

Session Agenda
First Presbyterian Church of South Charleston
Tuesday, August 16, 2011, 7:00 pm
Sharing Our Joys and Concerns
Worship Gary McGrew

- 1) **Approval of Agenda**
- 2) **Approval of Minutes**
 Stated Session Meeting June 21, 2011

3) **Stated Clerk**

Date	School	Worship	Minister
July 3	21	83	Communion
July 10	23	90	Gary McGrew
July 17	20	75	David Bush
July 24	21	92	Gary McGrew

- 4) **Treasurer**
- 5) **Trustees**
- 6) **Stewardship**
 2010 Audit
 2011 Stewardship Campaign
- 7) **Administration**
 Annual Evaluations
- 8) **Worship**
- 9) **Education**
 Rally Day/Sunday School
- 10) **Mission**
 Bluestone
- 11) **Fellowship**
 Wednesdays
 Picnic
 Bluestone
- 12) **Care**
- 13) **Property**
- 14) **Child Development Center**
- 15) **Presbyterian Women**
- 16) **New Business**
 Committee Night September 6
 Committee Reports September 13
 Stated Meeting September 20
 Worship Pat Kent
- 17) **Prayer & Home**

**First Presbyterian Church
South Charleston, West Virginia
STATED SESSION MEETING
June 21, 2011**

The Stated Meeting of the Session of First Presbyterian Church, South Charleston, was called to order at 7:00 p.m., Tuesday, June 21, 2011, Pastor Gary McGrew. Session members present (marked P) or excused (marked Ex) were:

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

Worship: Becky Davison led the evening worship focusing on “What it means to be Clerk of Session.” Pastor McGrew opened with prayer.

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

Approval of Minutes: The May 17, 2011, Stated Session Minutes and June 12, 2011 Congregational Meeting Minutes were approved by common consent.

Stated Clerk

Date	School	Worship	Minister
May 1, 2011	30	110	Communion
May 8, 2011	37	137	Mothers' Day
May 15, 2011	30	88	Ravi Isaiah
May 22, 2011	33	104	Pentecost

Pastor's Report. Pastor McGrew reported that he attended the Presbytery meeting in Montgomery on June 16, 2011. He also shared tentative plans are to bring people from Nyeri to First Presbyterian Church next spring.

Treasurer's Report: **Becky Davison** made the motion for Session to act on the recommendations below from the Treasurer, which Session approved.

To bring accounts back in line with the balances listed by their funds, the treasurer recommends the following money transfers:

Move \$21,030.53 from Unrestricted to Oakhurst. \$20K was placed in this account when it should have gone to Oakhurst. \$1+K is the remaining Mullen fund dividend monies allocated to operations since 2009 that were deposited to unrestricted before being transferred to checking.

Move \$1,250 from Scholarship to Oakhurst. One \$250 scholarship was paid out of church checking in 2007, and never reimbursed. The recent set of scholarships (\$1,000) was paid out of Oakhurst, and needs to be reimbursed from Scholarship.

Move \$1,935.52 from Manse to Oakhurst. This money was transferred from church checking to the Trustees for investment in 2008. The treasurer goofed in late 2010, forgetting the previous transfer and resent that money again to the trustees along with dividend checks money received since 2008 by the church.

Acknowledge that the remaining \$35,815.11 of remodeling collections received went towards the budget shortfall from 2008-present and will not be transferred back to the Oakhurst account.

“Merge the Unrestricted Fund into the Oakhurst Fund since the constraints on spending those two accounts are identical,” was recommended back to the Stewardship Committee by the Moderator. Stewardship will need to speak with the Trustees and Auditor to potentially recommend to Session to change the name or merge the two funds.

Trustee Report: Bill Miller reported we have a new three-year insurance policy at a modest cost reduction.

Worship Committee: Doug Calderwood informed Session June 26 is Heritage Sunday celebrating 92nd anniversary of the founding of the First Presbyterian Church of South Charleston. The first Sunday in July is Holy Communion and the last Sunday in July is Christmas in July. Pastor Gary thanked the Worship and Music Committee for their outstanding work this past year ranging from bagpipes to hand bells.

Education Committee: Jan Cole reported we had a successful Vacation Bible School, the Youth are at Bluestone, and commissioning of the Youth Mission trip is on June 26. Pastor Gary mentioned that “VBS the Movie” may become available on CDs.

Mission Committee: Sandy Melton reported the committee is preparing for Christmas in July, the hot dog sale was successful, and inquired if there is an interest in vehicle stickers with the Presbyterian church and our website.

Fellowship Committee: Pat Kent thanked all who prepared meals for VHS. “Take me out to the Ball game” is July 29th and information will be in the church bulletin. The Committee is planning for the September Church Picnic, the fall WOW, and the fall Bluestone retreat is 28-30 October 2011.

Care Committee: Barbara Cruickshank reported the committee did not meet.

Property Committee: Bob Cruickshank reported several projects are on hold because of rainy weather.

Administration Committee: Becky Davison reported that the Congregation approved the members of the Nominating Committee, which will conduct its first meeting on Sunday, June 26. Annual staff interviews are completed.

Child Development Center: Sandy Melton reported that they Bruce Stout will do another presentation on wills in September for church members and Child Development Center parents, and there will be a spaghetti dinner.

Presbyterian Women: The June Baby Shower gifts went to Heart & Hand. There is a women’s conference in Buckhannon, and Joan Eads and Marilyn Sherman plan to visit Paula McGrew at the McGrew home.

New Business:

Committee Night: August 2, 2011
Committee Reports: August 9, 2011
Stated Meeting: August 16, 2011
Worship Leader: Pastor Gary McGrew

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

Respectfully submitted,

Respectfully submitted,

Rev. Gary McGrew, Moderator

Rebecca A. Davison, Clerk of Session

Addendum

WOW Meal Schedule Fall 2011

September 14	Covered Dish	
September 21	Catered Meal	Barbeque Chicken, Greek Salad, Roasted Potatoes Veggie Bake, Pineapple Upsidedown Cake, Cornbread.
September 28	Catered Meal	Meat Lasagna, Salad, Garlic Bread, Spumoni Ice Cream
October 5	Catered Meal	Tacos and Enchiladas, Chips, etc. Apple Cake
October 12	Catered Meal	Roast Beef, Mashed Potatoes, Green Beans, Rolls, Fruit Salad , Carrot Cake
October 19	Catered Meal	Chicken Parmesan, Tossed Salad, Garlic Bread, Pie (Caterers choice)
October 26	No catered meal	Fall Festival. Our committee will do salad and cookies
November 2	Catered Meal	Menu to be done later
November 9	Catered Meal	Menu to be done later
November 16	Catered Meal	Menu to be done later
November 23	No Meal due to Thanksgiving	
November 30	No Catered Meal,	Our committee will do chili, soup, etc.
December 7	Catered Meal	Menu to be done later
December 14	No Catered Meal	Youth Group (?)

Fellowship Committee

August 2, 2011

MEMBERS PRESENT

Pat Kent, Charlotte Raines, Roberta Cooper, Jan Powell, John Powell, Jack Smith

Pat opened the meeting with prayer

New Business -- Pat discussed the fact that due to a medical issue she will be unable to perform the committee chairman duties until after the first of the year. John Powell has agreed to act as committee chair during this time.

WOW -- Wednesday evening menus and dates for catered meals in September and October were done. Dates for catered meals in November and December were done as well. Menus for these months will be done at a later date. This information will be sent to the caterer for approval and then sent to the church secretary. Roberta Cooper agreed to keep the WOW and Church Chat information board up to date. Pat will talk to Gary again about getting someone or group to help with clean up after the WOW meals.

Church Picnic -- Jan Powell brought a list of items needed for the church picnic on September 18 at Little Creek Park. The list was reviewed and assignments made.

Bluestone Weekend -- Jan Powell agreed to coordinate the logistics of this event in terms of the contract, publicity, etc. There was a discussion about the date of this event. It is our understanding that the dates are October 28-30. However, on the Church Chat schedule it is listed the weekend of November 4-6. Jan will confirm the date with Bluestone staff and Pat will contact the appropriate folks with regard to the Church Chat schedule.

Jan Powell closed the meeting with prayer.

My thanks goes to all committee members who have volunteered to help during my absence.

Respectfully submitted,
Pat Kent

Mission Committee

August 2, 2011

MEMBERS PRESENT

Malissa Smith, Judy Lowe, Sandy Melton, Martha Racer, and Gary McGrew

The Christmas Basket luncheon on July 31st was very successful with donations totaling \$ 821 before expenses. The order from Capitol Market (Alan) was 7 dozen ears of corn, 1 bushel of beans, 150 new potatoes, 20 tomatoes, 15 cucumbers, 2 green peppers, 2 red peppers, 4 bunches of green onions. We ordered 125 pieces of chicken from Kroger's. We got rolls from Sam's and Malissa made 2 large pans of éclair cake (5 recipes).

August 20 is the Bluestone carwash and hot dog sale. We will call church members to make baked goods for the sale. Sandy will contact Doug to see who is purchasing the food and what help he might need from our committee. Cathy Johnson was our committee member who helped Doug last year.

August 21 is the Bluestone beans and cornbread dinner.

We discussed having a party to raise money for the shipping cost of the shoeboxes. Possible dates include Sept. 23, 30, and October 7. The party will be at the Meltons, and guests will be asked to bring an appetizer to share. Donations will be accepted to help with the \$7 shipping cost for each shoebox.

Judy brought up the idea of Merciful Meals. This involves cooking and freezing meals for anyone in the church or friends of the church who need food for any reason. Judy will contact Fellowship Committee and the Women of the Church to coordinate this effort.

We will dedicate the heart pillows made by members of the church for Heart patients and cancer patients at local hospitals on September 11 or 18.

World Communion is the 1st Sunday in October. We will need a Minute for Mission.

Haiti Luncheon is October 16.

Sandy contacted Carman:Ad Image in Greenville, SC about car decals with the Presbyterian Cross and our church name on them. If we join the list with other Presby churches, when they get enough orders we can get the decals for .40 each. Minimum order is 150. They go on the outside of the car window, have UV protection and a 5-6 year life. We decided to add our name to the list and order the decals when they become available.

Gary closed the meeting with prayer.

Respectfully submitted,
Sandy Melton

Property Committee

August 2, 2011

MEMBERS PRESENT

Joe Cooper, Ray Holley, Bob Eads, George Brown III, Jack Jones, David Smith, Jim Lowe, Charlie Raines

Charlie Raines called the meeting to order with prayer about 7:05

OLD BUSINESS:

No meeting was held in July as this is an OFF month.

Thermostat upgrade. Jim Lowe reported that he has an electrician coming to give us technical advice is planning to come next Tuesday, August 9.

Education Building wall parapet wall repairs. Brad Snyder reported that the materials should cost about \$200. He is looking for laborers to assist with the work. Previous ones have been too expensive. This work should be completed in September, when the weather cools down. Summer is not a good time to do much work on the roof.

Several projects intended for this spring were delayed. Try to schedule those possible.

George Brown and Brad Snyder repaired the entry stoops for the Sanctuary and Ed Bldg. Entrances. They now need painting. This should be completed in September. Some wood trim at the Ed Building entrance needs replaced. Brad Snyder said he would do this when the weather cools down in September. Brad also volunteered to repair and paint the damaged column bases on the Ed Bldg and the wood trim.

Sound System Upgrade. No report.

Possible mold in third floor mechanical room. Supposedly knowledgeable person has suggested that we wash the affected areas and spray them with bleach. Charlie Raines and Joe Cooper volunteered to do this.

The Ed Bldg entry door decorative painting by a Day Care staff person is on hold for a while. A nice blue coat has been added to the exterior.

Day Care said that the rails on the loft in the PreK room were too wide. Plexiglas was installed by Bob Cruickshank before he went into the hospital.

Scheduling the Annual Inspection of all church property was postponed to cooler weather.

David Smith has made several repairs around the church; A/C repairs and others. Many thanks David. He has cleaned the coils where possible, greased fittings, replaced parts and worked closely with the WV Heating and Cooling. His efforts have saved the church considerable cash outlay. He reports that the old Lennox rooftop unit must be over 30 years old, as indicated by WV Heating & Cooling. The blower motor shaft is nearly worn out! He will try to replace it if possible. One of our rooftop units was nearly out of Freon. He has straightened out the cooling fins on A/Cs that were hail damaged 20 years ago! WV Heating and Cooling has said that we need to think about replacing these rooftop units in two to four years. Carrier has sent a factory rep for advice. They would give us a replacement proposal. It is our understanding that there has been A/C condensate water spilling onto the Fellowship Hall. This is attributed to open doors to uncooled areas of the church and to the outside. These open doors let in 90+ degree/90+% humidity air and expect the A/C units to keep the Fellowship Hall cool. The result is that the spaces are not adequately cooled and condensate drips onto the ceiling tiles and onto the floor. We further understand that the doors are now being kept closed.

Property Committee sponsored a successful Church Chat on July 11th. The theme was, "Take Me Out to the Ball Park."

The Church needs a 24foot long metal extension ladder. Ray Holley agreed to find one.

NEW BUSINESS:

Bob Cruickshank is recovering nicely from an open heart operation. He still needs our prayers.

Kitchen odors are reported, evidently from the grease trap. Charlie agreed work on this; check the manual for cleaning recommendations, determine the present frequency of cleaning it, and talk to the vendor that does the cleaning for recommendations. Cleaning this trap is expensive.

George Brown reports significant deterioration to the sanctuary front porch columns and the church sign. Also, he would like to solar powered lights installed in the sign and will look into this possibility. These matters will be checked more thoroughly at the annual inspection.

Greg Smith accepted a position in Arkansas. Eric Hawkins agreed to get with Greg to learn about the church's computer system and other work Greg does that Eric feels comfortable. Greg is preparing information to hopefully be helpful to Eric. Greg donated his heavy shop equipment to the church. Bob Eads will bring it to the church.

MATTER FOR THE SESSION:

It appears likely that our storage space is not adequate for needs. Property Committee requests all Committees to review space available as it relates to space needed. Inform property if there is too much or not enough space.

Next meeting is scheduled for September 6, 2011 at 7:00pm in the Fellowship Hall.

The meeting was closed with prayer approximately 7:55pm.

Respectfully submitted,
Charles D. Raines

Stewardship Committee

August 2, 2011

The Stewardship Committee does so Move,

Whereas, the Shade Tree Endowment Administration Committee meets quarterly;

Whereas, the demands and duties of this committee at this time do not require ten active committee members;

Whereas, the current size of the committee is cumbersome and difficult to maintain appointments.

Be it therefore so moved that the bi-laws of the Shade Tree Endowment be amended.

Shade Tree Endowment Administration Committee Composition

Six (6) members to serve on the committee.

1 Minister (ex officio, non-voting) or interim pastor (ex officio, non-voting).

1 Session member.

1 Stewardship Committee member.

1 Treasurer.

1 Member at Large from the congregation.

1 Trustee representative.

Length & Number of Terms

The minister and treasurer carry continuous terms.

All others will have a three year term.

All terms begin with the calendar year.

Members are permitted two consecutive terms with one year off before another term.

Committee Appointment

Session member, Stewardship Committee member, Member at Large, and Trustee shall be named by the Nominations Committee and approved by the Session.

Quorum

A quorum for business and voting will be set at five out of six.

Voting

For a vote to carry, four out of five must agree.

Respectively submitted,
Dave Davison

MEMBERS PRESENT

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

The meeting was held in Metzpah room on 2 August at 6:30 p.m. The meeting was opened in prayer by Tom and closed by Gary.

Item	Action/Status	Lead
1. Scholarships	None submitted at this time.	Dave
2. 2008/2009 Audit	<ul style="list-style-type: none"> Combine action items with results of 2010 	Dave
3. 2010 Audit	<ul style="list-style-type: none"> 2010 audit still a work in progress Will combine open action items from 2008/2009 with 2010 recommendations for a combined roll-up Spoke to John Powell about Greg's pending move and recommend completing the audit quickly. 	Dave
4. Support & work with the Shade Tree Fund Committee in promoting stewardship & endowments.	<ul style="list-style-type: none"> Tom indicated about 10 CDC parents were interested at this time. We decided fall was packed with returning to school activities and will reconsider a session in the spring. We still need to modify the congregational representation to be in line with our current size by-laws require 3 and 1 is more reasonable. Will research the by-laws and make a proposal to Session. 	Tom
5. Keep up the brochure stand	<ul style="list-style-type: none"> "Health & wellness" brochures have arrived from American Cancer Society and Heart Association Gary will help with re-stocking some of our standard items for the fall CDC needs to re-stock 	Tom
6. Church History	<ul style="list-style-type: none"> Only 2 books left to scan 	
7. Capital Campaign - Work with the Long Range Planning sub-committee	<ul style="list-style-type: none"> No progress to date – fall activity Rooftop HVAC units are on borrowed time and will need replacement near term. Cost will require a capital campaign 	Dave
8. Stewardship Activities coordinated w/Church Calendar	<ul style="list-style-type: none"> Stewardship Campaign – 2H2011 – see 2011 schedule Church Chat Dates for Stewardship & Shade Tree 23 October – Stewardship Decided to purchase Cokesburg's stewardship package called Extravagant Giving. Theme based materials similar to our VBS packages. 	Dave
9. On-Line "Bill Pay"	<ul style="list-style-type: none"> Pay Pal status – mechanism set up. Materials are with Becky Smith 	Greg
10. New Business	<ul style="list-style-type: none"> Stewardship "what and whys" descriptions & publicity 	
11. Treasurer	<ul style="list-style-type: none"> Greg's will relocate mid-month for employment. We thank him for his many years of faithful service and contributions to this church. He talents will be missed and we wish him and his family Godspeed. Dave was pressed into service as the Interim Treasurer to provide continuity during our fall Stewardship Campaign and allow time to recruit a new Treasurer. 	

Administration Committee
August 2, 2011

The Administration Committee is pleased to report all staff interviews have been completed for 2010-2011, and all staff members want to remain on the job.

The Administration Committee so recommends the following for Session approval.

Information Services Director/Office Manager

Recommends, since Becky Smith has not an increase in vacation time from her 10-year work anniversary to her 20-year anniversary in March 2011, increase her annual leave from 1.5 days per month to two (2) days per month, which would not cost the church any additional funding.

Pastor

Refers, at the next Congregational Meeting, in January, 2012, increase the Pastor's vacation and time off from four weeks and four Sundays to five weeks and five Sundays in 2012.

Church Accompanist/Director of Music

Refers, to the Property Committee and Worship Committee, that storage facilities for sheet music be secured and installed in the church choir area at the earliest opportunity. Dot Thomas is concerned about storing purchased/paid for sheet music.

Chancel Choir Director

Refers, to the Worship Committee, knowing that the sanctuary and choir loft configuration are not likely to change in the near future, opportunity for the choir to sing from the sanctuary floor more often. This will meet choir-loft-challenged maturing choir members' ADA needs and increase the choir's ability to hear the musical accompaniment. The Administration Committee also submits, to the Stewardship Committee, Mark Hornbaker's request for a raise, when funds are available.

Youth Director

Refers, to the Worship Committee, obtain more than one Sunday Samaritan; and specifically, the current Sunday Samaritan be given at least one scheduled Sunday off each month so she can remain in the worship service, and two scheduled Sundays off in June, July, and August to accommodate her absences during Youth summer activities.

Custodians

Recommends, the current Custodian job description be modified from a "40-hour a week" position to a "salary" position, where need drives the time spent on-site. Staff does not always require a 40-hour work. Sometimes the work load requires more than 40 hours.

Respectfully submitted,
Rebecca A. Davison