

**Session Agenda**  
**First Presbyterian Church of South Charleston**  
**Tuesday, February 16, 2009, 7:00 pm**

**Sharing Our Joys and Concerns**  
**Worship** Barbara Cruickshank

- 1) **Approval of Agenda**
- 2) **Approval of Minutes**

Stated Session Meeting      January 16, 2009  
 Congregational Meeting      January 31, 2009

- 3) **Stated Clerk**

Date	School	Worship	Minister
January 3	33	100	Communion
January 10	31	100	Gary McGrew
January 17	37	98	Gary McGrew
January 24		80	Gary McGrew

- 4) **Treasurer**

- 5) **Trustees**

- 6) **Stewardship**  
     2009 Audit

- 7) **Worship**  
     Ash Wed/Lent/Easter

- 8) **Education**

- 9) **Mission**  
     Haiti Medical Mission

- 10) **Fellowship**

- 11) **Communication**

- 12) **Property**

- 13) **Administration**

- 14) **Child Development Center**

- 15) **Presbyterian Women**

- 16) **New Business**
  - Committee Night              March 2
  - Committee Reports          March 9
  - Stated Meeting:              March 16
  - Worship Leader:              Gary McGrew

## **Property Committee**

**February 2, 2010**

**Attendance:** Jim Lowe, Joe Cooper, Bob Lowe, Bob Cruickshank, George Brown, John Powell, Jack Jones and Ray Holley.

**Excused:** Charlie Raines and Bob Eads

Jim Lowe, Chair, called the meeting to order at 7:00 p.m. and opened the meeting with prayer. Committee members reviewed the December 1, 2009 Minutes and approved as submitted without change. The Treasure's Report consisted of a listing of Funds of the Church dated January 15, 2010. There was a brief discussion regarding the use of various funds and the balance remaining on kitchen pledges.

**New Business:** A copy of the 2010 approved annual operating budget was provided for all committee members. The impact of severe cold weather was noted and the impact it will have on an already delicate utility budget. The 2009 annual report to the congregation was also provided to committee members and a note of thanks to George Brown and Charlie Raines for the visual highlights of property concerns for the coming year(s). The committee will continue to keep these concerns in front of the congregation when venues permit. A review of the Property Committee's mission statement, membership and duties was presented and discussed. Ideas from the annual officer's retreat were also reviewed and discussed along with the church information sheet and church chat fellowship calendar. A long discussion took place regarding the property committee's annual worksheet. Items consisted of the sidewalk repair by the City in front of the church, furniture ministry building roof replacement, security system contemplated by the Day Care, life safety issues and a number of special projects. The committee agreed to designate March 20, 2010 as "Tom Sawyer Day", which happens to coincide with the first day spring. Property will generate a list of projects and ask for volunteers to help with cleaning, repairs, etc. Posters and Bulletin information will help with solicitation.

The American Guild of Organist will be using the Sanctuary and Organ from 9:00 am to 12:00 noon on Saturday, February 13, 2010.

There were no items for Session Approval.

The next regularly scheduled meeting will be Tuesday, March 2, 2010 at 7:00 p.m.

There being no further business to come before the committee, Jack Jones adjourned the meeting with prayer at 8:40 p.m.

Respectfully Submitted,  
Jim Lowe

## Stewardship Committee

### February 2, 2010

Present: David Davison, John Metzger, Tom Titus, Hersha Brown, Carol Bryan, & Greg Smith

David Davison opened the meeting in pray.

The meeting was held on Sunday to accommodate Dave's out of town work assignment. We plan to meet after Church Chat on Sundays that are prior to the regular Committee Tuesday.

Committee members were welcomed to a new year and recognized for our efforts in 2009. We updated e-mail accounts and telephone numbers and planned who was bringing what dish to our 7 February Church Chat.

We reviewed the Stewardship Committee's mission statement, membership, general and specific duties, committee worksheet and 2010 calendar of major Stewardship events. We then reviewed old business from 2009.

Item	Action/Status	Lead
1. Finish update of check signers with Huntington Bank's main account.	Complete	Tom Titus
2. Church Chat	Reviewed dates: 7-Feb – Stewardship 6-Jun – Shade Tree 24-Oct – “Financial Campaign Them”	Dave Dave/Tom Dave
3. Recruit and Assistant Treasurer	Tom Titus agreed to serve and document the role. Creates some new business	Dave/Tom
4. Keep up the brochure stand	On-going – Carol needs additional materials	Carol
5. Establish where we are on the church history that George & Hersha Brown are doing	Copied and scanned a great deal of materials. Would like to use the lockable, sliding glass door bookcase to display historical memorabilia	Hersha
6. Report for the Annual Congregational meeting on 31-Jan-09	Complete	Hersha
7. Support & work with the Shade Tree Fund Committee in promoting stewardship & endowments.	The pledge cards have a check box for help on estate planning – we need to have a program with Shade Tree	Dave/Tom
8. Supply Sunday Offering Counters	Graham Shook published Jan-Jun assignments 13-Dec-09	Graham
9. Work with the Long Range Planning sub-committee	<ul style="list-style-type: none"> <li>★ Session has shown a definite interest in this issue, coupled with new membership plan and building improvements.</li> <li>★ Property Committee has a list with dollar values that we can work with.</li> <li>★ There is the possibility of a capital campaign in the fall of 2010 for building &amp;</li> </ul>	Dave

	equipment maintenance which will need to be promoted.	
10. Add a new member or two to the committee. Of the 2009 committee, two are unable to participate this year.	Decided that the current membership was sufficient and that we could recruit addition members if needed.	All
11. The annual Stewardship Campaign schedule needs to be set.	Worksheet show the general schedules with the final planning in September, budget setting in October, mailings & canvass in November and budge finalization in December	Dave
12. We have been presenting pictures around the church and this should continue. It is very positive.	Discussed obtaining a large, electronic picture frame to show slide shows at the entrance(s).	Tom
13. The 2 movable stands for promotions should be used more.	With encouragement to other committees to use.	Tom
14. Presby Press articles should be contributed to promote positive opportunities in the church.		Tom
15. 2008/2009 Audit	Bill Miller agreed to conduct audit. Plans to do both years. We start when tax season is over.	Dave Bill

#### Treasurer's Report – Greg Smith

- Completed 2009 with a \$17K deficit and Greg moved that we transfer \$10.5-K from the Operating Fund from the unrestricted fund. Motion was passed.
- 2010 budget was included in the Congregational Report. Concern of salaries being stagnate for the past three years was discussed without resolution.
- Commented that we were getting hit was \$40 to \$60 fees from Huntington Bank and that the bank was less than forthright with explanations. Suggested we consider other banks or credit unions.

#### New Business

- We will need session's appointment of Bill Miller as auditor.
- Dave will become the committee's representative on the Shade Tree board. We would like to have Tom Titus continue to serve as a congregational representative. We need session's approval and perhaps a congregational vote.
- With Tom agreeing to become the alternative Treasurer, we need to eliminate his bank signature authority and replace him in this role.

Dave closed the meeting with prayer.

Respectfully submitted  
David Davison

## **Administration Committee**

**January 3, 2010**

Becky Davison and Bruce Jeffries in attendance

Additional members were discussed and identified to be contacted. The menu for the Congregational Dinner was planned and duties assigned. The Committee report to be recorded as part of the annual report to the congregation was discussed and will be sent to the Church Secretary. There being no other business the meeting was closed at 2:00 p.m.

Respectfully submitted,  
Bruce Jeffries.

## **Administration Committee**

**February 2, 2010**

Bruce Jeffries and Becky Davison in attendance

Becky opened the meeting with prayer. Bruce conducted a review of the Admin's past and future activities for which it is responsible. A process to improve annual staff evaluations was discussed as follows. This is a draft only.

- \*The Admin. Committee will create an evaluation form based the staff member's job description.
- \*This form will be shared with three or more persons who have knowledge of the person.
- \*The completed form will be returned to the Admin. Committee who will compile the results.
- \*The Admin. Committee and selected persons will conduct an interview with the staff member being evaluated.
- \*The Admin. Committee will write the final report sharing it with the appropriate persons before it is filed.
- \*The Admin. Committee will report the results to Session.

The following information constitutes the Staff position and Contributing Evaluators

Custodian: Pastor, Property Committee

Pastor: Session committee chairs

Office Manager: Pastor, Admin. Committee

Youth Coordinator: Pastor, Education Committee, Worship Committee and other if needed

Director of Music: Pastor, Worship Committee, Chancel Choir Director

Director of Chancel Choir: Pastor, Director of Music, Worship Committee

Potential replacements for church treasurer were discussed.

Bruce closed the meeting with prayer at 8:00P.M.

Respectively submitted,  
Bruce Jeffries, Chair

## **Education Committee**

**February 2, 2010**

The February meeting was opened with prayer led by Liz. Members present were Lisa Calderwood, Liz Green, Judy Lowe, Nancy Bennett, Pastor Gary, and Marchetia Bailey.

Lisa presented a report on youth activities. The youth are busy raising money for their mission trip to Cincinnati and the Triennium in July. The silent auction was very successful bringing in more than \$1000. The next fundraiser will be a rockathon February 26. Lisa hopes to have some participants for the Cedar Lakes Middle School Retreat March 5-7. March 14 will be a games night for the congregation led by the youth. Hopefully this will become a regular church event.

Easter is coming early this year – April 4 – and the committee is contemplating the date for the annual Easter egg hunt. The format for the celebration will be the same as in previous years. Plans for Vacation Bible School will be discussed at the next meeting.

The committee members reviewed and discussed suggestions generated from the annual Session Retreat. One suggestion, visible promotions outside and around church, sparked an idea. An easel bulletin board placed in the front entrance of the church could be used to display current events. Another medium for conveying information would be a digital picture frame monitor. On the subject of increasing elementary Sunday School enrolment, Pastor Gary commented that consistently working lists of children who have participated in past events is a successful method for increasing enrolment.

Teachers for the elementary Sunday School are in place, 2 for each week of the monthly curriculum. The committee is currently adjusting the curriculum for the elementary Sunday School. It was decided that it is not necessary for the two Sunday School periods to have coordinating curriculum. However, the Sunday School during the church hour does need to be structured.

Marchetia is taking over as chair of the committee. Liz will continue to do the elementary Sunday School lesson planning, place articles in the Presby Press, and send out quarterly letters to parents. She also suggested that we need to have a Sunday School teacher meeting in the near future.

The meeting was closed with prayer led by Marchetia.

**Mission Committee**  
**February 2, 2010**

Rick Hayes, Cathy Johnson, Judy Lowe, Gary McGrew

Rick Hayes opened with prayer.

Valentine Dinner is Feb 13.

One Great Hour of Sharing Minute for Mission Mar 21, with Cathy or Ellen.  
Judy reported that this will be the year of the house-build and a dinner is planned for support of this project.

Manna Meal sent a letter of thanks for the church support and volunteers and said there is a tax credit available for contributions of 500 dollars or more,.

Cathy Johnson will head up a dinner on Palm Sunday March 28 to contribute to Youth Work.

Closed with prayer.