

Westminster Presbyterian Church  
Akron, Ohio

Tuesday, June 22, 2021

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 2021	Class of 2022	Class of 2023
+ Nancy Keogh	+ Rob Gilbert	+ Ellen Daugherty
+ Phil Fry	* James Gray	+ Shelley Koutnik, Treasurer
+ Rebecca Pool	+ Sandy Gruneich	* Brian Rodabaugh
+ Don Rearick	+ Ginny Melder	+ Alec Works, Clerk of Session

Also present: Pastor Jon Hauerwas, Moderator.

**Notes:** During the May meeting, Session decided to meet virtually in June.

**Opening and Declaration of Quorum**

Pastor Jon called the meeting to order and opened the Session meeting with prayer at 7:00 pm. 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 the Consent Agenda as presented.

**Clerk's Report**

Alec Works, Clerk

Alec reported that cards on behalf of Session were sent to Adam Kalcic, Sheila Svoboda and Valerie Thorson, thanking them for their service. A letter was sent to Broad Street Presbyterian Church in Columbus, Ohio, confirming that Monte York transferred his membership to their church in 2017.

The Consent Agenda as approved included the following motions:

**2021-092 MOTION prevailed** to approve the minutes of the regular Session meeting of May 25, 2021.

**2021-093 MOTION prevailed** to receive the following report of all weddings, funerals, baptisms, and Communion that have taken place since Session's May 25, 2021 meeting

1. Weddings: none
2. Funerals: Edith Willoughby, 5/21/21 at Billow's Fairlawn Chapel; Douglas Grant, private family burial, 6/8/21; Barbara Davis, memorial service at Westminster, 6/19/21
3. Baptisms: none
4. Communion: Maundy Thursday, 4/1/21 – 215 views; Easter Sunday 4/4/21 – 553 views; 5/9/21 – 242 views [number of Facebook views for those services]; June 13 = 96 (in person attendance; YouTube views not counted).

Report of average worship attendance for April (4 regular services including Easter) = 348; for May (5 regular services), first 3 = 287 views using Facebook Live, last 2 using YouTube only = 135.

[Notes: Due to the COVID-19 pandemic, the last in person worship service at Westminster was on March 15, 2020. Westminster began holding virtual (access live service using Facebook Live or recorded using YouTube) as of Sunday, March 22, 2020. While the number of persons participating

in a virtual service cannot be accurately measured, the figures above provide some measure of the outreach.

Facebook “views”, “Reach” and “Engagements” are measures of how many views, clicks, comments, “likes” and shares have been recorded by the service provider. Some people may sign off and back on, enter several comments, even view or check in later in the day, increasing the number of “engagements”. However, we also do not know how many people are viewing each screen. These figures do provide some measure of the involvement of not only members of the congregation, but also non-members; it also includes some who live out of state.]

**2021-094 MOTION prevailed** to approve the membership statistical report for the month of May 2021:

Total Membership as of 5/1/21	278
Additions: none	0
Deletions: none	0
Deaths: none	0
Total Membership as of 5/31/21	278

**2021-095 MOTION prevailed** to remove Douglas Grant (died 5/29/21, # 4093) and Barbara Prentiss Davis (died 6/11/21, #4135) from active membership.

From Outreach:

**2021-096 MOTION prevailed** to change the Third Sunday Dinner from a monthly to a quarterly function (4 dinners per year), with the dates to be determined by Outreach at the beginning of each calendar year. [Note: Dates for 2021 are to be determined; Outreach meets in July. Also, this motion replaces Motion 2020-207, which initially approved the 2021 dates for the Third Sunday Dinner.]

Rational - unable to obtain sufficient number of volunteers

**Presbytery Meeting Report** (report was attached) Shelley Koutnik, Alec Works, Pastor Hauerwas The June 1 virtual meeting of Eastminster Presbytery was attended by Shelley, Alec and Pastor Jon. A summary report which was distributed noted various workshops that are available. Pastor Jon reported that the West Side collaboration will be visiting churches in this area to evaluate use and condition of facilities.

### **Committee Reports and Actions**

**Personnel Committee** (report was attached; see motions below) Shelley Koutnik for John Childs **2021-097 MOTION prevailed** to approve the job description for an Audio-Visual Technician. [Note: This position replaces the Communications Coordinator position.]

**2021-098 MOTION prevailed** to hire Robert Carlyon as the Interim Music Director for the period of July 1, 2021 through May 31, 2022 for 20 hours per week at \$30 per hour. Up to 3 hours per week will be off-site. Three weeks of vacation plus one extra paid Sunday is awarded. Bob will be absent the first three Sundays of Advent in 2021 to accommodate a previously scheduled commitment.

**2021-099 MOTION prevailed** to approve a wage increase in the amount of \$1.00 per hour for Debby Evrard, Staff Accountant, effective with the pay period beginning June 26, 2021.

**2021-100 MOTION prevailed** to approve a wage increase in the amount of \$0.50 per hour for Claudine Schooley, Office Administrator, effective with the pay period beginning June 26, 2021.

Searches continue for a Director of Children, Youth and Family Ministries, and Music Director / Organist.

**Finance Committee** (May reports were attached; no motions) Shelley Koutnik for Todd Willis  
Actual revenues through May 31 were \$274,234; budget was \$217,601. Actual expenses were \$188,546; budget was \$240,131. Net above budget is \$85,688. Expenses are expected to rise with the return to in person activities.

The 2022 budgeting process has started. Committees are to submit worksheets by August 15. Budgets should have unnecessary line items and expenses removed.

**Endowment Committee** (draft policy was attached) Alec Works, President  
Alec had forwarded a draft of proposed revisions to the committee's Investment Policy. The changes recognize some changes in terminology approved at the 2020 Congregational Meeting and provide some investment flexibility under unusual market conditions.

**2021-101 MOTION prevailed** to approve the Endowment Committee Investment Policy as presented.

**Worship Committee** (May and June minutes were attached; see motion below)

Nancy Keogh for Stacy Franzmann

**2021-102 MOTION prevailed** to have a policy in place, in the event that a guest preacher who is scheduled suddenly is not available, that we carry on as follows:

- Simply follow the bulletin's order of worship and during the sermon time, sing three additional hymns.
- The liturgist would lead the service and read the scriptures.
- The organist will make the hymn selections.

Background- Pastor Jon thought he was going to have to come back mid-week from his vacation to preach on Sunday, May 29. The scheduled guest preacher had emergency oral surgery and was not sure he was going to make it. Fortunately, it all worked out but there was a time of uncertainty.

It was noted that the correct date for the Andrew Sords concert should be Sunday, October 10, at 5:00 p.m.

**Properties Committee** (May and June minutes were attached; see motion below) Ginny Melver  
Ginny reported that they reviewed bids for replacement of windows at the back of the sanctuary.

**2021-103 MOTION prevailed** to approve the contract for fifteen window replacements by Marvin Windows not to exceed \$30,000, with the money coming from the Foust Fund. [Note: It was recommended that the colored windowpanes from the chapel windows be saved.]

The committee is waiting to hear from the steeple contractor and WYDACA as to when those projects will begin.

**Outreach Committee** (June minutes were attached; see consent agenda for motion)

Ellen Daugherty

Ellen reported that food collection went well on Sunday. The committee hopes to decide on remaining 2021 Third Sunday Dinner dates at its July meeting.

**Discipleship Committee** (June minutes were attached; no motions)

Sandy Gruneich for Kara Hauerwas

Sandy reported that a sectional sofa has been donated for use in the Tween Room.

**Safety / Security Task Force**

Don Rearick

Don reported that, by the third service in June, more people were following the safety protocols for in-person worship. He added that members were asked Sunday morning about mask wearing; The clear majority were in favor of not requiring masks. Pastor Jon reported that a Florida congregation was providing special seating for those who might be concerned about distancing. There may be some concerns related to congregational singing and unvaccinated children. Per discussions, the consensus was that masks should be optional; persons with any concerns could speak to an usher about where they might be comfortable sitting. The original motion was amended to address younger children. The amended motion was approved.

**2021-104 MOTION prevailed** to have the wearing of masks optional for in person activities. Seating in the sanctuary will continue to be using every other pew. Parents should use their discretion as to whether their children will wear masks. Bibles, hymnals and pew envelopes will be returned to the pews.

Note: It was suggested that guidelines be stated in the Sunday Update. Ushers will try to assist anyone seeking other accommodations.

**Membership Committee** (May minutes attached; no motions)

James Gray

James reported that they have resumed work on the church history project (1997 to date). The new pastoral portraits will be hung soon.

**Sound System Task Force**

Shelly Koutnik and James Gray

The new sound / video system was used last Sunday. Some adjustments need to be made, but the sound and visuals were remarkably improved.

**Membership Committee, Nominating Committee, Deacons, Sound System Task Force,**

**Kitchen Task Force**

(No reports)

**Pastor's Report and Remarks, New / Other Business**

Pastor Hauerwas

Options for future meetings include in person, via Zoom or hybrid (both). We may alternate between formats.

**2021-105 MOTION prevailed** for Session to meet in person for its July 27, 2021 meeting at 7:00 p.m.

A reminder that Sunday, August 8, 2021 has been set aside as Confirmation Sunday, based on the availability of participants. 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 8:25 p.m.

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Alec Works, Clerk of Session

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Pastor Jon Hauerwas, Moderator