





2009 Budget

First Presbyterian South Charleston

Income

Tithes and Contributions	208,000
Loose Offerings and Gifts	7,500
Sunday School	1,500
Child Development Center	26,000
Investment Dividends	5,000
<b>Total Income</b>	<b>248,000</b>

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
<b>Total</b>	<b>74,000</b>

**Staff**

Office Manager	26,400
Director of Music/Organist	10,400
Director of Chancel	10,000
Youth Worker	3,800
Custodial	19,800
Staff Benefits	10,500
Worker's Compensation	1,200
FICA Matching	5,400
<b>Total</b>	<b>87,500</b>

**Education**

Supplies	1,200
Vacation Bible School	300
Youth	700
<b>Total</b>	<b>2,200</b>

**Stewardship**

Session Expense	400
Stewardship Resource	400
<b>Total</b>	<b>800</b>

**Evangelism**

Mission PCUSA	6,370
Presbytery of WV	6,370
Local Mission Projects	2,510
<b>Total</b>	<b>15,250</b>

**Care**

Tape Ministry	600
Devotional Booklets	150
Outreach & Care	150
<b>Total</b>	<b>900</b>

**Worship**

Guest Pulpit Speakers	300
Choirs	800
Communion	100
Worship	300
<b>Total</b>	<b>1,500</b>

**Property**

Maintenance	9,000
Office	14,000
Supplies	2,000
Kitchen	2,000
Utilities	31,000
Insurance	14,100
<b>Total</b>	<b>72,100</b>

**Fellowship**

Gatherings	950
<b>Total</b>	<b>950</b>

Recurring Expenditures 255,200

## **Property Committee**

### **September 1, 2009**

**Attendance:** Jim Lowe, Charlie Raines, Joe Cooper, Bob Lowe, Bob Cruickshank and Ray Holly.

**Excused:** Bob Eads, Jack Jones and George Cooper

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 August 4, 2009 Minutes and approved as submitted without change. The Treasure's Report, dated July 2009 was reviewed and a brief discussion ensued. Bob Cruickshank asks that Ellen Bush be contacted and asked that the congregation be reminded of Kitchen Pledges that are still outstanding.

**Old Business:** Jim is attempting to schedule a meeting of the Kitchen Committee. The committee discussed the need to follow-up and complete the Property Inspection. A date was set for Saturday, September 5<sup>th</sup> at 9:00 am. Segments of the Church-wide Inventory are still outstanding, but the first draft of the 2009 Inventory should be available by mid-October. A few old equipment items that have been in storage for years were discussed and the general opinion was to discard them as soon as possible.

**New Business:** The committee wants to give special recognition to member Ray Holly for dedicated at outstanding work over these past several months. Ray has worked inside and outside the church on numerous projects, at times paying for materials out of pocket, and we appreciate his hard work on behalf of the committee. The committee reviewed the re-worked Custodian Position Description and with a few minor word additions approved unanimously to recommend approval by Session when presented by the Administration Committee. Charlie thanked the Adm. Committee for their hard work and working with Property to find a description that works for all concerned. The committee reviewed briefly a proposed "Work Order Policy" recommended for use in the church and drafted by Charlie. Committee members are to review and submit questions, changes, etc. prior to the October committee meeting. The committee discussed in some detail the "Facilities Improvement Plan", "Long-Range Plan" including Capital needs both short and long term. The committee will meet on October 6<sup>th</sup> to begin development of these documents and attempt to complete by year-end. Budget Planning was discussed and various methods of how to come up with accurate budget numbers for the 2010 operating budget. John Powell will be invited as a potential member to join the property committee.

**For Session Approval:** There were no items requiring Session approval. 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, October 6, 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

## **Stewardship Committee**

**September 1, 2009**

1. The meeting was opened with prayer by Tom Titus
2. Audit Update – Bill Miller will complete the audit already in progress.
3. Greg Smith presented the financial report attached to these minutes.
4. We discussed the Assistant Treasurer position and how it would assist the Treasurer.
5. The theme for this year's stewardship campaign will be "Morning Sunrise," focusing on new opportunities.
6. Hersha will take care of Church Chat for this committee on October 11.
7. Greg is checking on implementing electronic checks for employees.
8. Prayer by Tom ended the meeting.

Minutes submitted,  
Hersha Arnold Brown

## **Fellowship Committee**

**September 1, 2009**

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

WOW begins September 16, 2009. Sandy has a call in to Lois Coffey. She will be playing hand bells. The last WOW will be April 28. Sandy will write the MLK, Jr. Male Chorus to reserve them for this date.

The Church Picnic will be September 20 at Shelter 2 in Little Creek Park. We will meet at 3 pm and eat at 4 pm. Jan will do the shopping at Sam's. Since three of us will be out of town, we will ask Becky to put a note in the bulletin asking for help to set up and cook.

Charlotte will bring ice, charcoal, matches, charcoal starter, aluminum foil, and grill utensils. She will bring her coffee maker along with coffee, sugar, sweetener, creamer, paper for tables, serving spoons, garbage bags, platters, and scissors from the church kitchen. Pat and Sandy will bring 2-liter drinks- 9 each –and put them in the storage room. Roberta will bring tape and insect spray. To Jan's Sam's shopping list, we added two cartons of water and cups for hot or cold drinks.

Church Chats are scheduled for the rest of the year.

Bluestone will be October 31-November 1.

Respectfully submitted,  
Sandy Melton

## **Administration Committee**

### **September 1, 2009**

Attendees: Barbara Cruickshank, Wendy Nelson, Bruce Jeffries

Opening Prayer: Bruce Jeffries at 7 P.M.

The Committee discussed at length the reconciliation of the Custodian job descriptions of the Administration and Property committees. Wendy volunteered to type the final document and send it out.

Pastor's Appreciation Day is Oct. 11. Barbara volunteered to discharge the Committee's wishes in this regard.

The meeting closed with prayer by Barbara at 7:45 P.M.

## **Education Meeting**

### **September 2, 2009**

The September meeting of the Christian Education Meeting was opened with prayer. Those present were Judy Lowe, Liz Greene, Lisa Calderwood, Marchetia Bailey, Nancy Bennett, Mark Nelson, and Pastor Gary.

Lisa gave a report on youth activities.

Mark presented a new idea that would benefit our grade Sunday School students during Sunday Worship. Especially for the older students (this year we have 4 3<sup>rd</sup> graders) Mark suggested a curriculum to continue and/or enhance the current Sunday School lesson. The proposal includes 2 Sunday School lessons, one before church and one during. One lesson could be an ongoing project while the other could be a more traditional Sunday School Lesson. A possibility is to connect one or both lessons with the WOW program. One concern will be the need for two sets of volunteer teachers each Sunday.

The committee discussed plans for Church Chat September 6. September 13 will be Rally Day. The youth under the leadership of Lisa will be delivering Rally Day brochures to the community.

The meeting was closed with prayer.

Respectfully Submitted,  
Marchetia Bailey

## **Communication Committee**

**September 1, 2009**

The Communication Committee met Tuesday, September 1st, at ~ 7:00 p.m. in the parlor. Committee members present were Mary Patteson, Mary Beth Patteson, David Hoffman, Von Carter, Lee Snyder and Dave Long. Rev. Gary McGrew was present for a portion of the meeting.

Dave Long opened the meeting with prayer and passed out an agenda for review.

Sympathy cards were prepared for the families of Hurlid Ashworth and Betty Krebbs. Various cards were also sent to 12 other members and/or friends

At the request of Session, the committee prepared a letter to be sent to churches we pray for, either on Sunday morning or during Friday prayer fellowship. Churches to pray for will once again be listed in the bulletin.

Friendship Pad volunteers were confirmed through November.

The committee ordered and has received 300 pens imprinted with the new church website address ([www.1stpresbyscwv.com](http://www.1stpresbyscwv.com)), and 500 refrigerator magnets with the church physical address, phone number and website address. These will be distributed on Rally Day, with a request to take two and give one to a friend, encouraging them to check out the website and join us on Wednesdays and Sundays. The committee will pass out pens and magnets during church school and the youth will pass them out during morning worship. The youth got a jump on the pens/magnets distribution recently when passing out flyers for Rally Day in the neighborhood.

Transportation schedules for Tom Haines and Guy Cain to Morning Worship are fairly well set. We are also still working on providing transportation on communion Sundays for Barney Bright.

The committee asked Gary about upkeep/maintenance of the website with the potential loss of Greg Smith's assistance in this area. Gary indicated that he and Becky were the "webmasters", and this should not pose a problem.

Communication is responsible for Church Chat on October 4<sup>th</sup>.

Dave Hoffman concluded the meeting with prayer at ~ 9:00 p.m.

## First Presbyterian Church of South Charleston 2009

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

### Committees and Support Staff for 2009

Clerk	Ellen Bush
Treasurer	Greg Smith
Administration	Cruickshank, 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

No. of Days <u>Approved</u>	Dates <u>Away</u>	<u>Why/Where</u>	Sunday <u>Missed</u>	Guest <u>Speaker</u>	<u>Liturgist</u>	Time With <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