

Westminster Presbyterian Church
Akron, Ohio
Tuesday, August 11, 2020
Minutes of Special Session Meeting - FINAL

Be adaptive, engaging, generous, inclusive and relevant. Be faithful. Be Westminster!

Note: To continue to address any issues or concerns during the current health crisis, Session decided at its regular meeting on March 24, 2020 to meet every Tuesday as needed, either by virtual (Zoom) or e-meeting, as needed for the foreseeable future.

Elders (+ present, * excused, - absent)

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

Also present by videoconferencing: Pastor Jon Hauerwas, Moderator; Alec Works, Clerk of Session.

Opening and Declaration of Quorum

The special meeting of the Session of Westminster Presbyterian Church was called to order by the Moderator, the Reverend Jon Hauerwas at 7:03 p.m. on August 11, 2020. The presence of a quorum was confirmed and declared. The meeting was opened with prayer.

New Business

The agenda consisted of one motion from the Properties Committee, one discussion item, and a report and motion from the Personnel Committee.

The following motion from Properties was approved.

2020-181 MOTION prevailed to award S & K Asphalt the projects of (1) sealing and striping the church driveway at a cost of \$2,000.00 charged to the E50-9050 Barnett Trust Receipts Fund, and (2) sealing and striping the Main Parking Lot at a cost of \$12,000.00 charged to the D30-9034 Parking Lot Fund.

Ginny Melver noted that these projects can be difficult to schedule, but S & K is available to start as early as Monday, August 17.

The second item was a discussion regarding the Script, specifically the timing and method of delivery for upcoming publications. Given the lack of in-person worship, the consensus was that paper copies should be mailed, in addition to being available online, and that two issues for the remainder of 2020 would be preferable to one. The following motion was then made, seconded and approved:

2020-182 MOTION prevailed to set an August 30 deadline for a September 13 distribution of the Script, covering September and October activities and an October 13 deadline for November 1 distribution, covering November and December activities. Print editions will be mailed with a version available online.

Note: There will be a separate mailing for the Stewardship Campaign. The November 1 issue will cover Remembrance Sunday, Consecration of Pledges, Thanksgiving, and Christmas as they can best be addressed at that time.

The final agenda item included a report from the Personnel Committee. With the resignation of Mallory Gray as Communications Coordinator / Social Media Coordinator and Youth Director, effective August 10, 2020, Personnel has re-evaluated staffing duties. The ongoing suspension of in-person services increased the need for a heightened level of social media communication, including an online worship service. The Personnel Committee reviewed office staffing and responsibilities to determine the best way forward. It was determined that a number of communication tasks were part of the Office Administrator position and would be more effectively performed if they were added to the communication position. Accordingly, the job descriptions for both positions were revised and presented for Session review and approval.

Tasks of the Office Administrator include primary administration for the church office, distribution of weekly congregational emails, maintenance of the membership database, management of the church calendar and meeting logistics. This position will be 15 to 20 hours per week. The Communications Coordinator will keep the website and social media sites up to date, maintain communications with all news media, livestream the worship service and post to the church website, create special videos and flyers and develop ways to further promote the church.

The pay rate for the current Office Administrator will not change, although hours are reduced. Pastor Hauerwas said that he has discussed these proposed changes with the current Office Administrator.

The following motion was then approved:

2020-183 MOTION prevailed to approve the Office Administrator job description dated August 11, 2020 and the Communications Coordinator job description dated August 11, 2020.

Given the above approval, the Communications Coordinator position will be posted. The current Office Administrator will continue in her position.

Pastor Hauerwas reported that Dave Bodnar, our Daytime Custodian, will be taking a medical leave starting August 24. Pat Schumacher, who has served before, will be filling in during his absence.

As one additional item, Shelley Koutnik reported that the food collected from the First Sunday collection will be moved to the area next to the Tween Room for sorting and packing.

There being no other old or new business, a motion was received, seconded and approved to adjourn the meeting. The meeting was closed by all joining in the Lord's Prayer at 7:42 pm.

The next regular Session meeting is scheduled for 7 p.m. on Tuesday, August 25, 2020.

Alec Works, Clerk of Session

Pastor Jon Hauerwas, Moderator