

Session Agenda
First Presbyterian Church of South Charleston
Tuesday, December 15, 2009, 7:00 pm

Sharing Our Joys and Concerns
Worship Jim Lowe

- 1) **Minutes**
 Stated Session Meeting November 17, 2009

- 2) **Stated Clerk**

Date	School	Worship	Minister
November 1	25	125*	Bluestone
November 8	45	105	Gary McGrew
November 15	41	100	Gary McGrew
November 22	44	110	Gary McGrew

- 3) **Pastor**

- 4) **Treasurer**

- 5) **Trustees**

- 6) **Stewardship**
 2008 Audit
 Approval of 2009 Budget

- 7) **Administration**

- 8) **Mission**

- 9) **Education**

- 10) **Worship**
 Christmas

- 11) **Fellowship**

- 12) **Communication**

- 13) **Property**

- 14) **Child Development Center**

- 15) **Presbyterian Women**

- 16) **New Business**
- Annual Reports due by Sunday, January 17
 - Stated Meeting: Saturday, January 23, 9:00 am
 - Next Committee Night Tuesday, February 2

First Presbyterian Church
 South Charleston, West Virginia
 STATED SESSION MEETING
 September 15, 2009

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

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

Date	School	Worship	Minister
October 4, 2009	42	104	Communion
October 11, 2009	38	112	Gary McGrew
October 18, 2009	55	110	Youth Group
October 25, 2009	57	100	Gary McGrew

Devotions:

Thanksgiving devotion was lead by Rick Hayes.

Agenda:

The agenda for this meeting was approved by common consent.

Moderator named Mark Nelson as acting clerk of session

Minutes:

The minutes from the September session meeting were not available and reading of the minutes was waived.

Excused Absences:

Requests for excused absences were requested by Ellen Bush, Mallissa Smith, Sandy Melton, and Dave Davison.

Pastor Report:

The next Presbytery meeting is Thursday, December 3 at 10:00.

The annual elder retreat will be held January 30, 2010 beginning at 9:00. Site to be announced.

Correspondence:

No correspondence.

Treasurer's Report:

Operating budget essentially broke even in October. The church will likely end with a slightly higher deficit than expected in 2009. Pledges continue to come in and a gift was received from an estate for the kitchen renovation. An update was given on various funds in use at the church. The scholarship fund is now above the minimum principle balance and the Stewardship committee will evaluate reinstating scholarships in the spring.

Trustee Report:

Trustee funds are up from last quarter.

Stewardship Committee:

The 2009 audit will be completed before the end of the year. The 2010 budget was brought before session for discussion. Differences from last year include office supplies being moved to the Administration Committee. There was a thoughtful and engaged discussion of the proposed budget. The consensus of the session was to reactivate the long range planning committee and to focus the annual session retreat on concrete long range growth strategy and a multi year plan for a balanced budget.

Administration Committee:

A motion was made (Jeffries, seconded by Lowe) to send a mailing to members of the congregation inviting them to contribute to a gift to be disbursed to members of the staff (excluding the minister). The motion was unanimously approved. The clerk of session will send the letter. A recommendation for the 2010 clerk of session and treasurer will be made during the January meeting. A report was submitted for information.

Mission Committee:

Breakfast with Santa will be December 19, 2009. The Christmas Basket and Angel Tree projects are progressing well. The Furniture mission is trying to disburse furniture from Wingate and people are needed for distribution on Saturday, November 21. The report was accepted as information.

Education Committee:

The new Sunday School program for elementary kids that is divided into two parts is being optimized.

Worship Committee:

Advent is almost here and will include Chancel Choir, Men of Praise, Handbells, Youth Pageant, and a Christmas Cantata. The Christmas Cantata will be at a new time (7:00 PM) in order to encourage more to attend.

Fellowship Committee:

Church Chat is scheduled into next year. A report was accepted for information.

Communication Committee:

A question was raised whether care kits would be sent out college students this year. The report was accepted for information.

Property Committee:

The church communication service providers have been changed for a small saving. A motion from committee was made to approve the Property Work Process submitted in October and was unanimously passed. Some work has been done at the Bluestone cabin during the retreat. A pictorial inspection report is available. A report was received as information.

Child development Center:

Financially the center is slightly behind budget but will end up OK by the year end. A report is included for information.

Presbyterian Women:

The Presbyterian Women are collecting items for the Davis Stewart shelter, will be ringing bells in front of Krogers, and will be providing refreshments for the George Washington Choir after their concert on Dec 7.

New Business:

There was no new business.

Committee Night: December 1, 2009

Committee Reports are due December 8, 2009

December Stated Meeting is December 15, 2009

Worship: Jim Lowe

The meeting was closed with prayer at 9:05 pm by Gary McGrew.

Respectfully submitted,

Gary McGrew, Pastor

Mark Nelson, acting Clerk of Session

Christian Education

December 1, 2009

The Christian Education Committee met Tuesday, December 1, 2009. Those attending were: Nancy Bennett, Judy Lowe, Liz Greene and Pastor McGrew. Liz opened the meeting with prayer.

YOUTH: Due to Lisa's absence, there was no Youth report.

ELEMENTARY: The new "Dual Session" of Sunday school was discussed at length. There are pluses and minuses: A good point is that the children who attend worship with parents, but do not attend the 9:45 a.m. session can become a part of the Sunday school group during the worship service. Also, projects that are not finished during the early period can be left out and worked on during the later period. There has been some confusion trying to get back to the class as it was familiar to the students, but some solutions are being tried and it was decided to continue this method into the new year and see if some of the problems can be worked out. Probably the greatest need is to find volunteers to oversee the second session, because it means they have to miss the worship service.

NEW BUSINESS: The Committee reviewed minutes from the year 2009 to highlight major accomplishments for the annual report and plan for the year 2010.

Due to the annual session retreat to be held in January 2010, a date was not set for the next committee meeting.

There being no further business, the meeting was closed with prayer.

Liz Greene

Administration Committee

December 1, 2009

The Committee met December 1, 2009 at 7:00p.m. It was opened with prayer by Bruce Jeffries. The attendees were Barbara Cruickshank, co-chair and Bruce, co-chair. The rough draft of the Custodian's evaluation report was reviewed. Since there was only one of two responses by the evaluation committee to the rough draft it was inconclusive. We are waiting for that response before a final report is issued.

Ellen Bush and Gregg Smith agreed to serve next year as Clerk and Treasurer respectively. Gregg will serve at least nine months or less depending on his personal situation. The Administration Committee must seek a replacement as soon as possible. Bruce is to meet with Gregg soon to learn more about the duties of the Treasurer to tell his possible replacements. The rough draft of the Annual Report was reviewed and corrected for presentation to the Congregation at its January dinner meeting. The Committee's responsibilities were reviewed and amended.

The meeting was closed with prayer by Barbara at 7:55p.m.

Fellowship Committee

December 1, 2009

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

Sandy opened the meeting with prayer.

WOW menus for 2010

Jan. 13—Covered dish dinner—ask Becky to put in bulletins and Presby Press.

Jan. 20—Crown Catering—turkey, dressing, green beans, mashed potatoes, garden salad, rolls, and fresh apple cake

Jan. 27—Lasagna, garlic bread, salad, and chocolate cake

Feb. 3—Gino's baked spaghetti, garlic bread, salad, cookies

Feb. 10—Crown Catering—beef roast, wedding potatoes, green bean casserole, raspberry pecan salad, rolls and red velvet cake

Feb.17 Pancake dinner—Youth

Feb. 24—Crown Catering—roast chicken, scalloped potatoes, fried cabbage, 7-layer salad, crescent rolls, and brownies. Charlotte, Roberta, Pat and Sandy will make Brownies.

Mar. 3—Soups (Jan-white chili, Sandy-veggie soup, Charlotte-chili, Roberta-chicken and veggie soup, Gary-soup, Malissa-potato soup(if here), cornbread(everybody make a recipe), salad, ice cream and toppings.

March 10—Crown Catering—meatloaf, mashed potatoes and gravy, green beans, mandarin orange-almond salad, German chocolate cake.

March 17 covered dish dinner **check with education about Easter celebration

Mar. 24 and 31 No WOW

April 7—Subs (Wal-Mart, 1 6 ft. and 1 4ft.), new potato salad, chips, and cookies

April 14—Crown Catering—Chicken pot pie, broccoli with cheese, corn, sunflower-grape salad, sweet corn muffins, and Texas Sheet Cake

April 21—Crown Catering—Barbeque pork, cole slaw, macaroni and cheese, fruit salad, Grecian bread and brownies (we provide dessert)

April 28—chicken, mac and cheese, baked beans, rolls, and cookies Sandy will contact MLK, Jr. Male Chorus to see if they received her letter dated Oct. 1, 2009.

CHURCH CHAT

Christmas Sweets and Treats Sunday, Dec. 20. Ask Becky to put notice in Dec. bulletins.

We have church chat Jan. 3, 2010. Sandy-chocolate fountain with marshmallows, pound cake, graham cracker sticks, apples, bananas, and pretzels. Roberta-veggie tray, Jan-meatballs, Jack-nuts and some kind of rolls, Charlotte-cheese ball and crackers, Pat-meat and cheese. Sandy will bring Guy Lombardo tape and decorations.

Respectfully submitted,
Sandy Melton

Property Committee

December 1, 2009

Attendance: Jim Lowe, Charlie Raines, Joe Cooper, Bob Lowe, Bob Eads, Bob Cruickshank, George Brown and new member John Powell. **Excused:** Jack Jones and Ray Holley

Jim Lowe, Chair, called the meeting to order at 7:00 p.m. and Charlie opened the meeting with prayer. Committee members reviewed the November 3, 2009 Minutes and approved as submitted without change. The Treasurer's Report contained income and expense information for the period ending September 30, 2009. Operating Income is running slightly ahead of budget and Expenses are over budget \$13,367. Property's is over budget by \$12,108.

Old Business: Charlie reported on the recently conducted performance review of the custodians. Charlie participated with the Administrative Committee in conducting the review. Overall performance is fine, with a few areas requiring attention discussed. The Property 2010 Operating Budget was discussed with the noted changes and the challenges that will be required for next year. Several members expressed their disappointment in the deep cuts that occurred, but also expressed some very creative ideas that might help with some of the cuts.

New Business: Charlie reviewed the Work Order Policy and the committee discussed implementation and the importance of capturing much of the information from the work orders. Each member received the inspection report that was discussed at Session in November and shared with many of the session members. Most were impressed with the report and a big thanks to George and Charlie for pulling it all together. A listing of major heating and cooling capital items were shared with the committee and the replacement cost (\$90,422). The need for a potential capital drive was discussed should one of these major assets fail over the next few years. The listing will be shared with the Long-Range Planning Committee. A discussion took place regarding how routine maintenance would be handled next year in light of the budget cuts. Many of the routine items may fall to committee members or other volunteers in the church to complete. Jim and Charlie will attempt to draft a schedule to begin in January. Charlie reviewed the bids that had been received for work on the boiler (steam actuator valve). Two companies contacted did not submit bids and the committee asked Charlie to contact them again for a final opportunity to bid. Lead time for getting the valve is six weeks. Bidders also noted a leak in the heat exchanger and that will be dealt with in the bids as well. We should have pricing in a few days. Several other miscellaneous items were discussed including the exterior sanctuary light replacement, acquiring some free lumber and needed asbestos abatement in the boiler room. The committee will begin working on the annual report to the congregation soon. There were no items to come before the committee for Session approval. Charlie is in hopes that information he submitted on the Work Order Policy will appear in the next Presby Press. The committee welcomed aboard John Powell who has volunteered to share his time and talents in helping with the work of the Property Committee. We also thank Jan!

The next regularly scheduled meeting will be Tuesday, January 5, 2009 at 7:00 p.m.

There being no further business to come before the committee, Jim adjourned the meeting with prayer at 8:45 p.m.

Respectfully Submitted,
Jim Lowe

Stewardship Committee

December 1, 2009

Attending: Carol Bryan; Greg Smith - Treasurer; Gary McGrew; Tom Titus

1. Opening prayer by Tom Titus
2. Greg Smith, Treasurer, discussed the current budget & financial status, stating that we are faring better than the expected budget shortage. Pledges are slightly ahead of pace.
3. The Scholarship Fund is at about \$52,800, so we have agreed to ask for applications with the expectations of granting \$250 per application. We should expect 6 to 8 applications.
4. We will solicit help in filling the Assistant Treasurer's position by using the bulletin and the Presby Press; Tom Titus will prepare for this.
5. Carol Bryan has ably cared for the brochure stands (4) with recent stocking of literature. Stands are placed in the entry to the Educational Building, first floor across from the church office, "B" Street Entrance & the main church entrance.
6. Long range planning, which has been on hold with Dave's absence, will pick up in again in January. Last Session meeting garnered some added interest in the church's future in both members & financial. We should be able to add some members & meet concurrently with Stewardship on a monthly basis. Members needed to be solicited.
7. Tom will check on the pledge status with Becky on December 7 and communicate with Greg about the budget's presentation to Session in December.
8. The Annual Congregation Meeting will be January 31, 2010 and we need to do our report of our 2009 activities as well as our hopes for 2010.
9. Two check signers need to be added; Roberta Cooper is one who has agreed. Another will be added by Session Meeting.

Prayer by Tom ended the meeting.

Tom Titus

2010 Operations Budget

First Presbyterian South Charleston

Income

Tithes and Contributions	209,500
Loose Offerings and Gifts	7,500
Sunday School	1,500
Child Development Center	26,000
Investment Dividends	6,500
Total Income	251,000

Expenditures

Pastor

Pastor	39,000
Housing	8,000
Utilities	3,000
Education	1,000
Car Allowance	2,000
FICA	4,000
Equity	1,000
Medical & Pension	16,000
Total	74,000

Administration

Office Manager	26,400
Office Supplies	10,000
Technology	7,000
Staff Benefits	11,000
Worker's Compensation	1,400
FICA Matching	5,400
Total	61,200

Education

Youth Worker	3,800
Supplies/Curriculum	1,000
Vacation Bible School	300
Youth	500
Total	5,600

Stewardship

Session Expense	300
Resources	400
Total	700

Evangelism

Mission PCUSA	4,500
Presbytery of WV	6,240
Local Mission Projects	2,000
Total	12,740

Care

Tape Ministry	800
Devotional Booklets	100
Outreach & Care	100
Total	1000

Worship

Director of Music/Organist	10,400
Director of Chancel Choir	10,000
Guest Pulpit Speakers	300
Choirs	800
Communion	100
Worship	300
Total	21,900

Property

Custodial	19,800
NHVAC	5,000
HVAC	7,000
Kitchen	3,000
Utilities	34,000
Insurance	14,100
Total	82,900

Fellowship

Gatherings	960
Total	960

Recurring Expenditures	261,000
Deficit	10,000