



**First Presbyterian Church  
South Charleston, West Virginia  
STATED SESSION MEETING  
August 16, 2011**

The Stated Meeting of the Session of First Presbyterian Church, South Charleston, was called to order at 7:00 p.m., Tuesday, August 16, 2011, Pastor Gary McGrew. Session members present (marked P) or excused (marked Ex) were:

<b>P</b>	Gary McGrew, Moderator	<b>P</b>	Becky Davison	<b>P</b>	John Powell
<b>P</b>	Doug Calderwood	<b>P</b>	Dave Davison	<b>P</b>	Charlie Raines
<b>P</b>	Lisa Calderwood	<b>P</b>	Pat Kent	<b>P</b>	Malissa Smith
<b>P</b>	Barbara Cruickshank	<b>P</b>	Dave Long	<b>P</b>	Susan Smith
<b>P</b>	Bob Cruickshank	<b>P</b>	Sandy Melton	<b>P</b>	John Melton, Trustee
<b>P</b>	Jan Cole	<b>A</b>	John Metzger		

**Worship:** After Joys and Concerns Pastor Gary McGrew led the evening worship with passages from the Book of Genesis telling the story of the tower of Babylon and opened with prayer.

**Approval of Agenda:** The agenda for this meeting was approved by common consent.

**Approval of Minutes:** The June 21, 2011, Stated Session Minutes were approved by common consent.

**Stated Clerk**

<b>Date</b>	<b>School</b>	<b>Worship</b>	<b>Minister</b>
July 3, 2011	21	83	Communion
July 10, 2011	23	90	Gary McGrew
July 17, 2011	20	75	David Bush
July 24, 2011	21	92	Gary McGrew

**Pastor's Report.** Pastor McGrew reviewed the Financial Status Report, which was received as information.

**Trustees Report:** John Melton was present.

**Stewardship Committee:** David Davison reported on the 2010 Audit as a work in progress. The 2011 Stewardship Campaign will be starting with the 2012 Budget Requests to the various committees, which are due in September. Stewardship is looking at a stewardship package called "Extravagant Generosity."

## **The Stewardship Committee does so Move,**

Whereas, the Shade Tree Endowment Administration Committee meets quarterly;  
Whereas, the demands and duties of this committee at this time do not require ten active committee members;

Whereas, the current size of the committee is cumbersome and difficult to maintain appointments.

Be it therefore so moved that the bi-laws of the Shade Tree Endowment be amended.

Shade Tree Endowment Administration Committee Composition

Six (6) members to serve on the committee.

1 Minister (ex officio, non-voting) or interim pastor (ex officio, non-voting).

1 Session member.

1 Stewardship Committee member.

1 Treasurer.

1 Member at Large from the congregation.

1 Trustee representative.

Length & Number of Terms

The minister and treasurer carry continuous terms.

All others will have a three year term.

All terms begin with the calendar year.

Members are permitted two consecutive terms with one year off before another term.

Committee Appointment

Session member, Stewardship Committee member, Member at Large, and Trustee shall be named by the Nominations Committee and approved by the Session.

Quorum

A quorum for business and voting will be set at five out of six.

Voting

For a vote to carry, four out of five must agree.

The Motion was approved by Session.

**Administration Committee: Becky Davison** reported that the Nominating Committee is making progress and still working to fill two positions. She also reviewed the recommendations and referrals gathered from the annual staff interviews.

The Administration Committee nominated David M. Davison as the Interim Treasurer until December 31, 2011. Susan Smith seconded and the motion passed.

Becky Davison moved that Session accepted Treasurer Greg Smith's resignation with our sincere appreciation. Bob Cruickshank seconded the motion. The motion passed.

Becky Davison moved that Session accepted Administration Committee Susan Smith's resignation from Session with our sincere appreciation. David Davison seconded and the motion passed.

The Administration Committee so recommends the following for Session approval.

#### **Information Services Director/Office Manager**

Recommends, since Becky Smith has not an increase in vacation time from her 10-year work anniversary to her 20-year anniversary in March 2011, increase her annual leave from 1.5 days per month to two (2) days per month, which would not cost the church any additional funding.

**Motion Approved by Session**

#### **Pastor**

Refers, at the next Congregational Meeting, in January, 2012, increase the Pastor's vacation and time off from four weeks and four Sundays to five weeks and five Sundays in 2012. **The motion is to be presented to the Congregation during the January 2012 Congregational Meeting.**

#### **Church Accompanist/Director of Music**

Refers to the Property Committee and Worship Committee, that storage facilities for sheet music be secured and installed in the church choir area at the earliest opportunity. Dot Thomas is concerned about storing purchased/paid for sheet music.

#### **Chancel Choir Director**

Refers, to the Worship Committee, knowing that the sanctuary and choir loft configuration are not likely to change in the near future, opportunity for the choir to sing from the sanctuary floor more often. This will meet choir-loft-challenged maturing choir members' ADA needs and increase the choir's ability to hear the musical accompaniment. The Administration Committee also submits, to the Stewardship Committee, Mark Hornbaker's request for a raise, when funds are available.

#### **Youth Director**

Refers, to the Worship Committee, obtain more than one Sunday Samaritan; and specifically, the current Sunday Samaritan be given at least one scheduled Sunday off each month so she can remain in the worship service, and two scheduled Sundays off in June, July, and August to accommodate her absences during Youth summer activities.

#### **Custodians**

Recommends, the current Custodian job description be modified from a "40-hour a week" position to a "salary" position, where need drives the time spent on-site. Staff does not always require a 40-hour work. Sometimes the work load requires more than 40 hours.

**Referred to the Administration and Property Committees to ensure the current job description reflects what they do.**

**Worship Committee: Doug Calderwood** reported that the Choir is going to be down front several times between now and Christmas; the sound system subcommittee has been meeting; and that they are contemplating adding a Wilson Byer Piano Tuning Music Memorial category. Session approved Forrest Palmer and Forest McCutcheon to fill the pulpit in October. **David Long** reminded Session that August 21<sup>st</sup> is the Bluestone Beans and Cornbread luncheon.

**Education Committee: Lisa Calderwood** shared information about the September 11 Rally Day events. There will be a Youth Art Work Presentation and a balloon launch with church information postcards attached. Mission trip and Bluestone photos are up on the website.

**Mission Committee:** **Sandy Melton** reported that Bluestone Corn Bread and Beans dinner is Sunday. The committee has set the date for the shoe box party on September 23<sup>rd</sup> at the Melton residence. Guests will be asked to bring an appetizer to share. Donations will be accepted to help with the \$7 shipping cost for each shoebox. Car decals with the church name to be ordered.

**Fellowship Committee:** **Pat Kent** reported that John Powell will be chairing the committee until after the first of the year. Worship on Wednesdays menu planning completed through December. Church Picnic September 18<sup>th</sup>. Jan and John Powell are coordinating this event. Jan will coordinate the logistics of the Bluestone, which is the last weekend in October. Choir practice starts at 24 August at 7:00 p.m. with a picnic on 27 August.

**Care Committee:** **Barbara Cruickshank** has not been able to attend meetings.

**Property Committee:** **Charlie Raines** reported sang praises for David Smith's work with the air conditioning systems. Requested all committees to please let the Property Committee know what their space needs are now and for the foreseeable future. John Melton suggested installing hooks for banner displays rather than using bungee cords.

**Child Development Center:** **Sandy Melton** reported financially the CDC is on track; the drawing for the front doors to be reviewed soon; and the summer program was full. She thanked Bob Cruickshank for installing the plexiglass on the loft in the Pre-K room..

**Presbyterian Women:** Gary reported for the PW that they will dedicate heart pillow on September 18. Bob commented that the patients do appreciate the pillow as he received one while he was in the hospital. Fall schedule and Young at Heart starting in September.

#### **New Business:**

Committee Night:	September 6, 2011
Committee Reports:	September 13, 2011
Stated Meeting:	September 20, 2011
Worship Leader:	Pastor

**Closing:** Bob Cruickshank moved and Susan Smith seconded adjournment. The meeting was closed with prayer by Pastor McGrew.

Respectfully submitted,

Respectfully submitted,

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Rev. Gary McGrew, Moderator

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Rebecca A. Davison, Clerk of Session

## ***Property Committee***

September 12, 2011

### **MEMBERS PRESENT:**

David Smith, Joe Cooper, Bob Cruickshank, Bob Lowe, George Brown, Jack Jones, Charlie Raines.

Bob Cruickshank opened the meeting with prayer approximately 7:05 pm with seven members present.

### **OLD BUSINESS:**

Thermostat upgrade. Jim Lowe was not present, but he sent a report on the thermostat upgrade. The Committee's intentions are positive to let the Electrician Jim is working with to do the work, but wait for Jim to return to provide details on his report. Reger funds may be used in this effort.

Education Building wall parapet wall repairs. George Brown has talked to Brad Snyder who indicated that the work would be completed before cold weather.

Try to schedule needed repairs:

- Entry stoops for the sanctuary and Ed Bldg. need painting.

- Sanctuary columns were discussed in some detail. They need a lot of work. Also, we have been requested to install hooks on the columns to enable banners to be hung more easily.

- The wood trim at the Ed Building entrance needs replaced.

- The front post blocks need replaced at the Ed Bldg.

- Cleaning the concrete between the Ed Bldg and Sanctuary.

- Church sign upgrade. This is an ongoing project with George Brown and Brad Snyder.

The Committee felt that a Tom Sawyer day before Thanksgiving to deal with most of these matters.

Sound System Upgrade. No report.

Ray Holley and Joe Cooper built a work bench in the storage area. Good job fellas! It still needs a top and a vise.

Possible mold in third floor mechanical room. This area was cleaned and liberally doused with bleach. It looks a lot better.

The Day Care submitted preliminary sketches for the Ed Bldg Doors. The Committee liked the design and offered comments:

- Remove the steeple from the Church.

- Provide the name of the First Presbyterian Church of South Charleston on structure.

- Remove the window from the upper part of the Church.

Approval with the comments included was unanimous except that one person would not vote on this matter.

Day Care reported that the rails on the loft in the PreK room were too wide. Bob Cruickshank made these repairs before his surgery. Day Care is appreciative of his efforts.

The date for the Annual Inspection will be established at the October meeting.

## **NEW BUSINESS:**

Session requested a preliminary budget for 2012. Significant increases or decreases are the prime matter of interest now. The Committee reviewed a draft preliminary budget with both operating expenses and a possible Capital Campaign for 2012. Bob and Charlie are to tweak the budget for submission to Session. George Brown and others think that a line item as a Reserve for Replacement should be initiated in the budget. We have tried this in the past and had no success.

All three rooftop A/C units are in poor condition and need replaced. The 1928 boiler and associated piping similarly needs replaced. The A/C unit for the kitchen has a bad compressor which demands immediate attention. It is the Committee's position that split phase units as the Day Care installed in 2009 should be added to the third floor of the Ed Bldg. for proper heat control and to control moisture. More details are with the attachment for the draft preliminary budget. It is intended that a Capital Campaign be initiated so that major HVAC improvements and major repairs are made before the next A/C season. A copy of the draft preliminary budget is appended.

The Custodian Job Description was discussed because some Session members wanted them classified as salaried employees. A proposed Job Description was distributed and discussed. The major change from the present Job Description is to make it reflect actual practice; ie, the Custodian(s) are responsible for working 40 hours each week, but some weeks may be over or under the 40 hours. This is acceptable so long as they average the required 40 hours. Another clause was added to require 2 weeks notice of leave taken except in case of emergency. The revised Job Description was approved by the Committee. A copy is appended.

We have been requested to provide signs in the rear Parking Lot to indicate "This Area Is Monitored By Cameras." Charlie has bids. The low bid of Parton Sign (\$97.00) was accepted; two signs for poles and one for the Furniture Building. Charlie was asked to also get a sign to identify that the Day Care office is upstairs and the Church office is downstairs. This sign should cost about \$29.00. Total cost of signs to be approximately \$126.00.

Day Care submitted a sketch outlining proposed striping for the entry way to the Playground Storage Building. It was approved by the Committee.

Recurring and ongoing mouse problems were discussed. The following actions were recommended: One main entry point is the main boiler room combustion air inlet. Members will review the existing condition and try to determine a more mouse proof way to provide adequate combustion air. The pest control operator will be asked to put bait boxes at this location.

Open food and drink containers continue to be found in the Youth Area. Bob Cruickshank will deal with Lisa Calderwood on the matter.

People ignore the Church FIRE DOOR KEEP CLOSED signs. Many times when Committee members go thru the church, these doors are found open. A reminder of their importance should be sent to appropriate parties.

## **SESSION ITEMS:**

Job Description for Custodians is submitted for consideration and appropriate action.

Draft Preliminary Budget with potential capital items are submitted for information and consideration for a Capital Campaign as well as Operating Funds data for 2012.

People should keep Fire Doors closed. They are there for very legitimate reasons. Property Committee requests that Session members and Day Care representatives help the Property Committee keep others reminded of the significance of keeping the Fire Doors closed.

**DAY CARE ITEMS:**

Property approved the request for stripping the entry way to the Playground Storage Building.

Day Care staff should close all doors marked "FIRE DOOR KEEP CLOSED" behind them.

Property approved the Day Care design for the Ed Bldg Entry Doors with comment:

Remove the steeple from the Church because there is none on the structure.

Provide the name of the First Presbyterian Church of South Charleston on the Church.

Remove the window from the upper part of the church.

The meeting was closed with prayer at approximately 8:40pm.

Our next meeting is scheduled for October 4, 2011 at 7:00pm in the Fellowship Hall.

Respectfully Submitted:

Charlie Raines

***Mission Committee***

September 7, 2011

**MEMBERS ATTENDING:**

Malissa Smith, Sandy Melton, Marsha Miller, and Becky Nelson.

The Bluestone carwash and hot dog sale and the Beans and cornbread dinner were both successful netting \$ 1256.75 to help with renovating our cabin at Bluestone. We thank all those who donated their time and those who donated baked goods for the sale.

We received the Presby car decals. Sandy will do a minute for mission on Sunday, Sept.11 and distribute them to members. There is no cost, but donations are welcomed.

Our budget request will remain the same as last year.

We will have a shoebox party to raise money for shipping the Christmas shoeboxes September 23 at 7PM. The party will be at the Melton's, and guests will be asked to bring an appetizer to share. Donations will be accepted to help with the \$7 shipping cost for each shoebox. Malissa will give the information to Becky for the bulletin.

World Communion is the 1<sup>st</sup> Sunday in October. We will ask members of the congregation to read famous quotes about peace prior to the offering.

Haiti Luncheon is October 16. Malissa will talk to Lora.

Christmas Basket Luncheon is November 20.

Respectfully submitted,

Sandy Melton

## ***Worship Committee***

September 8, 2011

### **I. Call to order**

**Doug Calderwood** opened the September stated meeting of the Worship Committee with prayer at **6:30 pm on September 8, 2011 in the church Parlor.**

### **II. Attendees**

The following persons were present: Doug Calderwood, Gary McGrew, Dave Long, Dot Thomas, Mark Nelson, Mark Hornbaker and Graham Shook.

### **III. Approval of minutes from last meeting**

There were no minutes of the last meeting to be reviewed for approval.

**The Worship Committee requests Session approval to have David Bush fill the pulpit on October 30, 2011.**

### **IV. Open issues**

- a) Graham Shook presented and reviewed the status of the Worship budget and Transfer Fund.
- b) Acting on a request from the Stewardship Committee, the committee approved a motion to ask for the following one line item in the 2012 Budget:  
Maintenance (For the organ and the piano) \$800.00  
(It is hoped that this item will be taken under serious consideration to be transferred to the Property Committee operating budget.)
- c) The sound system sub-committee has not met since the last meeting. There will be a line item on Music Memorial Sunday for the sound system upgrade.  
The one portable sound mixing board that had been under serious consideration by the sub-committee has been discontinued.
- d) The October pulpit schedule was discussed. Here it is as it now stands:  
  
10/2 Gary McGrew, Assisting Elder/Communion: John Powell.  
10/9 Forrest Palmer, Liturgist: Jan Powell  
10/16 Youth Sunday  
10/23 Robert McCutcheon, Liturgist: John Powell  
10/30 Bluestone Sunday. David Bush. **A liturgist is still needed for this Sunday.**  
  
**"Time with Our Children" for 10/9, 10/23 and 10/30 need to be arranged.**
- e) Discussion of permanently moving the choir to the sanctuary floor was tabled until the October meeting.

- f) Dr. Hornbaker requested, and received, more definite expectations of the intern program. Points such as how often they are expected to be at practices and at Sunday morning worship services. But Hannah and Shubba are seniors this year and their available time may become diminished towards the end of the school year. The interns will have something along the lines of a capstone project at the end of the school year.
- g)
- h) Dot reviewed three examples of choir music folders that were on loan from Gorby's. The choir will be polled as to their opinions before any purchases will be made.

**V. New business**

- i) This committee has church chat on 9/25. It was agreed that the main entree will be a salad bar. "Pigs in a blanket" and doughnuts will round out the fare
- j) Approval was given to invite Trio Giocosio to perform at this year's Christmas Eve service. Their compensation will be \$450.00
- k) The October stated meeting was scheduled for October 6<sup>th</sup> at 6:30.

**VI. Adjournment**

**Gary McGrew** adjourned the meeting at **8:16 pm with prayer.**

Respectfully Submitted:  
Doug Calderwood

***Administration Committee***

September 6, 2011

The Administration Committee submits a motion for Session approval

**That Session conduct the annual asking for "Staff Christmas Gifts" for First Presbyterian Staff (this does not include the Pastor who serves as Head of Staff).**

The proposed schedule for bulletin and newsletter announcements and envelopes in the pews is November 27, December 4, and December 11. An information letter to all congregational members will be provided to Becky Smith. Proposed closing date is December 15, 2011.

Respectfully Submitted:  
Becky Davison

## ***Fellowship Committee***

September 6, 2011

Members Present: Roberta Cooper, Jan Powell, John Powell, Charlotte Raines

WOW- Fellowship Committee member's responsibilities were reviewed and discussed. Roberta and Charlotte will head up the set up each week and Jan & John Powell will lead the cleanup. John Powell confirmed with Gary that Bible study will be held as usual during October, thus no accommodation in WOW schedule is needed. John Powell will make confirmation contact with the caterer.

Church Picnic- Church picnic (September 18, 2011) assignments were reviewed and discussed. We will pray for good weather.

Bluestone Weekend - October 28-30 dates were confirmed. Jan Powell will provide logistical coordination.

Church Chat- The schedule was reviewed and discussed.

Jan Powell closed the meeting with prayer.

Respectfully submitted,  
John Powell