



## 2009 Timeline for Officers -- Second Half of the Year

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| <b><u>Month</u></b> | <b><u>Emphasis</u></b>   |
|---------------------|--|
| <b>JULY</b>         | No Session Meeting   |
| <b>AUGUST</b>       | Annual Evaluations of Staff Due  |
| <b>SEPTEMBER</b>    | Approve type of Stewardship Campaign<br>Committees finalize budget requests                      |
| <b>OCTOBER</b>      | Proposed Budget presented<br>Proposed Slate of Officers for 2012                                 |
| <b>NOVEMBER</b>     | Elect Officers<br>Stewardship Campaign   |
| <b>DECEMBER</b>     | Approve Budget   |
| <b>JANUARY</b>      | New Officer Training<br>Officer Retreat<br>Examine New Officers<br>Approve Committee assignments |

## *Property Committee*

June 2, 2007

1. Members Present: Bob Lowe, Bob Cruickshank, Jim Lowe, Ray Holley, Charlie Raines. David Davison attended to discuss long range planning.
2. The Meeting was called to order with prayer. The minutes of the previous meeting were distributed with the agenda. They were accepted as submitted. Ray Holley was welcomed as the newest member of the Property Committee. Ray has strong carpentry skills and was a green beret who served in Korea and Viet Nam.
3. Old Business
  - David Davison said that the Long Range Planning Committee is assembling a five and ten year plan for the church. Hopefully, it will be ready by the fourth quarter of this year. He asked the Property Committee for some long range plans regarding the facility; potential problem areas and improvements to the church; hopefully, some cost beneficial items. The Committee said that it would try to accommodate their request. Two items that the long range planning committee didn't have on their list is replacement of our 81 year old boiler and providing additional lockable storage space for maintenance supplies.
  - Lock Change – CDC Fridge and Freezer. Charlie Raines said that he had contacted Gary Workman of Modern Equipment in effort the find replacement locks from the equipment manufacturer. Gary checked with the manufacturer and was told that there is only one key for all of their refrigerators and freezers. They do not have a different lock. He suggested having a locksmith change the lock. Charlie said that he had contacted Bonnie Logan, CDC Director, and informed her of his findings. Bonnie indicated that they used Nitro Lock and would take the matter from here. The matter is considered closed for the Property Committee
  - Church Office and Security Lighting. Bob Cruickshank and David Smith are coordinating this matter with Becky Smith. These should be installed reasonably soon.
  - The new Kitchen Committee was discussed. Jim Lowe said that he had distributed the Session Approved and signed Kitchen Policy and Checklist. All entities indicated in the Policy have received copies and have been asked to provide the names of their representatives. The Presbyterian Women will be represented by Lora Hayes. Charlie said that Martha Racer has been asked to consider being the Young at Heart. Joe Cooper was suggested as potentially the Property Committee representative. Sandy Melton is to represent the Fellowship Committee.

#### 4. New Business

- Coverage for David George. David George underwent hernia surgery on Monday, June 1, 2009. He is expected to be on light duty for at least the month of June. Janet has asked the committee to help her with some of the heavier duty work that she can't do by herself. For example; mopping on Friday evening, setting up tables and chairs for events, cutting grass and similar heavy work. We agreed to help her this Friday evening at 5:30 pm with mopping and set up for the weekend. David Smith reportedly has agreed to cut the grass; keeping track of his time so Becky can cut him a check for the hours worked.
- Completion of the organ's electrical repair. This work was started by Bossie Electric. Bob Cruickshank will follow up. A question was raised about the payment for this work. Is Worship and Music Responsible or is the Property Committee? Jim will check with Greg Smith on this matter.
- Education Building 3<sup>rd</sup> Floor – strip and wax. It was decided that the kitchen and Fellowship Hall needed attention more so than the previously indicated 3<sup>rd</sup> floor classroom. Charlie said he had janitorial contractors scheduled to bid cleaning and waxing the kitchen and Fellowship Hall floors. Hopefully, there will be sufficient bids within a week or so for us to evaluate. A special Property Committee meeting may be called to deal with this matter, or possibly a poll of the members.
- Handrail for Choir Loft. Bob Cruickshank said he has the materials and is nearly ready for installation. Installation should be in the near future.
- Property Inspection. The original inspection scheduled for May 23 ended up in a SNAFU. Only Bob Cruickshank and George Brown came for the inspection and they didn't see each other. Some of the rest of us got mixed up on the date and time. Apologies were made for the mix-up. We reset the day and time for the inspection: Saturday, June 27<sup>th</sup> at 9:30 am. This was the day and time most advantageous to the members present.
- Reminder of Church Chat on July 19<sup>th</sup> and August 23<sup>rd</sup>. The July Church Chat has a baseball theme.

- Financial Reporting. The Property Committee is over budget on three areas; natural gas, non-HVAC Maintenance and Repairs and Expendable Supplies, Kitchen. We don't know much to do about natural gas cost without capital expenditure. Not sure presently what might be the reason for the non-HVAC repair costs to be out of budget. The Expendable Kitchen Supplies seems to be caused by the multitude of dinners, church chats, receptions, and other eating that takes place in our church. Typically, the church's expendable items are used, as; plastic knives, forks & spoons, napkins, foam plates, go-boxes, coffee and cups, and similar stuff. The people who charge for the dinners will take their costs out of the proceeds of the dinner, but do not pay anything toward use of these supplies. Jim will talk to Greg Smith about this and see what can be done, if anything. Possibly other committees who do dinners may take on some of this expense.
  - We discussed the Contract with H. E. Neumann for the boiler and A/C Preventive Maintenance. Charlie said that they were scheduled to do the A/C PM in June, which seems a bit late. It appears that the Day Care wants to put their new split-phase units on the PM schedule with ours.
  - Recommendation for Session: None
5. Presby Press information. The Property Committee previously 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. This was not incorporated into the Presby Press. Jim asked Charlie to resubmit it.
  6. Next Meeting Date: July 7, 2009 at 7:00 pm.
  7. The meeting was closed with prayer approximately 8:20 pm.
  8. Many thanks to those participating. If there are any additions or corrections, please contact the undersigned.

Respectfully submitted,  
Charles D. Raines

## *Administration Committee*

June 2, 2009

Members present: Becky Davison, Wendy Nelson, Barbara Cruickshank, co-chair and Bruce Jeffries, co-chair.

Opening Prayer: Wendy Nelson at 7:00 pm.

### Old Business:

- Performance reviews were discussed and will begin in June.
- Jack Smith's name was omitted in the *Presby Press* for the Congregational Nominating Committee. This omission was corrected and his name will appear with Joan Eads, Becky Davison, and David Hoffman for the vote on June 14. Barbara and Bruce are automatically included on this committee because they have already been elected.

### New Business:

- Becky presented Custodial Job Descriptions used by the WV Division of Personnel, which were accepted by the Committee as the basis for its description. These were reviewed and amended to fit the requirements for our Church. Becky was to rework the description and e-mail a copy to each committee member. This was done, including additions suggested by Wendy. We will meet later to finalize it for final approval by Session. The P & A Committee hopes to present this job description to Session in August or September.

Closing Prayer: Bruce Jeffries at 7:40 pm.

Respectfully Submitted,  
Bruce Jeffries

## *Stewardship Committee*

June 2, 2009

Attending: Carol Bryan, Becky Davison, Dave Davison, Joe Fuller, Gary McGrew, Tom Titus

1. Open prayer by Tom Titus
2. Greg Smith, Treasurer, discussed the current budget & financial status, stating that we are a little better than the expected budget shortage by about \$1,500. Pledges are slightly ahead of pace & the biggest expense overage is in building repairs.  
Also, kitchen supplies have just about reached the annual budget at May 31, & he will detail this account to see why.
3. Discussion took place about the use of the Oscar Fudge Fund & the committee voted to sue it toward the cabin renovation at Bluestone, if we could establish that this purpose fit the fund's purpose. Edna Cobbs, Oscar Fudge's daughter was called & agreed that this purpose was fine with her, since we could not establish any written guidelines.
4. Greg Smith made the presentation as requested by Becky Smith to electronically transfer payroll funds from the FPC bank account to each employee's bank account. Since Becky is an employee, it is not prudent that she have access to the funds transfer, so Greg will have others named to do so. Those possibilities are the Treasurer & Stewardship Chairperson. Motion passed by committee.
5. Dave discussed the last meeting of long range planning, which is making progress. Another member will be needed with Jim Lyons moving to Charlotte.
6. Prayer by Dave ended the meeting.

Respectfully submitted,  
Tom Titus

## ***Fellowship Committee***

June 2, 2009

### **MEMBERS ATTENDING:**

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

Sandy opened the meeting with prayer.  
We welcomed new committee member, Kathy McClure.

### **WOW:**

Another successful season ended with an inspiring performance by the Martin Luther King, Jr. Male Chorus. Becky Letart from Crown Catering will cater for us this fall at the same price. Lois Coffee will play bells at the first WOW on September 16, 2009. Sandy will write the MLK Chorus to see if they can perform for us at the last WOW on April 28, 2010.

### **CHURCH CHATS:**

June 7—Mission Committee will be selling hot dogs and walking tacos. Fellowship will provide ice cream and session members are bringing toppings.

June 21—Youth from Lake Norman, NC will be leading worship. There will be a covered dish dinner with Fellowship providing sub sandwiches (Pat—5-6' subs). Congregation is asked to bring a LARGE salad or dessert to share with our 96 guests.

June 5—Patriotic theme church chat. White chocolate fountain with pretzel rods and red and blue sprinkles, salsa and blue chips—Sandy; Flag cakes—Roberta, Charlotte, and Pat; nuts—Jack; veggie tray—Kathy; red, white and blue trifle—Jan

August 9—Summer theme—Jack-taquitos; Jan-meatballs; Kathy—cake; Pat and Sandy—tray of wraps; Roberta—veggie tray, Charlotte—quiches.

### **OTHER UPCOMING EVENTS:**

July 25—First Presby Night at Power Park

Sept. 20—Congregation Picnic at Little Creek Park

Oct. 30-Nov. 1—Bluestone Retreat

Respectfully submitted,  
Sandy Melton

## ***Education Committee***

June 2, 2009

Liz Greene opened the June meeting of the Christian Education Committee with prayer. Members present were Liz Greene, Marchetia Bailey, Lisa Calderwood, and Chris Cobb, and Wendy Nelson.

Under old business, Lisa Calderwood reported that the Youth Open Mike Nite May 29 was well received.

For new business, Lisa added that the Youth will have a yard sale June 6. Liz proposed an alternate schedule for Sunday School during the summer months. She is planning to be available in the Sunday School room if any students are in attendance. There will not be a pre-determined curriculum, due to anticipated absences. Pastor Gary volunteered to find a play by mid-June for us to work on by mid-July. This play will be a part of the Rally Day presentation September 13.

Vacation Bible School was the big topic for our meeting. VBS will be June 14-18. The theme is Mission Possible. Dinner will begin at 5:45 and VBS events will begin at 6:15. The individual evening themes will be Kenya, Haiti, Romania, USA, and the World.

Respectfully submitted,  
Marchetia Bailey

## ***Child Development Center Board***

May 13, 2009

**Attendees:** Kim Cobb, Malissa Smith, Sandy Melton, Linda Amburgey, Nancy Bennett, Liz Greene, Bonnie Logan

Sandy opened with prayer at 5:07.  
April minutes were not available for approval.

### **Director's Report**

- Class reports: 2s -11 full time 3 on waiting list; 4s -15 full-time; pk-17, full-time 3-pk only schoolers-34 full time. We are full at 78 children.
- We need to reschedule Western Days. Bonnie suggested Sat. June 13. Board approved date.
- Staff getting ready to transition to summer schedule, planning appropriate field trips with schoolers for summer camp.

### **Financial Report**

- Tom was not at meeting but submitted monthly budget report. All bills are current.
- Balance in checking as of today is \$15,823.47
- Losing any full time children will endanger our ability to keep staff and break even with 2009 budget.

### **Grant Committee:**

With board approval grant committee is continuing to pursue other options for funding security system.

### **Chair Report:**

Sandy informed the board that our request for a waiver to allow Bonnie Logan to continue in the director's position has been denied. Several questions were raised by board members. Sandy, with direction from board will pursue a follow-up meeting for clarification as to what constitutes a waiver.

Sandy closed in prayer at 6:10.

### **By-the-Ways**

- Posters will be placed in hallways and announcements in Presby Press and bulletins for Western Days.
- Bonnie will purchase food, board members will provide desserts.

**Next Board Meeting June 10 at 5 pm**

First Presbyterian Church of South Charleston 2009

**Committee Night**  
**Committee Reports Due**  
**Stated Meetings**  
**Ordination & Installation of New Officers**  
**Annual Winter Congregational Meeting**  
*Annual Committee Reports, Pastor's Compensation, Memorial Service, Election of Trustee*  
**Annual Spring Congregational Meeting**  
*Election of a Nomination Committee*  
**Annual Fall Congregational Meeting**  
*Election of Elders*

**First Tuesday**  
**Second Tuesday**  
**Third Tuesday, 7:00 pm**  
**January 25<sup>th</sup>**  
**January 25<sup>th</sup>**  
**June 28<sup>th</sup>**  
**November 8<sup>th</sup>**

**Committees and Support Staff for 2009**

|                |                                       |
|----------------|---------------------------------------|
| Clerk          | Ellen Bush                            |
| Treasurer      | Greg Smith                            |
| Administration | Cruikshank, Jeffries                  |
| Communication  | MSmith, DLong                         |
| Education      | Greene, Bailey                        |
| Fellowship     | Melton, JLong                         |
| Mission        | Bush, Hayes                           |
| Property       | Raines, Lowe                          |
| Stewardship    | Titus, Davison                        |
| Worship        | Nelson, Calderwood                    |
| Trustees       | Sherman (9), Melton (10), Miller (11) |

**Worship in Session Meetings**

Each Elder in the Junior Class is responsible for one Session Meeting for opening devotions and prayer

|     |          |      |            |
|-----|----------|------|------------|
| Jan | Retreat  | July | No Session |
| Feb | Bailey   | Aug  | Bush       |
| Mar | Pastor   | Sep  | Pastor     |
| Apr | Davison  | Oct  | Hayes      |
| May | Pastor   | Nov  | Pastor     |
| Jun | Jeffries | Dec  | Lowe       |

If you will be absent for the meeting, then trade that month with another Elder

**When the Pastor is Out of Town and a Crisis Occurs**

Place a message on the Pastor's (Checked Daily)  
 Place a message on the Pastor's (Checked Daily)  
 If Church Office Hours, leave message with Secretary  
 If Evening Hours, leave message with Clerk of Session  
 If Pastor needs to know immediately  
 If a minister is needed immediately, contact on-call  
 If a person has a prayer request

|               |                                |
|---------------|--------------------------------|
| Voicemail     | <b>415-5522</b>                |
| E-Mail        | <b>mcgrews@verizonmail.com</b> |
| Becky Smith   | <b>744-2333</b>                |
| Ellen Bush    | <b>744-6850</b>                |
| Sam McGrew    | <b>342-3618</b>                |
| Paul Romine   | <b>727-2241</b>                |
| Marilyn Smith | <b>768-4613</b>                |

**Pastor's Continuing Education and Vacation Schedule**

2 Sundays/weeks off for Continuing Education  
 4 Sundays/weeks off for Vacation

| No. of Days     | Dates       | Why/Where | Sunday        | Guest          | Liturgist | Time With Children |
|-----------------|-------------|-----------|---------------|----------------|-----------|--------------------|
| <u>Approved</u> | <u>Away</u> |           | <u>Missed</u> | <u>Speaker</u> |           |                    |
| 6 Approved      | Mar 19-24   | Vacation  | Mar 22        | McMorran       | Calderwd  |                    |
| 6 Approved      | A 30-May 5  | Vacation  | May 3         | Heidt          | Greene    |                    |
| 7 Approved      | May 11-17   | Vacation  | May 17        | Haiti          | McGrew    |                    |
| 7 Approved      | July 13-19  | Vacation  | July 19       | McCrary        | JLong     |                    |
| 7 Approved      | Aug 24-30   | Cont Ed   | Aug 30        | Hymnsing       | Titus     |                    |
| 4 Tentative     | Oct 15-18   | Cont Ed   | Oct 18        | Youth Sun      | Nelson    |                    |

Each Elder in the Senior Class is responsible for one Sunday as Liturgist (*everything but scripture, sermon, children's time*). That Elder is responsible to serve as liturgist or find an appropriate Liturgist