

Session Agenda
First Presbyterian Church of South Charleston
Tuesday, April 21, 2009, 7:00 pm

Sharing Our Joys and Concerns
Worship Dave Davison

- 1) **Approval of Agenda**
- 2) **Approval of Minutes** Stated Session Meeting March 17, 2009
- 3) **Stated Clerk**

Date	School	Worship	Minister
March 1	36	117	Communion
March 8	35	125	Gary McGrew
March 15	39	97	Bill McMorran
March 22	44	105	Gary McGrew

- 4) **Treasurer**
- 5) **Trustees**
- 6) **Stewardship**
2008 Audit
- 7) **Worship**
Pentecost
Vandalia
- 8) **Education**
Vacation Bible School
- 9) **Mission**
Habitat
- 10) **Fellowship**
CDC Recognition
- 11) **Care**
- 12) **Property**
- 13) **Administration**
Staff Recognition
- 14) **Child Development Center**
- 15) **Presbyterian Women**
- 16) **New Business**
Committee Night, May 5 Committee Reports, May 12
Stated Meeting, May 19 Worship, Gary McGrew

First Presbyterian Church
 South Charleston, West Virginia
 STATED SESSION MEETING
 March 17, 2009

The Stated Meeting of the Session of First Presbyterian Church, South Charleston, was called to order at 7:00 pm, Tuesday, March 17, 2009 by Gary McGrew, Moderator. Session members present (marked P) or excused (marked Ex) were:

P	Gary McGrew, Moderator	P	Marchietta Bailey	P	Ellen Bush
P	Doug Calderwood	P	Barbara Cruickshank	P	Dave Davison
P	Liz Greene	EX	Rick Hayes	P	Bruce Jeffries
EX	Dave Long	EX	Jan Long	P	Jim Lowe
P	Sandy Melton	EX	Mark Nelson	P	Charlie Raines
EX	Mallissa Smith	P	Tom Titus		
P	John Melton, Trustee	P	Greg Smith, Treasurer		

Date	School	Worship	Minister
February 3, 2009	43	121	Communion
February 10, 2009	39	113	Gary McGrew
February 17, 2009	36	112	Gary McGrew
February 24, 2009	33	90	Gary McGrew

Prayers and Concerns were discussed by the Session followed by the monthly devotional by Rev. Gary McGrew.

Approval of the Agenda: The agenda for the meeting of March 17, 2009 was approved as distributed.

Approval of Minutes: With the exception of the spelling of Tom Haines name, the Minutes of February 17, 2009 were approved as distributed.

Stated Clerk: Ellen reported that Rick Hayes, Mallissa Smith, Jan Long, Mark Nelson and Dave Long had requested excused absences. These were approved.

Pastor's Report: Rev. McGrew reported that he would be away on vacation for the remainder of the week. Paul Romine of the St. Albans Presbyterian Church will be on call. If there is a need during church office hours, please call the office. If this is after hours or on the week-end, call Ellen Bush.

Rev McGrew reported that Ray Holley has requested baptism and joining of the church on Palm Sunday. Gary has had discussions with him and finds the request in order. Charlie Raines moved and Bruce Jeffries seconded that this request be approved. The motion passed unanimously.

Rev. McGrew also reported that a group of 100 youth from the Lake Norman Presbyterian Church will be touring our area in June, 2009. They would be available to lead worship at our church on June 21, 2009. We would need to provide housing for the group on Saturday evening. Gary states that he does not know the group but Bill Cain had suggested that they contact us. After discussion, Jim Lowe moved and Barbara Cruickshank seconded that the group be invited to lead the worship service at our church on June 21, 2009. The motion passed without dissent.

Treasurers Report: The Treasurers report was distributed. Greg Smith noted that we must register with the City of South Charleston because we own the house next to the church property.

It was requested that Greg add a line to the report for the Kitchen Fund.

Trustee Report: John Melton reported that the church Insurance policy is due soon. This policy runs from mid June to mid June. The structure is insured for 3.4 million dollars. A question arose as to whether we have an inventory of the church belongings. We have had one in the past but are not sure if it has been kept up. John will check the safe deposit box.

Stewardship: Tom Titus reported that Bill Miller had agreed to do the 2008 church audit.

A check signing policy was presented to the Session by the Stewardship Committee. After discussion the policy was approved without dissent.

Dave Davison reported that the Long Range Planning Committee had met and would be distributing a survey at the April meeting.

Worship Committee: Doug Calderwood reported that the committee did not meet this month but several special worship services are in the near future including Maundy Thursday at 7:00 pm on April 9, 2009, Pal Sunday and Easter Sunday. Bare Bones will present special music on Maundy Thursday, the choirs will be singing and the Youth will be signing. It is felt that this will be an inspirational, life changing and uplifting time in the life of our church.

Education Committee: Liz Greene reported that Vacation Bible School planning is underway. It will be a different type of VBS this year and will include topics such as reducing poverty, infectious diseases and a clean environment. After discussion the concept was approved.

The Easter Festival will be held on April 1, 2009 and the Mission Committee will take care of the pizzas for dinner.

Mission Committee: The Mission Committee did not meet this month. The Haiti Mission Group is in Haiti at this time and they are due to return on the 21st of April, 2009. We pray for the work they are doing and their safe return.

Fellowship Committee: Sandy Melton reported that the last WOW for this spring will be on April 29, 2009 with the Martin Luther King Chorus. Dinner will be at 5:45 and the program will start at 6:30 pm.

The fall opening of WOW will be on September 16, 2009 with Lois Coffey playing the bells.

On September 20, 2009 we will have the Church Picnic. It will be at Shelter #2 at Little Creek Park at 3:00 pm.

October 31-November 1, 2009 will be the Church Retreat.

Care Committee: On April 5, 2009, there will be a celebration for those who have been members of this church for 50 years or longer.

Property Committee: Charlie Raines and Jim Lowe reported that the Kitchen Policy is now complete and it was presented to the Session. We would like to commend the framers of this policy and thank them for all of their hard work. After discussion the policy was approved by the Session.

Other projects that the committee is working on are the installation of hand rails in the Education Building and installation of automatic faucets to decrease the water consumption. The committee is studying security systems and contacting the City of South Charleston to see if they would be willing to help with the repairs on the sidewalks.

Administration Committee: The minutes were received as information. Barbara Cruickshank did report that they have two new members on the committee. They are Becky Davison and Wendy Nelson.

Child Development Center: It was reported that there will be an Open House at the CDC on April 19, 2009. Church Chat will be held in the CDC rooms. There will also be a Staff Appreciation.

On May 30, 2009 the CDC will have Western Days. A horse or horses will be available for riding and food will be provided.

Presbyterian Women: Ellen reported that the Presbyterian Women Spring Gathering will be at the Beckley Presbyterian Church this year.

Youth: The Youth will have their annual Rummage, Book and Hot Dog Sale on the 6th of June, 2009.

New Business: Recruitment for the Bluestone Work Party has been underwhelming. It was felt that too many dates were offered and if it can be reduced; there would probably be more interest. They will also check with the Youth Fellowship to see if there is interest.

Committee Night	4/7/09
Reports Due	4/14/09
Agenda	4/17/09
Session Meeting	4/21/09
Worship Leader	Dave Davison

With a motion from Dave Davison and a second from Jim Lowe, the meeting was closed with prayer at 9:10 pm.

Respectfully submitted,

Rev. Gary McGrew, Moderator

Ellen Bush, Clerk of Session

Education Committee

April 7

The Christian Education Committee met April 7 at 7:00 PM. The meeting was opened with prayer led by Liz Greene. Members present were Liz Greene, Nancy Bennett, Lisa Calderwood, and Marchetia Bailey.

Lisa updated the committee on the current youth projects – Liturgical Ribbons, Signing, and the Middle School Retreat at Cedar Lakes. The youth's New Year's Resolution is to learn the names of everyone in our congregation.

Nancy suggested a project for the youth – interview the senior citizens in our church to compile their Faith stories and memories.

Pastor Gary requested Lisa to formulate a plan to recognize graduating seniors May 10.

Liz suggested that inter-generational projects are beneficial for the church family. She proposed putting together a bulletin board of church adults' baby pictures. This would open a dialog among different generations in our church trying to match pictures with adults. This would be a good project for the annual Birthday Luncheon.

Liz would also like to plan a dramatic presentation that would involve all generations in our church.

Liz is planning to visit Rock Lake Church for ideas about their Puppet Ministry and how they constructed their puppet stage. Pastor Gary volunteered resources for puppet plays.

The stage in the Sunday School room is now complete and covered with carpet. The next step is to find a way to hang a curtain.

The CDC Open House will be April 19. Cleaning and touch-up painting will be needed to prepare for the open house.

In an effort to continue with our Grow the Sunday School project, Liz has added a page to the Presby Press – the Kid's Corner. Judy Lowe has proposed that we create a CDC/Visitor invitation to Sunday School.

Vacation Bible School is June 14-18. Kim Cobb and Wendy Nelson are the directors.

Our committee received many kudos for the successful Easter Event. There were very few glitches which will be taken into consideration for next year's plans.

Our next meeting will be May 5.

Marchetia led the closing prayer.

Respectfully submitted, Marchetia Bailey

Fellowship Committee

April 7

ATTENDEES: Roberta Cooper, Charlotte Raines, Pat Kent, Jack Smith, Jan Long, Sandy Melton, and Gary McGrew.

Sandy opened with prayer.

WOW

We were happy to hear from Greg that we have a positive balance in our account. For the rest of April, we have 3 more WOW dinners. Two of them are catered by Becky Letart, and the final one is the dinner for the Martin Luther King, Jr. Male Chorus. Hopefully we can break even. Charlotte will call Becky Smith to request the checks for Crown Catering for April 15 and 22. Becky has agreed to cater for us in the fall. We selected dates for catering and Charlotte will confirm these with her.

CHURCH CHATS

Our committee's next Church Chats are May 24, the Vandalia Gathering, and May 31, Pentecost Chili Luncheon.

SUMMER EVENTS

Sandy has been in contact with Tom Titus to schedule a ballgame church outing to the Power Park. The tentative date is July 25. The "Take me out to the Ballgame" church chat by property is scheduled for July 12. We may want to trade Sundays with the session and have it on July 19.

We also discussed going to Chief Logan or Grandview to see an outdoor play. Jan will check into dates and plays offered in mid June.

We want to encourage church folk to go to various summer events as a group such as Symphony Sunday, the first Sunday in June, and the Wine and Jazz Festival.

A group of 98 high school students from the Lake Norman, North Carolina area will be with us to do the Sunday Worship service on June 21. We will have a covered dish lunch after church on that Sunday in their honor before they leave for the next stop on their tour.

Sandy closed the meeting with prayer.
Respectfully submitted, Sandy Melton

Property Committee

April 7

1. Members Present: Bob Lowe, Jack Jones, Bob Cruickshank, Bob Eads, Charlie Raines
2. The Meeting was called to order with prayer. The minutes of the previous meeting had been previously distributed via e-mail and copies were provided to members present with the agenda. They were accepted as submitted.
3. Old Business:
 - Installation of the new handrails for the B-Street Entrance and Education Building Entrance plus the new fence around the CDC's outside HVAC units is scheduled for April 8, 2009. Bob Cruickshank will get the contractor, McNeill Fence, started. Money for the new handrails is being donated by Church members. The CDC is paying for the new fence.
 - The Property Committee thanks Joe & Roberta Cooper and Tom Titus for painting the First Floor Men's Rest Room. Good Job!
 - The flower beds in front of the church were mulched.
 - Some carpet cleaning in the Parlor and Church Secretary's office was accomplished in the last month. Additional cleaning is needed in the Parlor and Mizpah Room.
 - There is a new vanity and sink on the Education Bldg. third floor. Donations are being collected by Liz Green to pay for these improvements. Many thanks to those donating.
 - Ray Holley, Ann Wilburn's son and a friend of Ray's have made a new platform in the Primary Sunday school Classroom on the third floor. It looks very substantial and the Primary Teacher, Liz Green, seems well pleased. Only minor work on it remains.
 - The Session approved the Kitchen Policy and Checklist at its last meeting.
 - The Emergency Policy was discussed. Bob Cruickshank has made editorial and improvements and added emergency phone numbers to the draft that was previously provided. Committee members were given copies of the draft policy and asked to review it for comment. Jim Lowe offered to contact Paul Tenant, AIA, to get floor plans for inclusion in the policy and to place in appropriate parts of the building. Charlie Raines is to put the CDC's Emergency Evacuation Policy with this policy. The matter was tabled for a future meeting.

4. New Business:

- Staff appreciation day on May 3rd was discussed. The committee agreed that custodians deserve appropriate accolades and recognition.
 - Security System Grant for CDC. Wendy Nelson and Nancy Bennett came to the meeting. They discussed the matter in depth. Some comments by Property Committee members had been transmitted to Wendy for consideration. Wendy agreed with a Property Committee suggestion to include replacing the two entry doors on the Education Building and the rear door onto the playground as part of the Grant application. Bob Cruickshank will get prices on the doors for Wendy to include. Wendy will talk to their vendor about interfacing them with the security system. There was agreement that if the grant is approved, the Property Committee will support the CDC's efforts to attain the best system.
 - Sidewalk Issues. No report.
 - Lighting for Secretary's Office. This work has been delayed.
 - Property Inspection. It was agreed that an inspection of the full church property should be conducted as part of Preventive Maintenance and to acquaint unfamiliar Property Committee members with the facility. The matter was tabled until the next meeting.
 - Financial Reporting. No report.
5. Recommendation for Session regarding the CDC Grant Proposal.
Motion made by Bob Cruickshank and seconded by Bob Lowe for the Property Committee to support the CDC's Grant Proposal to Session. The matter was unanimously approved by members present.
6. Presby Press information. The Property Committee has offered a short write-up for the Presby Press, thanking church members for their financial support and work in making several improvements to our church.
7. Next Meeting Date: May 5, 2009 at 7:00pm.
8. The meeting was closed with prayer approximately 8:10pm.

Respectfully Submitted on April 8, 2009
Charles D. Raines

Mission Committee

April 7

Members Present: Martha Racer, Cathy Johnson, Rick Hayes, Ellen Bush and Gary McGrew.

The Mission Committee met at 6:30 pm on the 7th of April, 2009. The meeting was opened with prayer by Ellen Bush.

The Committee is planning to have a table in front of Walmart on the 30th of May, 2009 to sell Hot Dogs, Tacos in a Bag and Barbeques. We will start at 10:30 and end around 2:00 pm.

Rick Hayes reported that the Haiti trip was very successful. Everything got there this year and the weather was good.

The committee will be selling Pizza Hut tickets beginning immediately. Committee members will have the tickets. They are \$10.00 each. If you buy a large pizza you get a medium one topping pizza for free. The ticket would be paid for after one pizza. There are 36 coupons on each ticket and are good for over a year. Coupons are good for dine-in, pick-up and home delivery.

The youth rummage sale will be held on June 6, 2009 and this committee will again sell Hot Dogs etc along with the sale. Money will go to the Youth Mission Trip.

A dinner will be held after church on April 26, 2009. The menu will consist of chicken casserole, rice, salad, rolls and drinks. The dinner is free but donations made will go for our next build with Habitat for Humanity.

The meeting closed with prayer.

Respectfully submitted,
Ellen Bush

Administration Committee

April 7

Members present: Barbara Cruickshank, Wendy Nelson, and Bruce Jeffries. Member absent (excused) Becky Davison

Wendy Nelson opened the meeting with prayer at 7 P.M.

Minutes of the meeting held March 3 were reviewed and approved.

Performance review schedule was discussed adding Bruce Jeffries to team with Barbara Cruickshank to meet with Lisa Calderwood during June or July.

Staff Appreciation Day is May 3. Wendy Nelson will ask Pastor McGrew if the Committee can have the "Time for Children" slot on that day. If this is approved, she will identify each staff member and have the children present them with a carnation. If this request is denied---we will punt. At Church Chat the staff will be recognized and presented with a gift. There will be "Thank You" balloons as part of the decorations.

EACH COMMITTEE MEMBER IS ASKED TO BRING A COVERED DISH OR FINGER FOOD for this event.

George Brown will be asked to take pictures. The Assisting Elder will be asked to highlight this Chat event each Sunday. There will be a notice placed in the bulletins. There is to be a card for each staff member, to be signed by each attendee. The A & P Committee wants this event to be notable in honoring our hardworking staff working for the Lord.

The meeting closed with prayer by Bruce Jeffries and 7:55 P.M.

Respectfully Submitted,
Bruce Jeffries