

Session Agenda
First Presbyterian Church of South Charleston
Tuesday, October 27, 2009, 7:00 pm

Sharing Our Joys and Concerns
Worship Rick Hayes

- 1) **Approval of Agenda**
- 2) **Approval of Minutes**
 Stated Session Meeting September 15, 2009

3) **Stated Clerk**

Date	School	Worship	Minister
September 6	41	110	Communion
September 13	46	105	Gary McGrew
September 20	45	85	Gary McGrew
September 27	44	90	Gary McGrew

- 4) **Treasurer**
- 5) **Trustees**
- 6) **Stewardship**
 2008 Audit
 Proposed Budget 2010
- 7) **Administration**
 Job Description for Custodian
 Nominations Committee
- 8) **Worship**
- 9) **Education**
 Fall Festival
- 10) **Mission**
- 11) **Fellowship**
 Bluestone
- 12) **Communication**
- 13) **Property**
- 14) **Child Development Center**
- 15) **Presbyterian Women**
- 16) **New Business**
 Committee Night November 3
 Committee Reports November 10
 Stated Meeting November 17
 Worship Gary McGrew

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, September 15, 2009, by Gary McGrew, Moderator. Session members present (marked P) or excused (marked Ex) were:

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

Date	School	Worship	Minister
August 2, 2009	36	108	Communion
August 9, 2009	39	113	Gary McGrew
August 16, 2009	33	119	Gary McGrew
August 23, 2009	36	110	Mission Trip

Devotions:

Devotion was lead by Gary McGrew substituting for Dave Davison.

Agenda:

The agenda for this meeting was approved by common consent.

Mark Nelson acted as clerk of session

Minutes:

The minutes from the August session meeting were not available and will be included in the October session packet.

Excused Absences:

Requests for excused absences were requested by Dave Davison and Ellen Bush.

Correspondence:
No correspondence.

A reminder was made that 2010 is a year for the Youth Triennium and that it is open to high school youth.

Treasurer's Report:
Automated payroll of the church was successfully started this week.
A report was accepted as information.

Trustee Report:
There have been virtually no funds transferred to the church for operating expenses this year which is exceptional. Not many funds are coming in from the kitchen renovation. The report was accepted as information.

Stewardship Committee:
The 2008 audit is still in progress. Stewardship has requested that each committee fills in the budget request form that was previously distributed.

Administration Committee:
A motion from committee was made to allow staff members who are members of the church to be considered as candidates as elders. The motion was passed unanimously. Discussion about the custodian job description was postponed until the October meeting.

Worship Committee:
The Worship and Music committee has approved a request by the choir director Mark Hornbaker to be allowed to bring an intern into the Chancel Choir.

Education Committee:
Session was informed that the Sunday school for elementary school age children will be offered both before Church and after time with children during the worship hour. It was noted that Rally day was a great success. The last three Sunday's mornings in October a Gary will teach a special class to combined Bible school classes on John Calvin. The report was accepted as information.

Mission Committee:
Recent mission activities have included the Mound Festival, Hike for Hunger, a Haiti luncheon. The next Haiti mission will be in February 2010. The furniture mission also had a very successful year. The report was accepted as information

Fellowship Committee:
There is a new WoW sign in front of the church and WoW starts on September 16. The church picnic is Saturday, September 20. Bluestone is the last week in October. The report was accepted for information.

Communication Committee:

The Communication Committee unveiled the new website address which is www.1srpresbyscwv.com on rally day. Pens and magnets were distributed. The report was accepted for information.

Property Committee:

The annual church inventory is almost done but reports are still due from a few committees. The report was received as information.

Child development Center:

The center is about as full capacity and things are going well. Financially the center is on track.

Presbyterian Women:

No report was given.

New Business:

There was no new business.

Committee Night: October 6, 2009

Committee Reports are due October 13, 2009

October Stated Meeting is October 27, 2009

Worship: Rick Hayes

The meeting was closed with prayer at 8:32 pm by Gary McGrew.

Respectfully submitted,

Gary McGrew, Pastor

Mark Nelson, temp Clerk of Session

Property Committee
September 1, 2009

Attendance: Jim Lowe, Charlie Raines, Joe Cooper, Bob Lowe, Bob Eads, Jack Jones, and George Brown. **Excused:** Ray Holly **Special Guest:** Greg Smith

Jim Lowe, Chair, called the meeting to order at 7:00 p.m. and Charlie Raines opened the meeting with prayer. Committee members reviewed the September 1, 2009 Minutes and approved as submitted without change. The Treasure's Report contained income and expense information regarding the 2010 Budget Planning Process and a copy of the 2009 approved operating budget. A brief discussion ensued.

Old Business: The committee reviewed the final draft of the Administration Committee's Custodian Job Description. After discussing, the committee unanimously agreed to support the recommendation by the Administration Committee's approval before Session.

New Business: Greg Smith asked the committee to support his efforts to consolidate phone service companies and hopefully lower the overall cost to the church. Greg also recommended the replacement of existing computers for Gary and Becky, citing age and obsolesces. Funding would come from the Presbyterian Foundation Maintenance Fund if approved by Session. The committee voted unanimously to support both of Greg's proposals. Charlie continues to work on the 2010 Property Operating Budget. A spreadsheet has been developed to look at all the sub accounts and the amounts being spent. Charlie will have a draft available soon. The committee discussed in some detail the Short and Long-term Capital needs and the integration of this information into the Facilities Long-Range Plan. Charlie ask that Session be made aware of late fees being charged due to the inability to find two check signers on a consistent basis and investigate the possibility of perhaps adding another person or two. The committee reviewed the latest draft of the Work Order Policy and recommended it be sent to Session for approval and implementation.

For Session Approval: Approval of a church Work Order Policy. The committee agreed to support the Administration Committee is their presentation for approval of the new Custodian Position Description.

The next regularly scheduled meeting will be Tuesday, November 3, 2009 at 7:00 p.m.

There being no further business to come before the committee, Jim adjourned the meeting with prayer at 8:30 p.m.

Respectfully Submitted,
Jim Lowe

Fellowship Committee
October 13, 2009

Members present: Roberta Cooper, Charlotte Raines, Pat Kent, and Sandy Melton

Sandy has written a letter to the Martin Luther King, Jr. Male Chorus asking them to sing for the WOW finale on April 28. No reply as of now.

The CDC has asked us to wait until 5:00 to set up for WOW since they have the schoolers in the Fellowship Hall until then. We also discussed the Monday evening Young at Heart dinners. Sandy will ask Lisa Calderwood about the schoolers using the Youth area in the B street building on these days since the Fellowship Hall will be set up for the dinners in Nov. and Dec.

We will ask for the same amount as last year (\$950) in the church budget.

The contract has been sent in for Bluestone. Mark asked for a count 10 days ahead in order to purchase our food.

WOW Menus

Oct. 21 Crown Catering- Beef roast, scallop potatoes, broccoli, mandarin orange salad, rolls, ice cream and toppings, cookies.

Oct. 28 Missions is providing pizza. We will provide salad and lemonade.

Nov. 4 Crown Catering—Chicken enchiladas, broccoli-cheese-rice casserole, corn casserole, taco salad, Mexican corn bread, Texas sheet cake,

Nov 11 Chili, salad, cornbread, ice cream and toppings. Sandy will ask Gary and Carol Anderson to make chili and Judy Anderson to make cornbread. Charlotte and Pat will make chili and Sandy will make veggie chili.

Nov 18 Crown Catering—turkey and dressing, mashed potatoes and gravy, green beans, garden salad, rolls and pumpkin pie (we will purchase pies).

Nov. 25 no WOW

Dec 2 Crown Catering—roast beef, mashed potatoes and gravy, fried cabbage, 7-layer salad, biscuit s, red velvet cake.

Dec 9 Crown Catering –chicken broccoli braid, scalloped potatoes, green bean casserole, raspberry pecan salad, sweet corn muffins. (We will provide brownies.)

Dec 16, 23, 30 no WOW

CHURCH CHAT—We have church chat Nov 1 and 22.

Charlotte, Pat and Roberta will do Church Chat for Nov 1. We will ask Jack to bring chips and dip and Jan to bring 1 tub of coleslaw and 1 tub of potato salad before they leave for Bluestone. Label and leave in pantry or refrigerator.

November 22 salsa and chips (Sandy), meatballs (Pat), veggie tray (Roberta).

Sandwiches (Charlotte), punch bowl trifle (Jan), 4 pumpkin pies (Jack)

Respectfully submitted,
Sandy Melton

Worship Committee **Summary of Third Quarter 2009**

Doug Calderwood, Mark Hornbaker, Mark Nelson, Gary McGrew, Graham Shook,
Dot Thomas

Worship Update

Special worship services continued during the summer and fall of 2009 at First Presbyterian Church of South Charleston.

Christmas in July – The Men of Praise raised their voices in worship as we focused on the birth of Jesus on July 26, 2009. Christmas in July gives us a chance to reflect on the Christmas story with out all the distractions that come with the month of December

Hymn Sing – The congregation was able to revisit all of their favorite hymns in a service worshipping the Lord through song and prayer on August 30, 2009.

Rally Day – On September 13, 2009 the Christian Education year was kicked off before the worship hour with a skit from the elementary students reminding us to use our talents wisely.

Youth Sunday – The Youth Group lead the congregation in a meaningful worship on October 18, 2009 with energizers, contemporary hymns, skits, and reflective stations.

Musical Group Update

Sanctuary Choir – The Sanctuary choir returned to the choir loft in September after a summer break. The choir continues to grow as it welcomes new members.

Bell Choir – The bell choir resumed rehearsals in September and will be ringing during the service on Reformation Sunday as well as during a service of lessons and carols in Advent.

Men of Praise – The Men of Praise are taking a break but will begin preparations for the Advent season in late October. All men are welcome to participate.

Other Business

New Sunday School During Worship for Grade School Kids - In order to enhance the worship hour and Christian education for all our grade school children, especially those who are not able to attend Sunday school before worship, we are offering a Sunday School class during the worship hour after the time with children. We will continue to offer Sunday School before worship.

Choir Hosting Music Intern – Dr. Hornbaker has requested that he be allowed to sponsor a music Intern. The purpose of the internship is to give a greater depth of musical experience to a deserving high school student who has an interest in music. For clarification, the internship is under the sole supervision and direction of Dr. Hornbaker and the program is not the responsibility of the Church or the Worship and Music Committee. So far this experience has been wonderful for both the choir and the intern.

Advent Season Change Reminder – The Christmas Cantata on Christmas Eve will start at 7:00 PM this year to give more members in the congregation and community a chance to attend.

Submitted by Mark Nelson

Child Development Center Board **August 12, 2009**

Attendees:

Sandy Melton, Nancy Bennett, Bonnie Logan, Tom Titus, Malissa Smith Kim Cobb

Sandy called meeting to order at 5:03 and led a prayer.

Director's Report

- Class reports: 2s – full, 3 on waiting list-full; 4s – 1spot available ;pk-13 full time, (4 spots open); schoolers- 26 full time. Total enrollment 65.
- Over \$8,000 in checking

Chair's report

- Discussed situation with disgruntled parent. Situation seems resolved.
- We need new mulch. Will set time for a mulch party.

Financial Report

- Made about \$4,000 for the month
- Ballpark estimate is we will make about \$25,000 this year.
- Several computer, building and maintenances expenses for this year.

Grant Committee:

- We will hear about “new cycle” decisions in December.

Sandy closed in prayer at 5:35.

Stewardship Committee
October 6, 2009

Attending: Tom Titus, Greg Smith, Hersha Brown, Rev. Gary McGrew

Tom Titus gave the opening prayer.

Budget

Committee discussed income. Greg reported that so far we are within projections.

The committee will wait to discuss 2010 budget due to the committee have not submitted their requests. Rev. McGrew reported that they were working on the budgets this eve. We will discuss at next committee meeting.

A recommendation was made for Becky Smith is authorized to process payroll. Tom made a motion that this be voted on at the next session meeting. Hersha Brown seconded the motion. Committee passed recommendation without opposition.

Stewardship will be the host for Church Chat on October 11, 2009. Since Tom Titus will be out of town Hersha Brown volunteered to organize.

Stewardship campaign will include:

November 8th and 15th, David Davidson will offer information during minute for mission at the Sunday church service.

Gary will send a draft letter for Tom to look over and send to the congregation.

The theme will be Everyday is an Opportunity.

Without any other business to discuss Tom Titus concluded the meeting with a prayer.

The next meeting will be November 3rd, 6:00 p.m.

First Presbyterian Church of South Charleston 2009

Committee Night	First Tuesday
Committee Reports Due	Second Tuesday
Stated Meeting	Third Tuesday, 7:00 pm
Ordination & Installation of New Officers	January 25 th
Annual Winter Congregational Meeting	January 25 th
<i>Annual Committee Reports, Pastor's Compensation, Memorial Service, Election of Trustee</i>	
Annual Spring Congregational Meeting	June 7 th
<i>Election of a Nomination Committee</i>	
Annual Fall Congregational Meeting	November 8 th
<i>Election of Elders</i>	

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

Pastor's Continuing Education and Vacation Schedule

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

<u>No. of Days</u>	<u>Dates</u>	<u>Why/Where</u>	<u>Sunday</u>	<u>Guest</u>	<u>Liturgist</u>	<u>Time With</u>
<u>Approved</u>	<u>Away</u>		<u>Missed</u>	<u>Speaker</u>		<u>Children</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	Titus	
7 Approved	Aug 24-30	Cont Ed	Aug 30	Hymnsing	JLong	
4 Approved	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