

Session Agenda
First Presbyterian Church of South Charleston
Tuesday, April 19, 2011, 7:00 pm

Sharing Our Joys and Concerns
Worship Lisa Calderwood

- 1) **Approval of Agenda**
- 2) **Approval of Minutes** Stated Session Meeting March 15, 2011
- 3) **Stated Clerk**

Date	School	Worship	Minister
March 8	35	138	Communion
March 13	38	106	Gary McGrew
March 20	35	101	Gary McGrew
March 27	32	96	Haiti Travelers

- 4) **Treasurer**
- 5) **Trustees**
- 6) **Stewardship**
2010 Audit
- 7) **Worship**
Pentecost
Vandalia
- 8) **Education**
Vacation Bible School
- 9) **Mission**
- 10) **Fellowship**
MLK Jr Chorus
- 11) **Care**
- 12) **Property**
- 13) **Administration**
Staff Recognition
- 14) **Child Development Center**
- 15) **Presbyterian Women**
- 16) **New Business**
Committee Night, May 3
Committee Reports, May 10
Stated Meeting, May 17
Worship, Gary McGrew

**First Presbyterian Church
South Charleston, West Virginia
STATED SESSION MEETING
March 15, 2011**

The Stated Meeting of the Session of First Presbyterian Church, South Charleston, was called to order at 7:00 p.m., Tuesday, March 15, 2011, by Pastor Gary McGrew, Moderator. Session members present (marked P) or excused (marked Ex) were:

P	Gary McGrew, Moderator	P	Becky Davison	P	John Powell
Ex	Doug Calderwood	Ex	Dave Davison	P	Charlie Raines
P	Lisa Calderwood	P	Pat Kent	P	Malissa Smith
P	Barbara Cruickshank	P	Dave Long	Ex	Susan Smith
P	Bob Cruickshank	P	Sandy Melton	P	Dwight Sherman, Trustee
P	Jan Cole	A	John Metzger		

Worship: Pastor Gary McGrew led the evening worship.

Excused Absences: Excused absences were requested by David Davison, Susan Smith, and Doug Calderwood.

Approval of Agenda: The agenda for this meeting was approved by common consent.

Approval of Minutes: The February 15, 2011, Stated Session Minutes were approved by common consent with correction to Child Development Center acronym CDC.

Stated Clerk

Date	School	Worship	Minister
February 6, 2011	33	109	Communion
February 13, 2011	36	101	Gary McGrew
February 20, 2011	44	162	Gary McGrew
February 27, 2011	39	120	Gary McGrew

Correspondence: Clerk of Session **Becky Davison** reported no correspondence received.

Treasurer's Report: The report was received as information.

Trustees: **Dwight Sherman** presented the Trustee Report, which was received as information.

Stewardship Committee: **Becky Davison** reported for Dave Davison that John Powell has agreed to conduct the church audit for 2010. Bill Miller is finishing up the 2008 and 2009 audits, and needs to interview Greg Smith and Becky Smith. He expects to finish after income tax season this year. Stewardship will present a formal motion to accept John Powell as auditor to Session in April.

Worship Committee: **Dave Long** reported information on Holy Week activities and the Palm Sunday, the Maundy Thursday, and the Easter Sunday services. Pastor McGrew confirmed he will be on educational leave October 3 through 30, 2011. Pulpit supplies will be addressed in the future.

Education Committee: **Lisa Calderwood** informed Session that the annual Easter Party is April 13. Children from the Child Development Center and Sojourners will be invited. Kim Cobb and Wendy Nelson have agreed to lead Vacation Bible School June 12-16. Bryce Johnson has applied to be a counselor-in-training at Bluestone.

Upcoming youth events are:

March 18	30-hour famine with other youth groups at Village Chapel
April 2	Festival of Faith
April 8	Refugee Weekend at Bluestone
April 29	Dinner and a Movie
May 8	Mothers Day and Graduating High School Seniors
May 20	Open Mic night (Talent show)
June 4	Yard Sale
June 12-16	Vacation Bible School
June 19-25	Bluestone Camp
June 26	Youth Mission Trip Commissioning and Birthday Luncheon
July 9-17	Youth Mission Trip, Keansburg, NJ

Mission Committee: **Sandy Melton** reported that the Habitat dinner is March 20. We will provide volunteers for Habitat in North Hills on Saturday, April 16, and Saturday, April 30. We will provide lunch for the workers both days. Sandy, Malissa, and Lisa agreed for the youth to do a Minute for Mission on the One Great Hour of Sharing Offering on March 27 during the Haiti Mission worship service. Pastor McGrew highlighted the Two Cents a Meal mission effort by informing Session that in 2010 First Presbyterian Church of South Charleston was the third largest collection in West Virginia.

Fellowship Committee: **Pat Kent** reported that the Worship on Wednesday (WOW) activity is April 27, and the Martin Luther King, Jr. choir is the featured presentation. She also noted the Church Picnic is September 18 at Little Creek Park Shelter #2, plans are underway for the July Take Me Out to the Ballgame, and the Bluestone retreat is scheduled for October 28-30.

Care Committee: **Barbara Cruickshank** reported that the Care Committee sent cards out to bereaved families.

Property Committee: **Bob Cruickshank** reported the committee has a new member, Eric Hawkins, and that contractor bids are being solicited to install the outdoor water fountain for the Child Development Center and for an office copy machine. The committee hosted a lunch at Gino's for City of South Charleston employees who repaired the sidewalk in front of the church.

Administration Committee: **Becky Davison** provided information regarding the upcoming Staff Appreciation Luncheon.

Child Development Center: **Sandy Melton** informed Session that security cards are still available, the Center was under budget for February, and the Center's Church Celebration is April 3.

Presbyterian Women: **Barbara Cruickshank** informed Session that the Presbyterian Women did not meet, but did provide many meals for bereaved families.

New Business:

Committee Night:	April 5, 2011
Committee Reports:	April 12, 2011
Stated Meeting:	April 19, 2011
Worship Leader:	Lisa Calderwood

Closing: Bob Cruickshank motioned and Pat Kent seconded adjournment. The meeting was closed with prayer by Pastor McGrew.

Respectfully submitted,

Rev. Gary McGrew, Moderator

Rebecca A. Davison, Clerk of Session

Fellowship Committee Meeting April 5, 2011

Members Present: Pat Kent, Charlotte Raines, John Powell, Jan Powell

The meeting was opened with prayer.

WOW- Attendance at WOW continues to be between 30-40. Our last WOW dinner will be on April 27th with a musical program by the Martin Luther King, Jr. Male Chorus. This has been confirmed with the secretary of that group. Pat will arrange for a financial gift to the chorus as has been done in the past and solicit help from someone from the Worship Committee to assist with the logistics in the sanctuary that evening. Food assignments that were done previously for April 27th were reviewed. Committee members agreed to ask 3 R Catering to provide meals again beginning in September. Robin from 3 R Catering has agreed to provide meals for us at the same cost as this year.

CHURCH CHAT- The Church Chat schedule has worked very well. Due to the fact that two Sunday School classes may be combined next year, another group such as the choir may be asked to provide food for Church Chat an additional Sunday.

UPCOMING EVENTS- Pat has contacted Mark at Bluestone regarding scheduling the Fall retreat for October 28-30, 2011. This date has been confirmed and put on Bluestone's schedule. Arrangements for the ballgame event and church picnic will be worked out at a later date.

The meeting was closed with prayer

Respectfully submitted
Pat Kent

Administration Committee Meeting

April 3, 2011

The Administration Committee met on Sunday, April 3, 2011, after Church Chat in the Mitzpah Room. Becky Davison, Susan Smith, and Tom Davis were present. Tom opened the meeting with prayer.

The committee discussed:

- Preparing for the Annual Staff Appreciation Luncheon May 1, 2011
- Plans to distribute staff evaluation forms to appropriate personnel and staff annual job evaluation interviews
- Potential Nominating Committee members
- Festival of Faith – Session records improvements

ACTION ITEM for SESSION

Be it resolved, from the Administration Committee,

Whereas, the Pastor has served the First Presbyterian Church of South Charleston for over five years;

Whereas, the congregation agreed in the original terms of call that the Pastor could be granted a Sabbatical Leave after 5 years of service and before the eighth year begins;

Whereas, a Sabbatical Leave is typically between one month (after 5 years) and no more than three months (after 7 years of service);

Whereas, the Pastor agreed to continue at the church after a sabbatical for no less than six months (for a one month sabbatical), for no less than one year (for a three month sabbatical);

Whereas, the Pastor has agreed to give Session a specific plan of sabbatical;

Therefore, the Administration Committee does endorse and recommend to Session that the Pastor be granted a Sabbatical Leave beginning Monday, October 3, 2011 and concluding Monday, October 31, 2011 for the purpose of spiritual retreat in Geneva, Switzerland, and Salzburg, Austria, and for the purpose of designing and composing a paper and presentation on John Calvin. This presentation shall be made to the congregation within six months after the sabbatical leave.

(The working title of the paper and presentation is to be submitted to Session no later than the August Session Meeting.)

The next Administration Committee meeting is scheduled for Tuesday, May 3, 2011, at 6:30 p.m. in the Choir Room. Becky closed the meeting with prayer from Psalm 37.

Respectfully submitted,
Rebecca A. Davison

Stewardship Committee Meeting April 10, 2011

The meeting was opened and closed in prayer by Dave.

David Davison,	P	Hersha Brown	P	Gary McGrew	P
John Metzger	A	Greg Smith	P		
Tom Titus	P	Carol Bryan	P		

Item	Action/Status	Lead
1. Scholarships	The trustees has the appropriate session minutes for our recent scholarships.	Dave
2. 2008/2009 Audit	Recheck status with Bill. Consider establishing a standard checklist to make the audit easier to do.	Dave Greg
3. 2010 Audit	Session requested nomination of an audit team for 2010.	
4. Support & work with the Shade Tree Fund Committee in promoting stewardship & endowments.	<ul style="list-style-type: none"> Discussed reducing the Shade Tree Fund Committee's composition. We have not been able to recruit representation to match the current by-laws, specifically Congregational and Presbyterian Women representatives. We need to modify the by-laws to 2 from Session, 2 from the Congregation and 1 from Stewardship and Trustees Completed Shade Tree bequests & wills seminar in March 	Dave/Tom
5. Keep up the brochure stand	Update – Tom will coordinate with Becky Smith on have copies of the newsletter available. Plan to include some “health & wellness” brochures. They will be focused on general topics.	Tom
6. Church History	<i>Build on 2010 successes - ongoing</i>	
7. Capital Campaign - Work with the Long Range Planning sub-committee “The Future is Now”	Develop a long range facilities vision – start with “Dream Management” session to capture some “out of the box” thinking. Continue to work with property to complete Asset Life planning. <i>Need to reschedule vision session – had to postpone 13-Mar-11 because of business travel and need to re-schedule.</i>	Gary/ Dave
8. Stewardship Activities coordinated with 2011 Church Calendar	<i>Audit Schedule – 1st Half 2011 – probably expect it in May</i> <i>Stewardship Campaign – 2H2011</i> <i>Long Range Plan – start in 1st half 2001</i> <i>Church Chat Dates for Stewardship & Shade Tree</i> <ul style="list-style-type: none"> 5 June – Shade Tree (deserts/fruit trays) w/Youth hotdog sale 23 October - Stewardship <i>Minutes for Mission</i>	Dave
9. On-Line “Bill Pay”	Greg reported back on PayPal and their offering for non-profits. Basically no minimum payment or time commitment. Cost is ~2% of collections. Requires transfer from their drop box to our account. Committee. Allows on-line donations by clicking the PayPal icon. Stewardship proposes a trial this year with focus on missions, i.e. Haiti, Youth Mission, etc. Based on success and cost we can continue, expand or stop. Dave to make a motion at April's session. Greg to provide some talking points.	Greg.
10. Memorial Gifts	Status of proposed “Bess Conley Music Scholarship” no action required by Stewardship. Discussed routine disposition of undesignated memorials and bequests since the Kitchen Fund is now paid off. Committee discussed possibilities and recommends directing toward the “Property Repair Fund” as a means of accruing for major equipment repairs until such time as a potential Capitol Fund proposal can be developed.	Dave

11. New Business	<p>Committee discussed publicizing the purpose and information on some of our standard giving opportunities such as “One Great Hour of Sharing.” We tend to take for granted the everyone knows the what and why. Greg will take the lead to get some summary descriptions for the newsletter.</p> <p>We also discussed hosting another Wills Session for the CDC Parents and the congregation.</p>	
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**Care Committee Meeting
April 4, 2011**

Present: Barbara Cruickshank, Mary Patterson

Absent: Von Carter, David Hoffman, Mary Beth Patterson, Lee Snyder

Meeting was called to order with prayer.

Get Well and Thinking of You cards were sent out.

Transportation schedule for those requesting a ride to Sunday Worship continues to be up to date through the month of June.

Bread and literature was delivered to Bill and Kelsey Clough in March

We had no new business or anything needing to be brought before the Session.

Meeting was closed with prayer.

Respectfully submitted,
Barbara Cruickshank

Mission Committee Meeting

April 5, 2011

MEMBERS ATTENDING: Martha Racer, Judy Lowe, Malissa Smith, Marsha Miller, Becky Nelson, Ellen Bush, and Gary McGrew.

The meeting was opened with prayer by Ellen Bush.

The committee thanked Judy for the Habitat dinner. \$814 was raised.

Four people have signed up to work and ten are needed. Our work dates are April 16 and April 30. The meals are taken care of for both days.

The Youth yard sale will be June 4. The committee discussed what needed to be done.

- Two drivers are needed to deliver meals.
- Flyers with the menu need to be created and distributed
- The menu will be hot dogs and tacos in a bag
- We need to call Pepsi or Coke and ask for drinks to be donated
- Ellen will call Fas Chek about donating the buns
- We need to talk to Sams about donating the wieners
- The committee will call church members to donate baked goods. We will decide at the May meeting how to divide the responsibility.
- Ellen will provide the chili, slaw and onions
- Malissa will call Lora Hayes to make the meat for the tacos
- Malissa will talk to Dave Davison about church chat the next day. We will sell the remaining food and ask Shade Tree to provide deserts.
- Ellen provided a list of all the supplies that will need to be purchased
- Judy will provide mustard and ketchup
- Most committee members will be available to help

The committee briefly discussed the Christmas in July dinner. Becky, Marsha, and Cathy will not be available to help.

The Gideons will be speaking May 15. A motion was made to give them \$100 in addition to the free will offering. The motion was made by Ellen and seconded by Becky. It was passed by the committee.

ACTION ITEM:

Approval is needed to have the Gideons on May 15 and to take up a free will offering.

The Easter festival is April 13th. The committee will provide the pizza. Malissa will ask Bonnie to get a count of how many children will attend from the child care center. Sojourners have been invited. Judy will need a count by Monday to order the pizza.

Malissa will talk to Sandy about writing a minute for mission for the Pentecost offering. The minute for mission will be on May 8. This offering goes to children in need. The May 8 service will be done largely by the youth.

The committee discussed Hike for Hunger. Martha will talk to Patti at Heart and Hand to find out their plans for the event. We will decide at the next meeting what our involvement will be. We would like another church to be responsible for the meal at the end of the hike.

Malissa closed the meeting with prayer.

Property Committee Meeting April 5, 2011

The meeting was called to order by Chair, Bob Cruickshank at approximately 7:05pm. He opened the meeting with prayer.

Old Business:

Emergency Exit Door painting schedule. The Day Care wants to have the doors painted by a staff person with a design suitable for children. The Education Building front doors will be painted by the same person. There is no schedule yet. The Committee agreed to let the Day Care handle this task. Payment for these Emergency Exit Doors has been made. The Day Care paid for the three doors in the Education Building. The door in the Youth Area was paid from the Reger Fund.

Exit Signs and Emergency Lighting upgrade. David Smith reported that all the emergency lights have been replaced. This project is considered a Health and Safety issue. Charlie Raines said that these expenses have been charged to the Reger Fund.

Thermostat upgrade. Jim Lowe reports some progress, but he expects more progress next month.

A comment was made about a "bundle of wires" in the Youth Area. Jim has a qualified person coming to advise on the thermostats. He will ask this person to look at the wiring in the Youth Area as well for suggestions or recommendations.

Education Building wall parapet wall repairs. Brad Snyder reported that he has had two contractors walk away from the job. He got one proposal, for \$6940.00. Harding Construction proposed to install a cut-to-fit pressure treated board covered with membrane roofing with an aluminum flashing cap that would be bent to divert water away from the building wall. Their proposal was for two wall caps. The committee felt that the entire parapet wall cap should be treated to keep water from entering the wall. Brad has had no success finding anyone to do the needed tuckpointing of the easterly wall. Difficulty with tuckpointing is compounded by the air conditioning and its surrounding fence that would require a platform for scaffolding to be placed upon. Contractors simply don't seem to want to bid something that we likely won't accept. No definite solution proposal was accepted. The total cost for this work is likely to exceed \$20,000 and that amount of money simply is not available to us.

South Charleston City Employee Thank You Luncheon. Jim Lowe reported that 15 or 16 city employees enjoyed a Pizza Buffet at Ginos courtesy of the Property Committee. Bob Cruickshank and Jim Lowe attended from the Church. Bob reported that the Supervisor came to the Church and thanked Pastor Gary for this gesture of appreciation.

Water fountain installation. Bob Cruickshank reported that the Water Fountain installation is nearly complete. Only setting and connecting of the water fountain itself and testing remain. The work to date is acceptable.

The tree trimming project is complete. Several committee members participated in the effort. The City hauled off the branches removed.

New Business

Education Building front porch base blocks are deteriorated. Bob Eads will get new blocks at no cost. He will paint them prior to their installation. This job will be completed on a Saturday. Charlie Raines will attempt to borrow the house jacks as he did previously.

Review of Office Copier Bids. The Committee was given copies of a Memo from Becky Smith to Bob Cruickshank, where she explained the bids received. She recommended going with Komax as the apparent low bidder and they have provided acceptable service. Charlie Raines moved to accept Becky's recommendation and permit her to go ahead with this contract. Becky was authorized to serve as Contracting Officer.

Wooden crates behind the Furniture Building need taken apart to use for shelving, etc. This is to be accomplished as time permits. Similarly, the old doors in the Maintenance Storage Area need to be removed after the rest of the hardware is removed.

Paint steps on the Ed Bldg and B Street side entrance before Easter if time and weather permit. This is a Saturday job as the Day Care is in operation through the week.

Repair the Ed Bldg concrete step. George Brown has found some epoxy material that he feels will do a good job with this repair. When he has the material, this job will be scheduled. Bob Cruickshank has some rebar for use.

Repair trim on the right side entrance of the Ed Building. Brad Snyder will try to do this next week if his back permits.

Lisa Calderwood has asked that some furniture in the Youth Area to be removed. Various ways of accomplishing this were discussed.

Move filing cabinet from Supply Room to the Third Floor file storage room. Similar comment to no. 7.

Discuss work to be done before Easter. Mulching the flower beds was discussed. Bob Eads is to get costs and call Bob Cruickshank. Various means of accomplishment and the associated costs was discussed.

Congratulations were given to Jim Lowe with his retirement last Friday.

There being no more business, the meeting was closed with prayer about 8:20pm.
Next Meeting set for May 3, 2011 at 7:00pm in the Fellowship Hall.

Respectfully Submitted,
Bob Cruickshank