

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, January 28, 2020

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 2020	Class of 2021	Class of 2022
+ Michael Dunbar	+ Nancy Keogh	* Rob Gilbert
+ Brad Hall	+ Phil Fry	+ James Gray
+ Shelley Koutnik, Treasurer	+ Rebecca Pool	* Sandy Gruneich
+ Todd Willis	+ Don Rearick	+ Ginny Melver

Also present: Pastor Jon Hauerwas, Moderator; guest Greg Grafinger, Assistant Clerk of Session,

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

Pastor Jon opened the Session meeting with prayer at 7:00 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 as presented, and the Consent Agenda as amended. [Amendment to Motion 2019-193 in the Consent Agenda was removed for discussion.]

**Election of Officers for 2020**

Pastor Hauerwas, Moderator

**2020-001 MOTION prevailed** to elect the following individuals as officers for 2020: Greg Grafinger as Clerk of Session; Shelley Koutnik as Treasurer; and Marcia Holcomb as Assistant Treasurer.

**Clerk's Report**

Greg Grafinger

The Consent Agenda as approved included the following motions:

**2020-002 MOTION prevailed** to approve the minutes of the regular Session meeting of November 26, 2019.

**2020-003 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's November 26, 2019 meeting:

1. Weddings: none
2. Funerals: none
3. Baptisms: none
4. Communion: December 8, 2019, attendance 146 (10:30 a.m. service).  
January 12, 2020, attendance 152 (10:30 a.m. service).

**2020-004 MOTION prevailed** to receive the report of the average worship attendance for December: 142 (10:30 service). Also 2 Christmas Eve services: 465 total of both.

**2020-005 MOTION prevailed** to approve the membership statistical report for the months of November and December 2019:

Total Membership as of 11/01/19	386
Additions: none	0
Deletions: James Mismas, Bruce Stebner, Karen Shriner, Scott Shriner, Tom Barrett, Russell Bateson, Amanda Molinaro, Linda Harmon, Ellen Spindler, Peter Spink, Joan Spink, and Richard Young	12
Deaths: none	0
Total Membership as of 12/31/19	374

**2020-006 MOTION prevailed** to approve the WPC 2019 annual statistical report to Presbytery.

**2020-007 MOTION prevailed** to approve the transfer of Deborah Rutan to Firestone Park Presbyterian Church, per her request, and to remove her from our membership roll.

**2020-008 MOTION prevailed** to approve mailing of the annual letter soliciting donations to Presbyterian Women.

From Outreach:

**2020-009 MOTION prevailed** to approve a Moment for Ministry presentation by Outreach on March 29, 2020 for the One Great Hour of Sharing collection on Palm Sunday, April 5, 2020.

**2020-010 MOTION prevailed** to approve a Moment for Ministry presentation by Outreach on May 24, 2020 for the Pentecost collection on Pentecost Sunday, May 31, 2020.

**2020-011 MOTION prevailed** to approve a Moment for Ministry presentation by Outreach on September 27, 2020 for the Peacemaking collection on World Communion Sunday, October 4, 2020.

From Discipleship:

**2020-012 MOTION prevailed** to elect Kara Hauerwas to serve as the moderator of the Discipleship Committee.

**2020-013 MOTION prevailed** to approve a sub sandwich sale on Feb. 2, 2020.

From Personnel:

**2020-014 MOTION prevailed** to elect John Childs to serve as the moderator of the Personnel Committee.

**2020-105 MOTION prevailed** to hire Benjamin Hayes, currently a 1099 vendor, as a Choral Scholar employee at a rate of \$60 per Sunday.

Items of note:

- A commissioner for the Tuesday, March 3, 2020 Presbytery meeting was not elected. The meeting will be held at 3:00 p.m. at First Presbyterian Church, 201 Wick Ave., Youngstown OH, 44503. A **MOTION** will be needed at the February Session meeting to elect a commissioner.

- The 2019 Annual Questionnaire has been prepared by Alec Works and submitted to Presbytery.
- The 2019 Necrology Report (elders who died in 2019) has been prepared by Alec Works and submitted to Presbytery.
- Haven of Rest has expressed their appreciation verbally to WPC for food donations.

**Report from December 3, 2019 Presbytery Meeting**

Pastor Hauerwas, Moderator

Pastor Hauerwas will serve on the Committee on Ministry for Eastminster Presbytery.

**2020-016 MOTION prevailed** to host the Eastminster Presbytery meeting at Westminster Presbyterian Church on Tuesday, September 1, 2020 at 5:00 p.m.

**Committee Reports and Actions**

**Personnel Committee**

Shelly Koutnik

Two motions were approved in the Consent Agenda. January minutes were attached.

A motion to approve the 2020 Terms of Call for Pastor Hauerwas was postponed. John Childs, moderator of the Personnel Committee, will be asked to attend the February Session meeting and give a more detailed report on Jon's evaluation.

**2020-017 MOTION prevailed** to hire Valerie Thorson, currently Interim Music Director and Organist, as the permanent Music Director and Organist with an annual salary of \$39,000 plus \$1000 for professional expenses. Benefits are in accordance with the Personnel Policy with the exception that Valerie will receive one additional week of paid leave annually to be used for study or additional vacation.

**2020-018 MOTION prevailed** to approve the addition of sight-reading classes to the youth handbell practice sessions effective February 1. Meeting time will continue to be after worship services every Sunday. Classes will be held in the Children's Choir room on the second level of the CE building. Practice sessions will be in the Sanctuary. The Personnel Committee will evaluate the program at the March meeting.

**2020-019 MOTION prevailed** to approve a \$0.50 per hour wage increase effective February 26, 2020 for Custodian, Dave Bodnar.

**Discipleship Committee**

Pastor Hauerwas, Moderator

Two motions were approved in the Consent Agenda. December minutes were attached.

**2020-020 MOTION prevailed** to allow Claudine Schooley to extend her disability training program's last class, bring in speakers, and open the event to the public. Wheelchair collection will not be included.

**2020-021 MOTION prevailed** to enable Claudine Schooley to publicize a Disability Ministry Training event with two speakers, open to the congregation and public, with one announcement in the Sunday Update and a corresponding Bulletin insert. Claudine is responsible for all custodial and hospitality needs.

Amended **2020-022 MOTION prevailed** to donate \$371.39, which is the remaining balance of the 2019 Pentecost offering retained to serve at risk youth, to the National Alliance on Mental Illness / Summit County Chapter.

### **Finance Committee**

Todd Willis

January minutes, financial reports, and 2020 budget were attached.

2019 ended with a surplus of \$36,807.

All committees have been completely funded due to a successful pledge campaign.

No Rowley funds have been used to meet operating expenses in 2019.

**2020-023 MOTION prevailed** to approve the proposed 2020 operating budget.

**2020-024 MOTION prevailed** approve that each committee be permitted to develop no more than two small projects, each costing less than \$2,500, to be approved by Session and included on a "Wish List" of approved projects. The Wish List including total project cost will be available upon request to individuals inquiring about funding needs for special projects. No project will be added to the list without written detail of the costs involved. Donors submitting funds for unapproved projects will be directed to the approved list before the donation is accepted.

**2020-025 MOTION prevailed** to approve March 15, 2020 for the Annual Congregational Meeting.

**2020-026 MOTION prevailed** to approve October 18 through November 8, 2020 for the Annual Stewardship Campaign with the restriction that there will not be a Stewardship message on All Saint's Sunday which is November 1, 2020.

### **Safety and Security Task Force**

Don Rearick

Items of note:

- Church doors are locked 15 minutes after the service begins.
- Ushers will have radios.
- Increase the number of usher teams from 4 to 6 to reduce the number of weeks each team will be responsible. There will be a meeting of ushers on March 12<sup>th</sup>.
- Present new protocol to the congregation for any comments and questions.
- Use guidelines from the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) program as the basis for these new procedures.

### **Properties Committee**

Ginny Melver

December and January minutes were attached.

**2020-027 MOTION was seconded and prevailed** to accept the bid from Steeplejack of America for repair of the steeple, and to request \$197,456 from the Rowley Fund (not to exceed \$197,456) to cover this cost, pending a satisfactory review of the vendor's warranty and references.

**2020-028 MOTION prevailed** to allow WYDACA to rent Room 206 for their after-school program. Usage charge will be \$200 per month.

**2020-029 MOTION prevailed** to allow the Properties Committee, upon approval by a majority of its members and the pastor, to make final decisions on building usage without prior approval of the Session. [The rationale of this motion is to expedite requests for building usage.]

### **Membership Committee**

Michael Dunbar

There were no motions or minutes.

### **Worship Committee**

Phil Fry

January minutes were attached.

**2020-030 MOTION prevailed** to approve Jazz Vespers worship on Sunday March 29, 2020, 4:00 p.m.

**2020-031 MOTION prevailed** to approve the following Worship services for Lent:

Ash Wednesday	February 26, 2020	7:00 p.m.
Palm Sunday	April 5, 2020	
Maundy Thursday	April 9, 2020	7:00 p.m.
Good Friday	April 10, 2020	
Easter Sunday	April 12, 2020 (2 services with communion, 8:00 a.m. on the Johnstone Patio and 10:30 a.m. in the sanctuary)	

**Outreach Committee**

Rebecca Pool

Three motions were approved in the Consent Agenda.  
December and January minutes were attached.

A letter was received from ACCESS thanking WPC for the donation of hats, scarves, gloves, and mittens.

**2020-032 MOTION prevailed** to approve the unexpended balance of the 2018 Peacemaking collection (\$113.36) be given to Safe Landing Youth Shelter.

[This motion replaces motion 2019-193 approved October 22, 2019. Rationale: In October 2019, Session approved motion 2019-193 which authorized the Outreach Committee to pay the balance of the 2018 Peacemaking collection to Lydia Neshangwe's organization in response to her presentation on Peacemaking at WPC. The Finance Office collected the information to send the contribution to Lydia in Zimbabwe. In an attempt to send these funds it was discovered that bank transfer fees and fees to World Remit (a Western Union type organization) would greatly reduce the funds that Lydia would receive. After discussion the Outreach Committee determined that the funds could benefit a local organization without incurring money transfer fees.]

**Nominating Committee**

James Gray

There were no motions or minutes.

**Deacons**

Pastor Hauerwas

December minutes were attached.

Items of note:

- Donna Gorrington is the new moderator.
- The January bake sale raised a bit less than \$400, despite inclement weather that Sunday.

**Pastor's Report and Remarks**

Pastor Hauerwas

The Sound System Task Force will report next month.

The Kitchen Renovation Task Force will report next month

**Old Business**

**2020-033 MOTION was seconded and prevailed** to approve the following changes to the Regulations of the Endowment Fund:

To specify the definition of income as adopted by the Endowment Directors at a meeting on August 14, 2018:

Article II Section 2. Income is to include interest, dividends, short-term capital gains, partnership distributions and non-excluded deposits. Excluded from "income" are long-term capital gain distributions, return of principal, liquidating distributions, gifts, bequests and contributions.

To recognize that an annual meeting has not occurred and to establish a process for the future:

Article II Section 3. The President of the Endowment Fund or his or her designee shall meet with the Session upon request.

To add a conflict of interest provision:

Article II Section 4. No Director shall have a financial or familial relationship with the Fund's financial advisor.

To establish a standard meeting schedule:

Article IV Section 1. The Directors of the Endowment Fund shall meet four to six times on a scheduled basis each calendar year. Generally, the first meeting of the year will constitute the Endowment Fund's Annual Meeting.

To change the language for clarification without a change in original intent:

Article V Section 1. Directors shall serve for a term of three years. Each Director shall hold office until his or her successor is elected or until his or her earlier resignation, death or removal.

The terms of the Directors will be staggered so that no more than two Directors have terms that will expire in the same year. The congregation of WPC shall elect as many Directors as are necessary to fill the positions of the Directors whose terms are expiring in that year.

To eliminate the position of Assistant Treasurer:

Article VI Section 1. Directors of the Endowment Fund, at their Annual Meeting, shall elect the following officers for a term of one year: President, Vice President, Secretary, Treasurer, or any other officers as the Directors may deem appropriate.

To eliminate the requirement for an itemized financial report as all Directors receive monthly reports from the financial advisor:

Article VI Section 5. The Treasurer shall receive and disburse all funds of the Fund, shall keep and monitor all assets of the Fund deposited in its name in financial institutions selected by the Directors, and shall preserve the financial records. The Treasurer shall act at the discretion of the Endowment Directors.

To implement due diligence with regard to outside services:

Article VII Section 2. The relationship and services of the financial advisor shall be reviewed at least every five years.

Note: Any Director serving at the time the changes in Article II Section 4 are adopted may be "Grandfathered" by Session.

### **New / Other Business**

The next Session meeting is scheduled for Tuesday, February 25, 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 8:27 p.m.

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Greg Grafinger, Clerk of Session

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Pastor Jon Hauerwas, Moderator