be held in confidence except as is protected under Federal and State laws.
- A clear distinction will be made as to when the employee is being paid for their services and when the Employee is volunteering his/her time as a church member for any church activity.

2018-102 MOTION prevailed to approve certain time off for Claudine Schooley, Office Administrator, which was scheduled before her hire. The time off will be only paid for any earned vacation which the employee will use during her absence. Pastor Jon Hauerwas will approach at least one church member who has indicated some interest in the position to serve in this on a temporary basis for the scheduled time in August. Any further requests for leaves of absence or time off will be dealt with on a case-by-case basis.

2018-103 MOTION prevailed to approve an increase in wages for Eileen Martinez, Staff Accountant, to \$21 per hour, effective May 26, 2018 (the start of the next pay period). [Clerk's note: An allowance for raises was included in the 2018 budget.]

2018-104 MOTION prevailed to approve the hiring of Chelsea Moses as childcare worker at \$9.18 per hour on a variable schedule.

2018-105 MOTION prevailed to approve the hiring of Tracy Range as lead childcare provider. The hourly rate will be \$13.50 an hour for 3-6 hours per week.

Current compensation packages for part-time staff were also discussed. Pastor Jon offered to discuss these with any staff who may have concerns.

Worship Committee (No minutes nor motions)
No report.

Nancy Keogh

Membership Committee (No motions nor minutes)
No report

Pastor Jon for James Gray

Nominating Committee (No motions nor minutes)

Harriet Chapman

Moderator Harriet Chapman reported that they will be meeting soon. They will also seek to fill Sue Wallin's position on Session for the remainder of 2018.

Board of Deacons (May minutes were attached)
The Deacons are planning the Memorial Day picnic.

Safe Church Task Force - no report

Music Director / Organist Search Committee (MDOSC)

Pastor Jon

Pastor Jon reported that they are having face to face discussions with leading candidates. Their goal is to have someone in place by this fall.

Pastor's Report and Remarks

Pastor Jon's previously approved vacation is scheduled for June 15 – 29 (includes 2 Fridays and Saturdays scheduled off).

The supply pastor for June 17 is The Reverend Tim Short (Mennonite), Chaplain at Ohio Living – Rockynol since September 27, 2016. Tim grew up in rural Northwest Ohio, about one hour west of Toledo. After high school, he joined his parents on their family pig farm. In his late twenties, God pulled him in another direction. He went to seminary and then was pastor of a small Mennonite church for 6 years. Later, he was involved as a part-time chaplain for a hospital and nursing home.

Tim recently completed a one-year residency program for chaplains at St. Vincent Charity Medical Center in Cleveland. Tim, Missy, his wife of 15 years, and their 2 daughters live in Wadsworth.

The supply pastor for June 24 is The Reverend Steven T. Savides (United Church of Christ). Steven is an ordained minister in the United Church of Christ. He is currently working on a PhD in Peace Studies and Theology at the University of Notre Dame in South Bend, where he is affiliated with the Joan B. Kroc Institute for International Peace Studies and the Department of Theology. With an eye to designing effective peace processes, Steven studies the relationship between theology, trauma, resilience, and the moral imagination in post-conflict societies. Prior to moving to Akron, he served congregations in Massachusetts and Connecticut. Steven splits his time between South Bend and Akron, where his wife, Rev. Nanette Pitt, serves as senior minister at First Congregational Church on East Market Street. Note: Communion will be served at the 8:30 a.m. service on June 24.

Rev. Stephanie Crossland of Northminster Presbyterian Church will be available if pastoral services are needed in Pastor Jon's absence.

A New Members Class is scheduled for Saturday, June 3. A special Session meeting to meet with and receive new members is scheduled for Sunday, June 10 at 9:30 a.m., with members to be received during the 10:30 a.m. service.

2018-106 MOTION prevailed to approve Pastor Jon's request for time off on July 23, 24, 25, 26, and 29 (Sunday) to attend a project proposal workshop toward the completion of his doctorate. He is working on securing a guest preacher for that Sunday. [Clerk's note: Pastor Jon's scheduled days off are Friday and /Saturday, July 27 and 28.]

New / Other Business

Shelley Koutnik has offered to serve as commissioner for the next Presbytery meeting on Tuesday, June 5, starting at 5:00 p.m., at the North Benton Presbyterian Church.

The next regular Session meeting was scheduled for Tuesday, June 26, 2018 at 7:00p.m. Due to Pastor Jon's approved time off this summer, the regular June and July Session meetings need to be rescheduled. Since Finance offered to move their July meeting date to July 10, the evening of July 17 was then available. The following motion was made, seconded and approved:

2018-107 MOTION prevailed to schedule a combined June-July Session meeting for 7:00 p.m. on Tuesday, July 17, 2018.

Harriet Chapman offered to set up a conference call if any special meetings are needed.

Following a motion to adjourn, the Session Meeting was adjourned at 9:54 p.m.

Alec Works, Clerk of Session

Pastor Jon Hauerwas, Moderator