

**STATED SESSION MEETING
SECOND PRESBYTERIAN CHURCH
STAUNTON, VIRGINIA
December 3, 2008**

The Session of Second Presbyterian Church held its November Stated Meeting on Wednesday, December 3, 2008 at 7:05 p.m. in the Fellowship Hall. Dr. Daniel S. Williams, Moderator, called the meeting to order and opened with prayer. A quorum was present.

ATTENDANCE

Present: Chuck Blackley, Frank Brown, Danny Fields, Earl Flower, Jerry Fry, William Jack, James Mader, Mary McNamara, Mary Rainey, Bob Ridle, Stewart Sherwood, Nancy Swisher, Eve Thomas, Caroline Woebke, Paul Wolf, and Dan Williams. Excused: Andy Easley and Kay Moyer.

Absent: None.

AGENDA

The agenda was adopted with one additional Unfinished Business item.

MINUTES REVIEW

The minutes of the October 29, 2008 Stated Meeting were approved.

REVIEW OF THE TREASURER'S REPORT

The report was reviewed and filed for audit. It was noted that \$10,000 of the amount in Line Item 1398 (Income from Other Sources) should be moved to Line Item 1399 (Transfers from Investment). Session ruled that the \$3,000 designated for Choir Robes, and held in Savings, should be moved to a separate account.

CLERK'S REPORT

1. **Membership Actions** - none
2. **Average worship attendance:** November 2-30 = 85 / Thanksgiving Service was held jointly with First Presbyterian Church in their sanctuary.

PASTOR'S REPORT

1. **Next Meeting.** The next Session meeting is scheduled for Wednesday, January 7, 2009 to avoid the week between Christmas and New Year's when the Pastor is on vacation.
2. **Annual Reports.** Committee chairs are requested to turn in their annual reports to the Church Office by Sunday, January 11.
3. **New Elder Training.** There were no elders elected at October's congregational meeting who require pre-ordination training (G-14.0205). A 'refresher' meeting will be scheduled soon for Elders in the Class of 2011. This class of elders will be installed on Sunday, January 18, 2009.
4. **Communion Servers.** Elders scheduled to serve communion on December 24, and January 4 were reminded of their duties.
5. **Advent-Christmas schedule** was announced as follows:
 - 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.
 - Christmas Joy Offering will be interpreted at the Church Night program on Sunday, December 14 at 6:00 p.m. Mission Committee is the host for the meeting, CJ Offering will be received.
 - Youth Choir practice, Sunday, December 7, 5:30 p.m.
 - Youth winter crafts creation, Sunday, December 14, 9:30 a.m.
 - A Christmas Cantata, "Candles and Carols", will be presented by the Adult Choir on Sunday, Dec. 14.
 - Youth Christmas Caroling — Sunday, December 21, 4:00 p.m.
 - 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 (actual date is January 6)
6. **2009 Communion schedule.** The following schedule for celebrating the Sacrament of the Lord's Supper is recommended for the next year: 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; January 3, 2010: New Year. Session approved the schedule as recommended.
7. **FOG Task Force.** Nothing is planned for the group until the end of January.
8. **Pastor's Terms of Call.** In accordance with the *Book of Order* of the Presbyterian Church (U.S.A.), Session

reviewed and approved the adequacy of the pastor's compensation, upon report of the prior face-to-face review of the Session (G- 7.0302a). A copy of the 2009 Pastor's Terms of Call will be included in the Annual Report. Following the congregation's review, the Terms of Call will be reported to Shenandoah Presbytery for its approval. (See Appendix A, page 30, for this report, which includes the annual redistribution of salary items requested by the Pastor and approved by the Session.)

STANDING COMMITTEE REPORTS

1. Mission

- Two Second Church members have registered to be part of the BAJA Team next July.
- The November 19 Church Night featured Dave and Carolyn Thalman. They presented an excellent program on Disaster Preparedness. The program was well attended.
- Committee will prepare a Disaster Preparedness Plan for Session's approval in early 2009.
- Increased needs from the Discretionary Fund (Line Item 7107), have depleted that fund. Session approved moving \$200 from the General Treasury into the fund.

2. Property

- Committee has contracted with Messer Landscape, Inc. for snow removal around the Church at a cost of \$35.00 per occurrence. Session approved this action.
- It was noted that Second Church members may use the parking lot owned by Central United Methodist Church when there are no activities at that Church.

3. Stewardship and Finance

- The committee has completed the first review of the 2009 Budget. Mission giving, Personnel, Building Maintenance, and Utilities constitute the major expenses.

4. Worship and Music

- Thanks were extended to all who helped to decorate the Church for Christmas.
- Lay readers, ushers and greeters have been secured for December, with the exception of Christmas Eve.

5. Christian Education

- Youth participated in leaf raking project at the Haessley's.

6. Membership and Outreach

- Tour of the White House was not approved.
- Christmas cards have been sent to all our shut-in members.
- A class in Conversational Spanish is being offered at no cost to those interested. Contact Frank Brown for further information.

UNFINISHED BUSINESS

1. **Committee Service Committee.** Seventeen members participated in the work day at the Salvation Army. This help is an ongoing need. Bell ringers are needed during the holiday season.
2. **Boswell Jones Mission Account.** Elders were provided background and handling of funds from this account. Mission Committee was charged with the responsibility for reviewing the Benevolence Program. [See Appendix B, page 31, for this report.]
3. **Presbytery Report.** Jerry Fry and Dan Williams reported on their attendance at the November 11 meeting of Shenandoah Presbytery.
4. **Personnel Committee.** Bob Ridle, chairperson, reported on his conversation with Pam Snyder. She desires to continue her work with the choirs on a volunteer basis. Pam Snyder is once again a PW representative to the U.N. Conference she attended last year.

NEW BUSINESS

1. Upcoming meetings:

- a. **Session:** Wednesday, January 7, 2009 – 7:00 p.m. in Fellowship Hall
- b. **Shenandoah Presbytery:** Saturday, Feb. 14, 2009 – Massanutten Presby. Church, Harrisonburg (9:30 a.m.)
- c. **Highland Augusta Mission Community:** Thursday, January 15, 2009, at Bethany Presbyterian Church in Staunton (6:30 p.m.)

ADJOURNMENT

The meeting adjourned with prayer.

APPENDIX A – PASTOR’S TERMS OF CALL REVIEW

**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.	29,950.00
2105 Professional Expenses.	2,000.00
2109 Medical Deductible.	800.00

APPENDIX B: BOSWELL, JONES FUND INFORMATION

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 following is the policy statement referred to in the first paragraph, above:

**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.

Written and submitted by Dennis Walker and Doug Harris
Submitted to Session by Missions Committee for approval
August, 1982