

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, March 26, 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 7:00 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, Assistant Clerk – excused)

**Opening, Declaration of Quorum and Extension of Floor**

Pastor Jon opened the meeting with prayer at 7:00 pm. The presence of a quorum was confirmed and declared. A motion was made, seconded and approved to extend the privilege of the floor to John Childs, Moderator of the Personnel Committee. Pastor Hauerwas then excused himself from the meeting.

**Report from Personnel Committee**

John Childs

John led a discussion of Pastor Hauerwas' annual performance evaluation. [Clerk's note: John was not able to attend the February 26 Session meeting.] A key point was that the pastor and Session (including committees) need to continue open dialogues as to each's roles, with a willingness and openness to ask for help or support. Pastor Hauerwas plans to discuss his doctoral work as part of the Visioning discussion with Session this Saturday. Although it may be desirable for him to spend more time in Wright-Herberich Hall after worship services, it was noted that he often has conversations in the narthex, including with visitors, as well as meetings after worship.

John added that Personnel is reviewing the scope and scheduling of performance reviews for staff members. John left and Pastor Hauerwas returned to the meeting at 7:30 p.m.

**Adoption of Agenda and Consent Agenda**

A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as amended (some changes were made to the Outreach motions). The revised draft noted that Rev. Cathy Ulrich, General Presbyter, had originally been scheduled to meet with Session but had to cancel due to illness. She will be rescheduled for a later date.

**Clerk's Report**

Alec circulated a letter thanking us for our support from Drs. Leslie and Cynthia Morgan, missionaries in Bangladesh. They also announced that they will be ending their ministry in late June, after thirty years of mission service.

A gmail (Google) account has been set up for Session members. If this works out satisfactorily for sharing information, it would eliminate the need for a password restricted page on the church web page. Minutes still need to be added to the church web page.

Alec and Pastor Hauerwas then reported on the March 5, 2019 meeting of Eastminster Presbytery. The agenda included voting on several proposed amendments to The Constitution of the

Presbyterian Church (USA). Alec reported on a program called “Solar Under the Sun”, which helps to provide solar power to developing nations, often providing not only lights but safe drinking water. The presentation had been given by Rev. Tom Ulrich.

The Consent Agenda as approved included the following motions:

**2019-040 MOTION prevailed** to approve the minutes of the regular Session meeting of February 26, 2019.

**2019-041 MOTION prevailed** to approve the minutes of the Session E-meeting of February 1, 2019 (to approve a memorial service for Phyllis Upton). [Clerk forgot to include in February’s agenda.]

**2019-042 MOTION prevailed** to approve the minutes of the Session E-meeting of March 4, 2019 (to approve actions on Choral Scholars).

**2019-043 MOTION prevailed** to approve the minutes of the Session E-meeting of March 7, 2019 (to approve the request by Mark Wade to sell CD’s after the 5@5 concert on March 10, 2019).

**2019-044 MOTION prevailed** to schedule the service of installation and ordination for Deacons Pat Schumacher and Suzanne Grafinger for during the 10:30 a.m. worship service on Sunday, March 31, 2019.

**2019-045 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session’s February 26, 2019 meeting:

1. Weddings: none
2. Funerals: James D. Gray, March 22, 2019, Pastor Hauerwas officiating; Phyllis Upton (former member), February 8, 2019, Pastor Hauerwas officiating
3. Baptisms: none
4. Communion: March 10, 2019 (10:30 a.m.); attendance 152.

**2019-046 MOTION prevailed** to receive the report of the average worship attendance for February: 133 (10:30 a.m. service).

**2019-047 MOTION prevailed** to approve the membership statistical report for the month of February 2019:

Total Membership as of 2/1/19	404
Additions: none	0
Deletions: none	0
Deaths: none	0
Total Membership as of 2/28/19	404

**2019-048 MOTION prevailed** to remove James D. Gray, deceased, from our membership role (#7030).

From Properties:

**2019-049 MOTION prevailed** to approve a Building Use Request for Lue Wertz, Evening Custodian, on four Saturday afternoons (4<sup>th</sup> Saturday of April, May, June and July) for Yoga classes in the CE basement. [Note: Lue is a certified yoga instructor and has liability insurance. She will accept donations; the classes will be open to the public.]

**2019-050 MOTION prevailed** to approve funding for the replacement of about one third of the old smoke alarms. Cost not to exceed \$4,500; money to come from the Fouse Fund. [Note: Properties did one third last year for same amount.]

**2019-051 MOTION prevailed** to approve funding for the chimney liner replacement, not to exceed \$16,000. Properties is still getting and evaluating bids. [Note: They already have one bid.] Timing for project is weather dependent. Money to come from the Capital Improvement Fund.

From Outreach: [Clerk's note: Some of these were originally listed in Outreach's 10/2/18 minutes but never reported in Session agenda nor minutes.]

**2019-052 MOTION prevailed** to approve the following offerings in 2019: One Great Hour of Sharing, April 14, 2019; Pentecost Offering, June 9, 2019; Peacemaking Offering, October 6, 2019.

**2019-053 MOTION prevailed** to approve an Ask for the Annual Christmas Basket Event, scheduled for December 14, 2019.

**2019-054 MOTION prevailed** to approve the collection of hats and gloves for the Giving Tree, to be placed in the sanctuary in December 2019.

[Note: Outreach subsequently coordinated with the Pastor and the church office to schedule a Moment for Mission for each collection as follows: One Great Hour of Sharing – April 7; Pentecost Offering: June 9; Peacemaking Offering – September 30; Christmas Baskets – November 24; Giving Tree – December 1.]

**2019-055 MOTION prevailed** to approve Third Sunday dinners on the following dates in 2019: 1/20, 2/17, 3/17, 4/28 (moved to avoid conflict with Easter), 5/19, 6/16, 7/21, 8/18, 9/15, 10/20, 11/17, 12/15.

### **Committee Reports and Actions**

#### Clerk of Session

Alec Works

The draft minutes for the March 17, 2019 Annual Congregational Meeting were discussed. Upon agreement on the draft, a motion was made, seconded and approved:

**2019-056 MOTION prevailed** to approve the minutes of the March 17, 2019 Annual Congregational Meeting.

#### Personnel Committee (No minutes; see motions below)

Nancy Keogh and Shelley Koutnik for John Childs

Shelley presented 3 motions related to compensation and benefits. She explained that the first for Music Director / Organist) does not reflect any monetary increase, but will simplify time-keeping. The new terms would be effective January 1, 2019. Session then acted as follows:

**2019-057 MOTION prevailed** to approve the following changes to the terms of employment for Alcee Chriss III, Music Director / Organist: Salary: \$40,000 per year, not related to hours worked; Benefits: 8 Sundays off per year in lieu of vacation, holiday leave, study leave, or other time off benefits provided in the Personnel Policy. Unused time may not be carried into the new year and no more than 2 consecutive Sundays may be taken at a time. Required services are the 4 Sundays of Advent and all Sundays in Lent including Easter Sunday. Alcee will schedule substitute organists (not

pianists) for his Sundays away. Note: The 8 Sundays off include 6 paid and 2 unpaid Sundays. Unpaid leave on a Sunday will be at the rate of \$225 per Sunday (deducted from his regular pay). [Clerk's note: The new terms are effective January 1, 2019.]

Session recommends that Personnel review or monitor the effectiveness of these terms, considering such as part of any performance evaluation.

**2019-058 MOTION prevailed** to approve a \$0.75 per hour wage increase for Sheila Svoboda, Director of Children and Family Ministry, effective with the pay period beginning April 11, following her annual evaluation.

**2019-059 MOTION prevailed** to approve a \$0.50 per hour wage increase for Mallory Gray, Youth Coordinator, effective with the pay period beginning April 11, following her 90-day evaluation.

The final motion from Personnel relates to the Healthy Pastors / Healthy Congregations program which was discussed last month. Alec Works, Marcia Holcomb and John Childs have agreed to serve as congregational leaders for the program. Additional information about the program can be found at <http://www.pensions.org/your-path-to-wholeness/healthy-pastors-healthy-congregations.>

**2019-060 MOTION prevailed** to approve Pastor Hauerwas' participation in Healthy Pastors/Healthy Congregations program.

Discipleship Committee (March minutes were attached; no motions) Ed Labbe  
Moderator Ed Labbe reported that the March 9 Talent Show was well received. Piloting a Young Couples class on some Sunday mornings is being considered.

Finance Committee (February financial report was attached; see motion below) Todd Willis  
At February 28, 2019, revenues exceeded expenses by \$27,380, due in part to revenue from prepaid pledges and projected wage increases not occurring until later in the year. Non-pledged contributions were \$7,500 below budget. The Agreed Upon Procedures Report was accepted by the committee. Moderator Todd Willis and Treasurer Shelley Koutnik reported that the following motion is due to some inconsistencies that have occurred in securing and paying crossing guards.  
**2019-061 MOTION prevailed** to approve that all persons and /or groups requesting crossing guards, parking attendants, etc. for non-church sponsored events will be referred directly to the Akron Police Department. This will include all recitals and concerts sponsored by members or regular attenders of the church or third-party organizers, weddings, funerals and other non-church sponsored building use events. This motion will supersede any policy previously approved and will be in effect until such time that it is revoked.

Properties Committee (March minutes were attached; see consent agenda for motions) Brad Hall for Ginny Melver  
Brad reported that "Spring cleaning" is scheduled for April 13, from 9 a.m. until 2 p.m. Flooring in the narthex has been replaced to correct an issue with unevenness. Properties is soliciting bids to replace the flue liner on the chimney.

Membership Committee (No minutes nor motions) Pastor Hauerwas  
Pastor Hauerwas reported that some potential projects will be discussed at this Saturday's Visioning discussion.

Nominating Committee (No minutes; see motions below) Phil Fry  
Moderator Phil Fry reported that the committee is scheduled to meet on April 28.

Outreach Committee (No minutes nor motions)

Becky Pool

Moderator Becky Pool reported that 70 people were served at the March 17 Third Sunday dinner. She inquired about the possibility of submitting a grant request to Presbytery to obtain funds to provide monthly feminine hygiene supplies to homeless women and girls through shelters, schools, food pantries, etc. One suggestion was to work through the United Way. Pastor Hauerwas offered to include this in the Visioning discussions on Saturday.

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

Nancy Keogh

Co-moderator Nancy Keogh presented 3 motions from the committee. The first was to approve the Five at Five Concert series for 2019-20.

**2019-062 MOTION prevailed** to approve the Five at Five Concert Series for 2019-20 as follows: September 8, 2019 – Colin McKnight, Solo Organ Recital; October 13, 2019 – Westminster Presbyterian Choir and Area Choirs: Choral and Organ Concert; November 17, 2019 – Les Delices: Medieval Music Concert; March 15, 2020: Andrew Sords: Violinist; and May 3, 2020: Wright Family Singers: Gospel Music Concert.

The next motion dealt with the sales of CD's at Five at Five concerts. Since contracts are new to the Five at Five series, the consensus was that a standard contract should be available before approving any motion

**2019-063 MOTION was tabled** to approve the sale of CD's for artists featured as part of the 5@5 concert series in the hallway outside the pulpit side of the chancel. Either the artist is responsible for selling the CD's, or, if the artist is in town by themselves, our Music Director / Organist or another Westminster PC representative can assist them in this endeavor. A standard contract for all concerts, including a waiver of financial liability for our Music Director and any other Westminster PC representatives regarding CD sales can be drafted by John Childs.

Finally,

**2019-064 MOTION prevailed** to approve serving Communion by intinction during the 8:00 a.m. service on Easter Sunday.

Board of Deacons (No minutes nor motions)

Pastor Hauerwas

The Deacons plan to have a box set up at the Connection Point in Wright-Herberich Hall during April to collect old CD's to recycle.

Shelley Koutnik circulated some literature on Lenten considerations associated with Presbytery's Earth Care initiative. She proposed a motion that Outreach consider having Westminster become a participating church in this national program. Others could assist Outreach. Alec mentioned that more information on this program would become available later this year. In the meantime, the program could still be investigated. Per discussion,

**2019-065 MOTION was tabled** to ask Outreach to investigate having Westminster become an active participant in the Earth Care initiative.

Safe Church Task Force (Minutes were provided; no motions)

Don Rearick

Don reported that the committee has met and is considering various initiatives.

**Pastor's Report and Remarks**

Pastor Hauerwas

Pastor Hauerwas reported that a motion is needed to revise the pastoral coverage plans for the memorial service for Virginia Hardman at Westminster on June 8, 2019. In MOTION 2019-021, Session approved Rev. Tom Ulrich to officiate. The Muskingham Valley Presbytery has since confirmed that Faith Proietti, whose services had been requested by the family, was ordained in the United Church of Christ and previously served as Interim Pastor at the Linden Road Presbyterian Church from 2009 to 2011. As such, she is qualified to lead the service. Rev. Tom Ulrich reported to Pastor Hauerwas that he is willing to step aside and let Faith officiate at the service. Also, to note a

correction to MOTION 2018-168 (9/25/18 Session meeting) that the name of Virginia's mother is Minerva Hale, a charter member.

**2019-066 MOTION prevailed** to approve having Faith Proietti officiate at the memorial service for former member Virginia Hardman at Westminster on June 8, 2019. [Clerk's note: In MOTION 2019-021, Session had approved Rev. Tom Ulrich to officiate. Confirmation has since been received that Faith Proietti is qualified to lead the service, as requested by the family. Also, as a correction to MOTION 2018-168 (9/25/18 Session meeting), the name of Virginia's mother is Minerva Hale, a charter member.

Pastor Hauerwas reminded Session of the Visioning discussion scheduled for this Saturday, March 30, from 10 a.m. until noon t the church.

**New / Other Business**

There was no other new business.

The next regular Session meeting is scheduled for Tuesday, April 23, 2019 at 7:00 p.m.

A motion to adjourn was made, seconded and approved. The meeting was then closed with prayer at 9:12 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator