

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

The Stated Meeting of the Session of First Presbyterian Church, South Charleston, was called to order at 12:30 p.m., Saturday, January 17, 2009, by Gary McGrew, Moderator, during the leadership retreat. Session members present (marked P) or excused (marked Ex) were:

P	Gary McGrew, Moderator	P	Liz Greene	P	Dave Long
Ex	Ellen Bush	P	Rick Hayes	P	Charlie Raines
P	Doug Calderwood	P	Jan Long	P	Marchetia Bailey
	Dave Davidson	P	Jim Lowe	P	Bruce Jefferies
P	Barbara Cruickshank	P	Judy Lowe	P	Tom Titus
P	Mallissa Smith	P	Sandy Melton		
		P	Mark Nelson		

Mark Nelson acted as temporary clerk. The agenda was adopted by common consent. A request for an excused absence for Ellen Bush was approved. The review of the previous meeting minutes was postponed until the next meeting.

Elder Examination

The following officers-elect were examined for the class of 2011; Charlie Raines, Sandy Melton, Dave Long, Barbara Cruickshank, and Mallissa Smith.

Motion – A motion was made to elect Charlie Raines, Sandy Melton, Dave Long, Barbara Cruickshank, and Mallissa Smith into session of the First Presbyterian Church of South Charleston as the class of 2011. Unanimously approved.

Election of Clerk for 2009

A motion was made to elect Ellen Bush as clerk of session for 2009. Unanimously approved

Approval of Treasurer for 2009

A motion was made to elect Greg Smith as treasurer for 2009. Unanimously approved. We extend our appreciation to Greg for his past work in bringing the accounting system up to date.

Approve Elders for Nominations Committee for 2009

A motion was made to approve Bruce Jefferies and Barbara Cruickshank to the nominations committee for 2009. Unanimously Approved

Approve Auditor for 2008

A motion was made to approve Bill Miller, pending his approval, to perform an audit of 2008 books. Unanimously approved. We extend our appreciation to Bill for his auditing work in past years

Approval of Committee Structure for 2009

A motion was made to approve the committee structure presented to session on handout. Unanimously approved.

Pastor Away Schedule

A motion was made to grant the pastor the requested continuing education and vacation schedule. Unanimously approved. As part of the schedule approve the supply pastors of Bill McMorran for March 22 and Doug Heidt for May 3 was approved.

Review of Brainstorming

A portion of the morning was spent brainstorming ideas about the vision of our church three to five years in the future. The group reviewed these ideas collectively. The ideas will be summarized and distributed to the appropriate committees.

Brief Committee Updates

Each committee was invited to give a brief word on committee activities

Education – What can we do to get more kids to come to Sunday School? If you have any ideas please discuss them with Liz. Last year the physical room for grade schoolers went through many changes.

Worship and Music – A sign up for assisting elder and communion prep was circulated

Stewardship – Pledges continue to trickle in and we are getting close to our goal.

Property – Heat on the first floor of fellowship will be fixed next week. The kitchen policy is now in its final draft. The policy will be finalized by the property committee and submitted to session.

A request was made to make the church available for a health fair in March. It would be an information seminar that would be free to the public and would not impact operations of the day care. A motion was made to approve use of the church with the understanding that any logistical problems would be resolved or the health fair will be cancelled. Unanimously approved.

Mission – About twenty eight people will be going to the Haiti medical mission this year. Pill packing is underway and will continue about every weekend in February.

Care Committee – The Care Committee has been renamed the Communications Committee.

Fellowship – A church chat calendar for the entire year that tries to coordinate church events with committee events was presented. Shade Tree and CDC switched dates in March and April. We commend Sandy and Jan for all their preparation and hard work that has gone into church chat and WoW in 2008.

Administration - Administration offers thanks to all those who have just joined the session. The annual congregation dinner will be 1/25/09 where the terms of service for our pastor will be approved.

Committee night is February 3, 2009 and reports are due February 10, 2009.

The next stated meeting is February 17, Marchetia Bailey is worship leader.

Motion was made and approved to adjourn at ~3:00 and the meeting was closed with prayer by Pastor McGrew.

Gary McGrew, Moderator

Mark Nelson, temporary Clerk

2009 CHURCH CHAT

Feb 1		Stewardship
Feb 8		☺ Haiti Luncheon
Feb 15		Session
Feb 22		Handbells
March 1		Shade Tree
March 8		Gary's Wednesday Class
March 15		Tom's Sunday School Class
March 22		Jim's Sunday School Class
March 29		Choir
April 5	A	New Members/50 Yr Members – Communication
April 12	A	X Easter – No Church Chat
April 19	A	CDC Celebration – CDC
April 26		☺ Habitat Luncheon – Mission
May 3	A	Staff Appreciation – Administration
May 10	A	X Mother's Day – No Church Chat
May 17		Education
May 24	A	Vandalia – Fellowship
May 31	A	PENTECOST Chili Luncheon
June 7		☺ Haiti Luncheon
June 14	A	Thank you to Choir – Worship
June 21	A	X Father's Day – No Church Chat
June 28	A	☺ BIRTHDAY Luncheon – Youth Group
July 5		Patriotic Theme – Fellowship
July 12		“Take me out to the Ballpark” – Property
July 19		Session
July 26	A	☺ Christmas Basket Luncheon – Mission

Aug 2		Furniture Mission / Administration
Aug 9		Fellowship
Aug 16		Church Staff
Aug 23		Property
Aug 30		Youth Group
Sep 6	A	Rally Day Preview – Education
Sep 13	A	Leftovers from RALLY DAY Breakfast
Sep 20	A	X CHURCH PICNIC – Little Creek Park
Sep 27		Shade Tree
Oct 4		Communication
Oct 11		Stewardship
Oct 18		☺ Haiti Luncheon
Oct 25	A	Music Memorial – Worship
Nov 1	A	Bluestone Weekend – Fellowship
Nov 8		Handbells
Nov 15		☺ Christmas Basket Luncheon – Mission
Nov 22		Thanksgiving Theme – Fellowship
Nov 29	A	PIE SUNDAY
Dec 6		Youth Group
Dec 13		Choir
Dec 20	A	CHRISTMAS COOKIES SUNDAY
Dec 27	A	X Christmas Break – No Church Chat
Jan 4		New Year Theme – Fellowship
Jan 11		
Jan 18	A	Leftovers from Session Retreat
Jan 25	A	☺ Covered-Dish Luncheon – Administration

Stewardship Committee

January 6, 2009

Present – Tom Titus, David Davison, Greg Smith, Joe Fuller, Edna Cobb, Gary McGrew

1 Opening prayer by Tom

2 Treasurer's Report

We discussed the 2008 deficit being larger than budget \$48,000 (K) vs \$39-K. \$6-M of December's extra giving was ear marked for the Kitchen fund versus the general fund. Maintenance costs were very high in 2008. Physical plan is aging, recommended an Asset Life Plan with Property and Stewardship. We also discussed the need to explore long term strategies to grow membership and revenues. Stewardship has responsibility for strategy development.

3. Stewardship Campaign:

Plan on having a report of status to Presby Press (Tom). Results: 65 pledges, 32 increased. 22 the same as 2009, 8 decreased, 4 new; this would total \$212,742. Based on 2008, we can anticipate another \$27,240; maybe a little more with increases; this would project to \$240,342

4. Audit Report:

Policy for charge cards regarding use & how authorized to do so cards for consideration are: Lowes and Sam's Club. Dave provided a copy of DuPont's policy for separation of duties and internal controls for corporate purchase card. We'll develop a policy appropriate to our much smaller scope using some of the key elements.

Policy vouchers & ramifications for purchasing & payment: haven't found a written procedure although we believe one was developed in the past. Again we want to develop our policy appropriate for our situation. We discussed developing yearly "blanket" vouchers for re-occurring expenses like utilities, and single vouchers to approve "spot" purchases.

Policy on the youth trip with a MC or VISA assigned only for the trip & voucher by that committee not addressed.

Once policies are in place we'll need to communicate them to the appropriate approvers and check signers.

5. Annual Report of Stewardship needs to be to Becky by Jan 14, for the retreat of Jan 17.- Joe Fuller doing congregational dinner is Sunday, Jan 25

6. History Room update can we find additional help?

7. literature display status – Edna reported that the rack in the foyer needs replenished weekly. B-Street rack doesn't see the same traffic. She plans to coordinate with Becky on convenient material storage.

8. Church Chat dates: Tom will coordinate dates

9. Shade Tree needs to meet in 2009

10. Closing prayer - Dave

Worship Committee

January 8, 2009

During the Worship Committee meeting on January 8 the committee spent a lot of time discussion how thing went during Advent, how they can be improved next year for Advent, and planning for the spring and summer. I have tried to capture the things we discussed for each service below. Because we discussed so many things I have also tried to make a 'To Do' list at the end for each person to help pull things all together. I know I did not get everything so please let me know what I missed or other things to be added to the To Do lists. Thanks for all your hard work.

How things went during Advent

- A lot of good feedback, more than in past years
- All special worships hit home including bells, MoPs, and youth
- Ribbons and birthday party well received.
- GW choir concert was a huge success
- Maggie's signing was wonderful

How we can improve Advent in 2009

- Cantata a bit long, shorten it a little
- Don't hesitate to cut things out of cantata if needed
- Don't hesitate to customize and maybe add things something for the congregation to sing during cantata to keep them engaged.
- Make sure cantata has familiar music to engage people.
- Assign someone to light candles in the balcony
- Risers worked well but we need to find a way for people to practice more on them (or in that arrangement) so the choir can feel more comfortable

Spring 2009 planning

Ash Wednesday 2/25

- No music for this service

Lent 3/1-4/5

- We will use cantoring during lent
- There was interest to do something from Handel

Palm Sunday 4/5

- Youth to do Ribbons (as processional possibly with choir)
- Children's Choir to sing

Maundy Thursday 4/9

- Feature Chancel Choir (though not necessarily Cantata)
- Invite Ruffner to join us
- No choir after service

Easter Sunday 4/12

- Holy City(?) with Joe P?
- Try to work in something with trumpet

Mothers Day 5/10

- Youth will do extended time with children.

Guest Organist 5/17

- Chris Bono special guest

Vandalia Service 5/24

- Start to organize now

Pentecost 5/31

- Handbells will play (~ 5 selections)

MoPs concert (sometime in May?)

- MoPs to work up 5-7 selections
- Possible selection where Mark H does solo and Men's choir backs him up.

Chancel Choir feature (Best of Anthems or Concert) June 7

- Start to pull together list of favorite anthems

Summer (Mark's last Sunday is June 7)

- MoP
- Solos / Duets / Trio / Quartet
- We need to start thinking about specifics

General / Other

- Involve members of the congregation in service for music (target about 2 times a month).
- Try to work handbells in on one more occasion (3/15 or 3/22)
- Mark H and Dot need to be included for solos
- Committee Budget needs to be worked out by next meeting
- Marry off daughter

Closed with Prayer by Gary McGrew.

Communication Committee

February 3, 2009

Mary Patteson, David Hoffman, Mary Beth Patteson, Dave Long, co-chair.

Gary McGrew attended the meeting and discussed the opportunities the committee has for communicating with members, visitors, and potential visitors. Providing transportation to services was discussed, and Dave Long will coordinate the transportation schedule for Guy Cain. We also may be providing transportation for other members. The committee will host church chats, probably in April and October, with the thought of having a Church Chat to honor long-time members. There was also discussion of communicating with college students and military personnel.

Thirteen cards were prepared for mailing: 2 encouragement and 11 Valentine cards.

Dave Hoffman is the friendship pad volunteer for February.

The meeting concluded at approximately 8:40 p.m.

Mission Committee

January 6, 2009

Members Present: Cathy Johnson, Judy Lowe, Martha Racer, Gary McGrew and Ellen Bush

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

Cathy reported that 51 Christmas baskets were put together and delivered along with gifts for some of the children. There is still money that needs to be transferred to the Christmas Basket Fund and Ellen will write a voucher for this.

The Valentine Dinner was next discussed. The Valentine Dinner will be held on February 14, 2009 at 6:30 pm. This dinner will be for all adult members and visitors at our church, the CDC staff and parents and all of those who have participated in the Haiti Mission trips. Guests may be invited. Ellen will contact Lisa to see if the youth would be willing to provide child care and she will contact Mary Hornbaker about providing entertainment. The dinner will be an Italian dinner and will be cooked by the committee. Reservation will be taken. Cathy and Judy will work on notifying Haiti and CDC people and Martha and Ellen will personally call to invite the members of our church. Martha will also get a list of those who are not members of our church who come to Young At Heart. Tickets will be sold and any money over and above the cost of the dinner will be used for the Haiti Mission trip.

The Haiti Mission trip will be from March 12, 2009 until March 21, 2009. Twenty-five to twenty-six people will be traveling to Haiti.

Pizza Hut tickets were discussed and Ellen will check with Pizza Hut about getting these tickets to sell.

This is the year that we need to raise the money for our next Habitat for Humanity House. A dinner will be held during the year to start this fund.

A yearly calendar was developed for all Mission projects for 2009.

The meeting was closed with prayer by Ellen.

Respectfully submitted,
Ellen Bush

Mission Committee

February 3, 2009

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

The meeting was called to order with prayer by Ellen Bush. The minutes from the January meeting were distributed along with a new, corrected copy of the 2009 schedule of events for the committee.

The first order of business was the Valentine Dinner. This will be on the 14th of February at 6:30 pm. This will be a served dinner of baked spaghetti, bread, salad, dessert and drinks. Entertainment will be provided by Mark Hornbaker and possibly Dr. Bill Harris. Child care will be provided by the youth with dinner being served to the children upstairs. The committee will meet at the church on the 14th to prepare dinner.

We will be holding a Haiti Mission Trip luncheon this Sunday, the 8th of February, 2009. Cathy Johnson and Malissa Smith are working on the menu that will include a chicken casserole. The committee will meet at the church to Saturday morning at 8:00 am to prepare for this meal.

The information for the sale of Pizza Hut tickets was distributed to the committee members. After review, it was decided that Ellen will contact Pizza Hut to confirm the information and get a copy of the packet. If everything still looks good, we will order the tickets to sell. The tickets are \$10.00 each and entitle the holder to receive a free medium sized pizza with the purchase of a large pizza a total of 36 times between now and June, 2010. Pizza Hut will receive \$3.00 for each ticket sold and we will keep \$7.00.

Cathy has talked to Wal-Mart about the possibility of our setting up a table there to sell hot dogs/tacos in a bag one Saturday. After reviewing the calendar it was felt that the best time for us would be May 9, 2009 with alternate dates being May 2, 2009 or May 16, 2009. She will contact Wal-Mart to confirm a date. The possibility of our participation in Vandalia Festival or Summerfest is not looking good. Both have a waiting list with several other organizations ahead of us. We will keep in contact with them.

Rick reported that there are a total of 26 people who will be going to Haiti this year for the mission trip.

The meeting was closed with prayer by Cathy Johnson.

Respectfully submitted,

Ellen Bush

Property Committee

January 6, 2009

1. Reviewed kitchen policy document for final draft. Sandy Melton and Judy Lowe attended the meeting to give their input. The format used by Mark Nelson is the basis for the final policy. Another meeting is scheduled for January 14 during the WOW dinner to go over the final draft.
2. The kitchen HVAC unit has been freezing up on both the inside and the outside units. H. E. Neumann Co. found the contactor switch had AFrozen® in the closed position and allowed the unit to run continuously which caused the unit to freeze up. New contactor was installed.
3. We had some problems with the boiler behind the kitchen. The pilot light was working but the boiler would not come on. H. E. Neumann repaired the problem when they were working on the HVAC unit in the kitchen. Also had a problem with the third floor furnace not providing heat to the choir room, bell room, and the third floor class room (Youth Room). H. E. Neumann was called to make repairs.
4. The new light installed above the stairs leading to the office had a problem with the cover coming down. Two clips were missing that hold up the cover. David Smith came over one evening and used the clips from another lighting fixture that has not been installed yet. We have ordered new clips from Goldfarb.
5. We need to schedule the removal of the old AC unit from the CDC rooms. One of the units will be used in the third floor class room and the other units have to be disposed of considering the age of the units.
6. Charlie Raines has presented a draft copy of an Emergency Plan for the church. This plan will have information on who to call or notify in case of any emergency in the church such as a fire, water leakage, gas leak, or loss of heat. We are working on floor plans to post on each room on the procedure for evacuation in case there is an emergency.

Respectfully Submitted,

R. J. Cruickshank

Child Development Center Board Meeting January 14, 2009

Attendees: Sandy Melton, Rochelle Sizemore, Nancy Bennett, Liz Greene, Bonnie Logan, Malissa Smith, Tom Titus, Becky Johnson, Linda Amburgey, Kim Cobb

Sandy opened with prayer at 6:05

Approved December minutes

Director's Report

- Class reports: 2s – 11 full time, 3 on waiting list-full; 4s - 15 full time-full ;pk-17 full time, 3 preschool only-full; schoolers- 34 full time-full. Total enrollment 77-full.
- G. Brown did a calendar for back of the “postcards”
- Fridays there will be no pre-K program
- Kim made a motion that we approach session for permission to do a Zumba class three times a week. Tom seconded. If approved we will open the class up to church members.
- We now have a cleaning checklist for Fridays and a daily closing checklist.
- Sandy and Malissa met with Property Committee and revised the kitchen policy.
- No word from B. Redmond regarding pre-K.

Chair's report

- Becky Johnson reported that a new “minibus” would cost \$40-50,000. Discussion followed. We will be vigilant about maintenance of vans and pending regulations regarding vehicle requirements.
- Linda A. volunteered to offer the “child abuse” training before March 3, 2009.
- Kim will check with her sister for a CPR/First Aid training date.
- Property Cmtee. has material to fix swings, air conditioners will be removed, and they are aware of the warped windows on the second floor.

Financial Report

- For first three months of 2009 we must monitor budget closely. We lost approximately \$1,000 more than expected in December. Net income for 2008 was \$20,076.16

Grant Committee:

- Nancy has 4-5 people lined up to read.
- Committee has not met yet for 2009.

By-the-Ways

The Board acknowledges the fine work of Pat Sizemore in his renovations on the second floor. Ideas for Spring Fundraiser (end of May?)

Sandy closed in prayer at 6:51

Next Board Meeting Feb. 11th at 6 pm.