

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, November 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 7:02 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	+ Rebecca Pool
+ Alec Works, Clerk of Session	+ Todd Willis	+ Don Rearick

Also present: Pastor Jon Hauerwas, Moderator; guests Greg Grafinger, Assistant Clerk of Session, Grace Berry, WYDACA Director, Beth Kelly, WYDACA, Ginny Melver, Properties Moderator, and Tom Koutnik, Westminster Endowment Committee.

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

Pastor Jon opened the Session meeting with prayer at 7:02 pm. The presence of a quorum was confirmed and declared. A motion was made and approved to welcome and extend the floor to our guests.

**Adoption of Agenda and Consent Agenda**

A **motion prevailed** to adopt and approve the Agenda and Consent Agenda as presented (included updates from original draft).

**Celebration of Thanksgiving**

All

All were invited to share their thankfulness, especially as it relates to Westminster Presbyterian Church and its staff. Special thanks to Shelley Koutnik for providing the cake!

**WYDACA presentation**

Grace Berry and Beth Kelley, WYDACA

Grace and Beth presented an update on WYDACA's previous proposal (see Motion 2019-181) to develop a nursery program in the space previously used by Ohio Living (Eldercare). Ginny Melver was present to address any questions related to WYDACA's discussions with Properties. Based on these discussions, they distributed two handouts. One was an architectural drawing showing their proposed building renovations. The second was a proposed Letter of Agreement stating what Westminster Presbyterian Church and Akron Area YMCA / WYDACA would provide. This Letter of Agreement does not replace any formal contract between the two parties. It does provide some assurance to WYDACA of Westminster's consent to allow them to proceed with construction and other plans. Discussions included the proposed security / access system, rent and parking arrangements. The guests were thanked for their presentation. Session discussion was deferred to the New Business portion of the meeting.

**Endowment Committee**

Tom Koutnik

On behalf of the Endowment Committee, Tom presented some proposed changes to the Endowment Regulations. He had contacted 2 outside attorneys regarding the current regulations. The proposals primarily clarify the nature of the Endowment and the committee, along with addressing various procedural matters. The Endowment is not a trust under Ohio law; it is not a separate legal entity. After discussion, Tom was thanked for his efforts. Session discussion was deferred to the New Business portion of the meeting.

**Clerk's Report**

Alec Works

The Consent Agenda as approved included the following motions:

**2019-203 MOTION prevailed** to approve the minutes of the regular Session meeting of October 22, 2019.

**2019-204 MOTION prevailed** to approve the minutes of the Session E-meeting of October 24, 2019.

**2019-205 MOTION prevailed** to approve the minutes of the special Congregational meeting of November 10, 2019 (election of officers).

**2019-206 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's October 22, 2019 meeting:

1. Weddings: none
2. Funerals: none
3. Baptisms: Owen Andrew Walston, son of Steve and Marnie Walston, on November 10, 2019 [Clerk's note: Prior Session approval was not necessary since Marnie is a member.]
4. Communion: November 10, 2019, attendance 149 (10:30 a.m. service).

**2019-207 MOTION prevailed** to receive the report of the average worship attendance for October: 136 (10:30 a.m. service).

**2019-208 MOTION prevailed** to receive the report of the average worship attendance for November: 130 (10:30 a.m. service).

**2019-209 MOTION prevailed** to approve the membership statistical report for the month of October 2019:

Total Membership as of 10/1/19	386
Additions: none	0
Deletions: none	0
Deaths: none	0
Total Membership as of 10/31/19	386

**2019-210 MOTION prevailed** to remove the following persons from our membership roll: James Mismas (#7131), Bruce Stebner (#7133), Karen Shriner (#6928) and Scott Shriner (#6708), by their requests. [Clerk's note: Jim and Bruce contacted Pastor Hauerwas. Jim Shriner confirmed with his children who live out of state.]

**2019-211 MOTION prevailed** to remove the following persons from our membership roll: Tom Barrett (#5711), Russell Bateson (#7428), Amanda Molinaro Duehler (#7310), Linda Harmon (#7435), Ellen Spindler (#7395), Peter (#5501) and Joan (#5502) Spink, and Richard Young (#5614). [Clerk's note: They have been inactive for over 2 years; letters were sent in late October.]

From Personnel:

**2019-212 MOTION prevailed** to approve vacation leave for Pastor Hauerwas as follows: December 30, January 3, January 5 (Sunday), and January 6 (4 days, including one Sunday; other dates between

December 30 and January 6 are regularly scheduled days off). The Reverend Doctor Sandy Selby has confirmed that she can preach on January 5.

From Discipleship:

**2019-213 MOTION prevailed** to approve the collection of toy donations as part of the Christmas pageant during the 10:30 a.m. worship service on December 15, 2019.

From Outreach:

**2019-214 MOTION prevailed** to discontinue the Helping Hands program.

**2019-215 MOTION prevailed** to approve continuing the First Sunday Food Collection and Two Cents for Hunger programs in 2020.

Alec reported that Westminster's 2018 official minutes and records were reviewed on November 3, 2019 by representatives of Eastminster Presbytery; no exceptions were noted.

A commissioner is needed for the December 3 meeting of Eastminster Presbytery.

**2019-216 MOTION prevailed** to elect Alec Works as commissioner to the December 3 Presbytery meeting at the First Presbyterian Church, Columbiana OH.

### **Committee Reports and Actions**

**Personnel Committee** (No minutes; see consent agenda and below for motions)

Shelly Koutnik for John Childs

Shelley reported that work is continuing on improving Westminster's web site. With previously designated Church Life Funds available, additional staff training can be scheduled for early next year.

**2019-217 MOTION prevailed** to approve extending the term of temporary employment of Mallory Gray as Communications Coordinator for \$18.00 per hour to March 31, 2020. [The consultant who provided initial training will provide additional training to Mallory and Claudine.]

Based on low attendance at Youth Bell Choir rehearsals, Valerie Thorson, Interim Music Director, and Zack Troyer, Youth Bell Choir Director, are interested in shifting his hours to using that time to work with the tweens/youth/adults on sight reading. Since the potential interest in such a class is not yet known, along with the potential for inclement weather in January, consensus was to refer Personnel's motion to Worship for further review.

**2019-218 MOTION was tabled** to approve the budget allocated for Youth Bell Choir Director be expended to provide music classes by Zack Troyer. The budget allows for 8 hours per month for the period of January 1 through May 31 at a rate of \$25 per hour. The Personnel Committee will re-evaluate after the first six weeks.

**Discipleship Committee** (November minutes were attached; see consent agenda and below for motions)

Ed Labbe

Ed reported briefly on various activities. Two motions were presented and discussed.

**2019-219 MOTION prevailed** to approve having Discipleship plan an Adult Fellowship offsite dinner event on 1/25/20 that includes paid childcare by Traci Range and Pat Richards (at their current rate and subject to their availability) for up to 12 children, to be supplemented by Youth if there are more than 12 children.

Discipleship and Deacons decided to change the theme and date for a spring fellowship event. The motion as presented was amended to note that attendees may be asked to donate some food.

**2019-220 MOTION prevailed** to approve having Discipleship and Deacons to host a dinner / fellowship evening for the congregation on 2/22/20 (in lieu of the event originally scheduled for 2/29). Costs will be \$150 for a Tango instructor (Craig Herrington, recommended by Val Thorson)

from the Discipleship budget, along with up to \$550 for food from the Deacons budget, with the option to request attendees to provide food (i.e., potluck).

**Finance Committee** (October reports and November minutes were attached; see new business for motion) Todd Willis

Total contributions are above budget, but around \$18,000 below last year at this time. Expenses are well below budget, mostly due to lower expenses in Personnel (reduced overtime and additional custodial staff) and Properties (including lower utilities due to LED bubs), although maintenance expenses are above budget by \$7,000. No Rowley funds have been used to meet operating expenses.

Pledges are ahead of last year at this time. The committee is cautiously optimistic at this time. Any adjustments to the proposed 2020 budget will be made before it is presented to Session in January.

**Safety and Security Task Force** (Summary of proposed action plan was attached; see motion below) Don Rearick

Don summarized the action plan prepared by the committee. The plan defines procedures and responsible parties for Westminster to respond to situations that may affect the safety and security of members, guests, and staff, including responsible parties, training, and specific emergencies. Its success will depend on adequate staffing to implement the response plan. The following motion was made, seconded and approved, noting that it will need to be presented to the congregation.

**2019-221 MOTION prevailed** to approve the Safety and Security Action Plan for Westminster Presbyterian Church as presented.

**Properties Committee** (October and November minutes were attached, no motions) Phil Fry for Ginny Melver

Phil reported that the committee is getting bids on repairing the church steeple.

**Membership Committee** (Minutes were provided; no motions) James Gray

James reported that they still need annual reports for 1997 and 1998 for use in their historical project. Quotes have been received for oil paintings of recent pastors.

**Worship Committee** (No minutes nor motions) Nancy Keogh

Nancy reminded everyone about the Hanging of the Greens scheduled for December 1 and thanked Phil Fry for his work in organizing the decorations.

**Outreach Committee** (November minutes were attached; see consent agenda for motions) Rebecca Pool

A Target gift card for \$25.00 was given in the collection plate by a member. It will be used to purchase hats, gloves, mittens and scarves for the Giving Tree.

**Nominating Committee** (A report with recommendations was attached) Phil Fry

Phil presented recommendations dealing primarily with the numbers of persons elected and the length of terms served, including the number that might serve a consecutive term. It was recognized that such recommendations are best recognized as general guidelines and not rules or regulations. See New / Other Business below for further discussion.

**Deacons** (October minutes were attached; see motion below) Pastor Hauerwas

**2019-222 MOTION prevailed** to approve a bake sale on January 19, 2020 to raise funds for the Befrienders' Valentine's Day flower project (delivery of a small vase of Valentines flowers to residents at Ohio Living and to homebound WPC members). [Note: The Deacons currently have some funds from past years, but they probably will not be adequate to cover all costs of the ministry this year.]

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

Pastor Hauerwas

Pastor Jon first noted that Shelley Koutnik had a motion to present from the Finance Committee. **2019-223 MOTION prevailed** to authorize the Treasurer to engage Hilary Beatriz, CPA to conduct the annual Agreed Upon Procedures. [Note: These procedures currently include a random check of revenues/contributions, vendor payments, credit card charges, timeliness of bank reconciliations and proper documentation for employee payroll.]

Pastor Jon reported that the Music Director / Organist Search Committee continues to meet and review applications. [Note: In October, Valerie Thorson's contract was extended through July 2020.]

The Sound System Task Force contacted 3 consultants. One estimate has been received. The task force learned that the current frequency used will be illegal as of July 13, 2020.

The Kitchen Renovation Task Force met with 1 consultant, with plans to meet with two more. There appear to be many different opinions (and associated costs) as to what might or could be done.

Finally, Pastor Jon noted that 2 dates will likely need to be scheduled again for the ordination and installation of new officers. Training will tentatively be provided in February, possibly 2/15/20.

### **New / Other Business**

Regarding the proposal from WYDACA, the expectation is that rent would be negotiated annually, as is done with the current WYDACA arrangement. There was some concern that the proposed Letter of Agreement had blank spaces for rent. The following motion was made, seconded and approved:

**MOTION 2019-224 prevailed** to approve the Letter of Agreement proposed by WYDACA to expand childcare services to serve infants at Westminster Presbyterian Church with the following change: Under "Akron Area YMCA, WYDACA will provide", Item 1: Change "Rent for the additional space of \$\_\_\_ per month, in addition to the existing \$1000 per month to rent the current WYDACA space - total amount per month \$\_\_\_" to "Rent for the additional space will be determined later in the negotiation process."

The proposed changes to the Endowment Regulations were deferred for later discussion.

Shelley Koutnik, Treasurer, presented proposed changes to the Code of Regulations. These deal primarily with committee terms and composition (Articles V – VIII). The changes reflect work from the Nominating Committee this past year. The following motion was made, seconded and approved.

**MOTION 2019-225 prevailed** to present the proposed changes to the Code of Regulations, as presented, to the congregation for approval at the next Annual Congregational Meeting.

The next Session meeting is scheduled for Tuesday, January 28, 2020 at 7 p.m.

There was no other new business. A motion to adjourn was made, seconded and approved. The meeting was then closed with the Lord's Prayer at 9:56 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator