

1. **Next meeting.** Our next Session meeting is scheduled for Wednesday, January 7, to avoid the week between Christmas and New Year's (when I will be off).
2. **Annual Reports.** Committee Chairs are requested to turn in their annual reports to the Church Office by Sunday, January 11. If you can submit your report as an email – either as the message itself or an attachment – this will help us greatly in preparing the report booklet. A memo with a copy of last year's report is being distributed this evening.
3. **New Elder training.** There were no elders elected at October's congregational meeting who require pre-ordination training (G-14.0205). I will schedule a 'refresher' meeting soon for Elders in the Class of 2011. This class of Elders will be installed on Sunday, January 18, 2009.
4. **Communion Servers.** The Sacrament of the Lord's Supper will be celebrated three times before our next meeting. Scheduled servers are (if you cannot serve, please secure a sub and let Stewart Sherwood know):

DECEMBER 24	JANUARY 4 – CDEF
1 Bob Ridle	1 Mary Rainey
2 Frank Brown	2 James Mader
3 James Mader	3 Earl Flower
4 Nancy Swisher	4 Mary McNamara
5 Stewart Sherwood	5 Danny Fields
6 Earl Flower	6 Kay Moyer
7 Danny Fields	7 Stewart Sherwood
8 Chuck Blackley	8 Nancy Swisher
9 Jerry Fry	9 Bob Ridle
10 Mary Rainey	10 Eve Thomas
11 Mary McNamara	11 Caroline Wuebke
12 Kay Moyer	12 Paul Wolfe

P: F. Brown/E. Thomas

P: N. Swisher/M. Rainey

5. **2009 Communion Schedule.** The following schedule for celebrating the Sacrament of the Lord's Supper is recommended for the next year:

2009 March 1.	Lenten (First Sunday)
April 9.	Maundy Thursday
May 31.	Pentecost
August 2.	Summer
October 4.	World Communion
November 29.	First Sunday in Advent
December 24 (Thursday).	Christmas Eve
2010 January 3.	New Year

6. Advent-Christmas events.

- Advent worship: will feature interpretation of the Advent candles and a sermon series based on the traditional candle designations of Hope, Peace, Joy, and Love.
- Youth Choir practice, Sunday, December 7, 5:30 p.m.
- Youth winter crafts creation, Sunday, December 14, 9:30 a.m.
- Christmas Cantata, "Candles and Carols," presented by the Adult Choir – Sunday, December 14
- Christmas Joy Offering Church Night – Sunday evening, December 14, 6:00 p.m. in Fellowship Hall. The choirs will present a special program, and the Mission Committee will interpret and receive the Christmas Joy Offering.
- Youth Christmas caroling, Sunday, December 21, 4:00 p.m. (meet in Fellowship Hall; we will be taking the crafts made on December 14 to those we visit; all ages are invited to attend)
- Christmas Eve Candlelight Communion – Wednesday, December 24, 7:30 p.m.
- Sunday, December 28 – First Sunday in Christmas; guest speaker – Mark Wilson
- Sunday, January 4, 2009 – Epiphany Sunday/end of 12 Days of Christmas (actually, Tuesday, January 6).

7. **FOG Task Force.** Since the release of the latest revisions of the proposed new Form of Government in mid-October, and my trip the present workshops for the Presbyterian Coalition about the same time, I have had only one 45-minute conference call meeting with this group. Nothing is planned until the end of January at the earliest, when I may have to present a workshop at New Hope Presbytery (Raleigh area) on a Saturday.

The proposal is now undergoing church wide study, until June 30, 2009. Any elders interested in taking part in a study of the proposal here at Second should indicate their interest to the pastor.

8. **Pastor's Terms of Call, 2009.** Based on the action taken at the October 29 Session meeting, the following is the requested redistribution of the pastor's compensation for 2009. The pastor does this largely for tax purposes, to redistribute salary into housing allowance and his medical escrow account.

2009 PASTOR'S TERMS OF CALL
Adequacy Review by Congregation

PROCESS

The *Book of Order* of the Presbyterian Church (U.S.A.) requires the congregation to review the adequacy of the pastor's compensation, upon report of the prior face-to-face review of the Session (G-7.0302a). Following the congregation's review, the terms of call are reported to Shenandoah Presbytery for Presbytery's approval.

SESSION REVIEW

All staff salaries were adjusted for 2009 by 4.5%. Changes in the pastor's salary always have effect on two expenses which are mandated by either the General Assembly of the Presbyterian Church (Benefits Plan dues) or Shenandoah Presbytery (½ of the annual SECA tax).

ITEM	2008	Change	2009
SALARY/HOUSING			
Salary #.	\$ 38,790.00.	1,750.00.	40,540.00
Housing Allowance #.	9,950.00.	450.00.	10,400.00
Utilities Allowance #.	2,340.00.	105.00.	2,445.00
<i>Subtotal Salary/Housing.</i>	<i>51,080.00.</i>	<i>2,305.00.</i>	<i>53,385.00</i>
<i>(effective salary for Benefits Plan calculations)</i>			

OTHER TERMS OF CALL EXPENSES

In addition to the above items, the Pastor's Terms of Call includes the following items:

- Automobile Expense (reimbursed at IRS rate – 2009: *decreases to 55¢ (was 58.5¢)/mile*)
- Professional Expenses, including Continuing Education (partly funded by pastor from salary)
- Minister's Benefits Plan Dues – 31.5% of effective salary. (Effective salary is salary plus housing, utilities, and SECA/self-employment reimbursement. This percentage is unchanged for 2009.)
- Minister's Self -Employment reimbursement
- Medical deductible escrow account (funded by the pastor from salary)

The totals for these items can be viewed in the 2009 Budget.

ACTION TO REDIRECT SALARY

Each year, the pastor requests that Session redirect some of his salary to the following items:

Item	2009
2102 Housing Allowance.	20,000.00
2105 Professional Expenses.	800.00
2106 Benefits Plan (Optional Dental).	330.00
2109 Medical Deductible escrow.	800.00

This action adjusts the following budget levels for these line items:

Item	2009
2101 Salary.	18,610.00
2102 Housing Allowance.	30,400.00
2105 Professional Expenses.	2,000.00
2109 Medical Deductible.	800.00

BOSWELL JONES LOCAL BENEVOLENCE PROGRAM

The following is an extract from the August 18, 1982, Session Minutes of Second Presbyterian Church, Staunton: Elder Harris, on behalf of the Mission Committee, presented the Local Benevolence Guidelines, with reference to the H. Boswell Jones Fund and the Local Benevolence Fund, proposing a unified "Local Benevolence Program." The Local Benevolence Program, or L.B.P., was discussed in detail and was made a part of the Session members' manuals as page #36 under the "Policies" section. On motion of Elder Harris, the Session adopted these guidelines for the two funds. It was also noted that the transactions involving these funds will not be handled through the church office and the Session will not get a running report on the administration of this fund. This program comes under the Mission Committee but is an independent administration. The administrator of the L.B.P can only serve two years as it now stands.

The following information is published in *The History of Second Presbyterian Church, Staunton, Virginia, 1875-2000* (Katherine L. Brown) on page 204:

In 1982 Second Church learned that it was the beneficiary of \$5,000 from the will of H. Boswell Jones, Jr., to be used only in local benevolence work. When the final estate payout was made, the fund was \$13,195. The pastor was to appoint an administrator for the fund, and named Jean Flower. Nellie Reeves later served in this post. This fund enabled Second Church to help in crisis situations ...

NOTE: The document approved on August 18, 1982, reported the H. Boswell Jones Fund to have an initial balance of \$18,294.00.

The Local Benevolence Program policy is on the reverse of this page.

**In accordance with the stated purpose of the Mission Committee
we propose a unified "Local Benevolence Program."**

1. The Local Benevolence Program is to assist local people who are unable financially to meet reasonable household, personal, and medical expenses.
2. The Local Benevolence Program will consist of two independently functioning parts:
 - A. Local Benevolence Fund of Second Church (line item #73 of church budget);
 - B. H. Boswell Jones Benevolence Fund (money given to Second Church from the H. Boswell Jones estate).
3. A. The L.B.F. will be supplied from three sources:
 1. Church's budgeted general fund (line item #73 - referred to as "Local Benevolence").
 2. Designated gifts from individuals.
 3. Money given to L.B.F. by officer in charge of H. Boswell Jones Benevolence Fund (if officer so desires).

B. The L.B.F. will be administered as follows:

 1. The Church Treasurer will disburse monies in the L.B.F. when authorized by the minister and/or Missions Committee,
 2. The minister will be authorized to approve all expenditures from L.B.F. up to Twenty-five Dollars (\$25.00). All requests that exceed Twenty-five Dollars (\$25.00) should be approved by the Missions Committee, or its Chairman.
 3. The Church Treasurer and Minister will keep a permanent record of all disbursements from the L.B.F. and will monthly provide a general information report of expenditures to Missions Committee and Session as matter of information.
 4. These policies will be reviewed and amended by Missions Committee as needed.

C. The Local Benevolence Program of Second Church will characteristically be active or passive according to monies anticipated available for the coming year in the L.B.F.

 1. Should more than Eight Hundred Fifty Dollars (\$850.00) (or budgeted figure) be anticipated available, the Minister and Missions Committee will be active in selecting qualified local benevolent causes.
 2. Should less than Eight Hundred Fifty Dollars (\$850.00) be anticipated in the L.B.F. for the coming year, the monies will be disbursed on a passive basis (i.e., only when others seek out the church for aid).

D. All monies disbursed from the L.B.F. will be given to the agency, business, store, etc., that can supply the services needed upon request. No money will be given directly to any individual upon request unless approved by the Missions Committee.
4. The H. Boswell Jones Benevolence Fund (HBJF) will be supplied from monies left Second Presbyterian Church from the estate of the late Henry Boswell Jones.
 - A. The HBJF will be administered by an individual chosen by the Minister of Second Presbyterian Church. This individual will serve a two year term. (This is in accordance with the stated conditions of Mr. Jones' will.)
 - B. The Administrator of this fund will be referred to as the Jones Emergency Relief Officer (JERO). The JERO is authorized to invest monies of the HBJF so as to keep money in this fund over a continuous number of years.
 - C. The monies of the HBJF will be disbursed in accordance with stated conditions of Mr. Jones' will which are:
 1. All expenditures can only be approved by the JERO.
 2. Monies spent can be disbursed only for local benevolent causes approved by the JERO,
 3. Monies disbursed each year can equal no more than fifteen per cent (15%) of the amount received, plus interest on the same amount. (Amount received – \$18,294.00) [NOTE: a written notation adds "must be spent" at the end of this line.]
 4. The H. Boswell Jones Benevolence and fiscal year will run from April 1 through March 31.
 5. Accounting records kept by JERO should be only of amounts disbursed (according to terms of H. Boswell Jones' will). The recipients' names will not be published.
 6. Checks will be disbursed directly to recipient and will not go through the church's accounting system.