

**STATED SESSION MEETING
SECOND PRESBYTERIAN CHURCH
STAUNTON, VIRGINIA
January 5, 2011**

The Session of Second Presbyterian Church held its December 2010 Stated Meeting on Wednesday, January 5, 2011. The meeting was postponed to this date due to the holiday season. The meeting was called to order at 7:00 p.m. in the Fellowship Hall by the Moderator, Dr. Daniel S. Williams. The meeting was opened with prayer. A quorum was present.

ATTENDANCE

Present: Chuck Blackley, Debby Camden, Andy Easley, Jerry Fry, William Jack, James Mader, Darlene Mason, Mary McNamara, Mary Rainey, Bob Ridle, Maxine Robertson, Stewart Sherwood, Nancy Swisher, Caroline Wobke, Paul Wolfe, James Wright, and Dan Williams.

Guest: Elder-elect Barbara Daugherty.

Dr. Williams led the Session in a review and discussion of the proposed Form of Government, sections G-3 through G-6, a topic for action at the February meeting of Shenandoah Presbytery.

AGENDA

The agenda was adopted.

APPROVAL OF MINUTES

The minutes of the November Stated Meeting held on Wednesday, December 1, 2010, were approved with the following corrections: On page 118, after Line 19 insert the heading 5. Mission. The following four bullets (*) contain information pertaining to the Mission committee. On page 118, change Line 28 to read: The amplifier on the sound system in Fellowship Hall needs work.

REVIEW OF THE TREASURER'S REPORT

The Treasurer's Report was reviewed and filed for audit. It was noted that regular giving is 8.43% behind the 2010 projections. It was further noted that \$41,500.00 was transferred from the Invested Funds Account to the General Checking Account in 2010. An additional \$1,500.00 will be withdrawn from the Bailey Scholarship Fund managed by Shenandoah Presbytery Corporation for scholarships being awarded.

ORDER OF THE DAY: Examination of newly -elected Elder Barbara Daugherty

A period of study and preparation for new elders provided by Dr. Williams has been completed. Barbara shared her faith journey from childhood to the present. A motion to sustain the examination and approve Barbara for ordination and installation in the Class of 2013 on January 16, 2011 passed. Frank Brown, Kay Moyer and Mark Robertson will also be installed in the Class of 2013.

CLERK'S REPORT

1. **Membership Actions** - none
2. **Average worship attendance:** December 5 - 26 = 70; Christmas Eve Service = 96
3. **Correspondence:** Prayers were requested for health issues of Rev. Tom Biggs, and Rev. Ann Petit on the death of her father. The congregations of Shenandoah Presbytery have been invited to meet and hear Elder Cynthia Bolbach, Moderator of the Presbyterian Church, USA on February 13, 2011. An informational flyer about this opportunity was shared.

PASTOR'S REPORT

1. **Annual Reports** - Reminder. Annual Reports are due to the Church Office by January 9, 2011. The annual meeting is scheduled for January 30, 2011.
2. **Bible Study.** Bible Study will resume on Tuesday, January 18, with a study of the Apostles Creed. This study will run until April 12.
3. **Staunton pulpit exchange.** The annual Staunton Presbyterian pulpit exchange is in the process of being planned. March 6 is a possible date.
4. **Lent - Easter schedule.**
 - March 9 - Ash Wednesday Church Night Supper and Worship
 - March 13 - First Sunday in Lent; the Sacrament of the Lord's Supper

- April 17 - Palm Sunday: Palm Sunday Luncheon (noon)
 - April 21 - Maundy Thursday Communion Service (7:30 p.m.)
 - April 22 - Good Friday Service of Shadows (7:30 p.m.)
 - April 24 - Easter Sunday / The Resurrection of the Lord
5. **Guest Pastor.** Session approved inviting Elder Cynthia Bolbach, Moderator of the 219th General Assembly, to preach in our pulpit on February 13.

STANDING COMMITTEE REPORTS

1. Worship and Music

- The Lent - Easter schedule is included in the Pastor's Report.
- Dr. Williams is serving as moderator for Olivet Church, and their session meets on the third Sunday of the month.
- Thanks were expressed to the committee for their work decorating the sanctuary and the Church for Christmas.

2. Christian Education

- Session approved requests for \$500 scholarships from the Woodside - Bailey Scholarship Fund for Jonathan Williams and Michael Nuckols. Dr. Williams abstained from voting.

3. Membership and Outreach

- A review of the membership rolls is in progress.

4. Mission - no report

5. Property

- Work on the sound system in Fellowship Hall has been completed.
- Snow removal from the previous storm was done satisfactorily by Messer Landscape.

6. Stewardship and Finance

- The Personnel Committee, consisting of Pam Snyder (Chair), Jerry Fry and Bob Ridle, recommended a 2% salary increase for the part-time church employees (Alan Archer, organist, Kathy Holsinger, secretary, and Kay Mader, Christian Education consultant). Session approved the recommendation. Dr. Williams preferred no adjustment to his salary. James Mader abstained from voting. The committee will revisit the salary issue in June.
- Committee recommended approval of the 2011 Church Budget, which includes the above salary increases for part-time employees. Session approved the recommendation. *[Please see Appendix A, page 121, for the 2011 Budget.]*

UNFINISHED BUSINESS

1. Amendments to the Constitution - handled at the beginning of the meeting

2. Community Service Committee

- Thanks were expressed to the members who volunteered as Bell Ringers for the Salvation Army. Salvation Army was pleased with the collection received by our members.

NEW BUSINESS

1. Shenandoah Presbytery Commissioner: Elder Bob Ridle will serve as the commissioner to the February 12 meeting of Shenandoah Presbytery at Covenant Presbyterian Church.

2. Elders completing terms. Thanks were expressed to Elders completing terms of service - Class of 2010: Andy Easley, William Jack, Mary McNamara, Mary Rainey, and Stewart Sherwood .

3. Upcoming meetings:

a. **Session:** Wednesday, January 26, 2011

b. **Shenandoah Presbytery:** Saturday, February 12, 2011- Covenant Presbyterian Church, Staunton (9:30 a.m.)

c. **Highland- Augusta Mission Community:** Tuesday, January 18, 2011 at Shoney's Restaurant, Staunton (12:00 noon)

ADJOURNMENT: The meeting adjourned with prayer at 8:20 p.m.

APPENDIX A: 2011 BUDGET – for Session action, see Stewardship and Finance Committee, page 120.

SECOND PRESBYTERIAN CHURCH STAUNTON, VA		2011 BUDGET January 5, 2011		
#	INCOME	2009 BUDGET	2010 BUDGET	2011 BUDGET
1100	NON-DESIGNATED RECEIPTS			
1101	Regular Giving	112,000.00	115,000.00	109,000.00
1102	Loose Offering	1,500.00	2,000.00	1,000.00
1103	Interest: Checking Account	50.00	30.00	50.00
1104	Presbyterian Women	600.00	600.00	600.00
1106	Use of the Building	750.00	750.00	750.00
1108	Copies, Stamps, etc.	100.00	0.00	0.00
1109	Sunday Bible Study	900.00	600.00	600.00
1112	T. Patterson Annuity	8,624.46	17,250.00	17,250.00
	***Subtotal: Non-Designated Receipts	124,524.46	136,230.00	129,250.00
1200	DESIGNATED RECEIPTS			
1201	Church Support	2,200.00	2,200.00	2,500.00
1202	Benevolence	3,000.00	1,500.00	1,000.00
1203	Hunger Offerings	4,300.00	5,500.00	5,600.00
1204	One Great Hour of Sharing	1,000.00	800.00	1,200.00
1205	Pentecost Offering	500.00	450.00	500.00
1208	Christmas Joy Offering	1,000.00	1,000.00	1,000.00
	***Subtotal: Designated Receipts	12,000.00	11,450.00	11,800.00
1300	NON-BUDGET RECEIPTS			
1397	Transfers from Memorial Fund	0.00	625.00	0.00
1398	Income: Other Sources	0.00	0.00	0.00
1399	Transfers from Investments	62,750.00	35,500.00	33,400.00
	***Subtotal: Non-Budget Receipts	62,750.00	36,125.00	33,400.00
	***TOTAL INCOME FOR PERIOD	199,274.46	183,805.00	174,450.00
	***INCOME + BEGINNING BAL.	199,274.46	183,805.00	174,450.00
	EXPENSES			
2000	SALARIES AND EXPENSES			
2101	Minister's Salary	18,610.00	18,210.00	18,210.00
2102	Minister's Housing Allowance	30,400.00	30,400.00	30,400.00
2103	Minister's Utilities Allowance	2,445.00	2,445.00	2,445.00
2104	Minister's Automobile Expense	4,000.00	4,000.00	4,000.00
2105	Minister's Professional Expenses	2,000.00	2,000.00	2,000.00
2106	Minister's Benefits Plan Dues	17,625.00	17,625.00	17,225.00
2107	Minister's Self Employment	3,940.00	3,940.00	3,940.00
2109	Minister's Medical Deductible	800.00	1,200.00	1,600.00
2201	Organist Salary	5,710.00	5,710.00	5,825.00
2301	Christian Education Consultant Salary	6,400.00	6,400.00	6,530.00
2401	Secretary's Salary	11,060.00	11,060.00	11,300.00
2601	Substitute Salaries	1,200.00	1,200.00	1,200.00
2701	Workers' Compensation Insurance	500.00	500.00	500.00
2702	FICA Tax W/H -- Social Security	1,436.54	1,436.54	1,466.61
2703	FICA Tax W/H -- Medicare	335.97	335.97	343.00
2704	Federal Income Tax W/H	0.00	0.00	0.00
2705	VA State Income Tax W/H	0.00	0.00	0.00
	***Subtotal: Salaries and Expenses	106,462.51	106,462.51	106,984.61

	2009 BUDGET	2010 BUDGET	2011 BUDGET
3000 CHRISTIAN EDUCATION			
3101 Sunday School Curriculum	1,000.00	600.00	300.00
3102 Vacation Bible School	450.00	500.00	250.00
3104 VCR license fee	73.00	80.00	80.00
3105 Camp Scholarships	300.00	400.00	400.00
3106 Teachers: Training and Support	100.00	100.00	100.00
3107 Confirmation Classes	0.00	50.00	100.00
3108 Refreshments	300.00	300.00	300.00
3109 Youth	350.00	350.00	350.00
3110 Nursery/Worship	1,100.00	200.00	100.00
***Subtotal: Christian Education	3,673.00	2,580.00	1,980.00
4000 MEMBERSHIP/OUTREACH			
4101 Receptions/Coffee Hour	100.00	50.00	50.00
4102 Miscellaneous/Newsletter	100.00	50.00	50.00
4103 Advertising/News Leader	625.00	500.00	0.00
4104 Kitchen Supplies	250.00	200.00	250.00
4105 Church Night Meals	250.00	250.00	250.00
4106 New Members/Prospective	100.00	50.00	100.00
4107 Funeral Meals Expenses	250.00	100.00	250.00
4108 Get Well Soon/We Care Program	300.00	300.00	300.00
4109 Entertainment/Special Events	200.00	0.00	200.00
***Subtotal: Membership and Outreach	2,175.00	1,500.00	1,450.00
5000 CHURCH PROPERTY			
5101 Natural Gas	18,000.00	12,000.00	13,000.00
5102 Electricity	3,700.00	3,000.00	3,000.00
5103 Water	800.00	1,000.00	1,000.00
5104 Janitorial Supplies	250.00	250.00	250.00
5105 Property Insurance	8,000.00	8,500.00	7,500.00
5106 Property Maintenance	15,000.00	17,000.00	10,000.00
5107 Organ/Piano Repair	1,200.00	1,200.00	1,200.00
***Subtotal: Church Property	46,950.00	42,950.00	35,950.00
6000 WORSHIP AND MUSIC			
6101 Chancel & Children's Choirs	100.00	0.00	0.00
6102 Communion Supplies	100.00	100.00	100.00
6103 Music Supplies & Accessories	400.00	400.00	400.00
6104 Choir Robes Cleaning	200.00	0.00	0.00
6105 Handbells	200.00	200.00	200.00
6107 Program Development	400.00	400.00	400.00
6108 These Days	250.00	250.00	170.00
6109 Annual Copyright Fee	180.00	180.00	180.00
***Subtotal: Worship and Music	1,830.00	1,530.00	1,450.00
7000 GENERAL MISSION			
7101 Undesignated Benevolences	4,300.00	3,000.00	3,000.00
7103 Missionary Support	2,000.00	2,000.00	1,500.00
7104 Weekday Religious Education	2,000.00	2,000.00	1,750.00
7105 Valley Mission	1,000.00	1,000.00	750.00
7107 Discretionary Fund	1,000.00	700.00	350.00
7108 Mission Program	500.00	500.00	250.00
7109 ComfortCare Women's Center	1,000.00	1,000.00	750.00
7112 Ethiopia Support	500.00	500.00	375.00
7113 Teen Challenge	500.00	500.00	375.00
7114 Meals on Wheels	500.00	500.00	0.00
7115 Augusta Free Medical Clinic	600.00	500.00	450.00
7116 Habitat for Humanity	500.00	600.00	375.00
7118 Medical Benevolence Foundation	750.00	750.00	625.00
7120 Covenant Church/Massanetta Springs	500.00	500.00	500.00
***Subtotal: General Mission	15,650.00	14,050.00	11,050.00

	2009 BUDGET	2010 BUDGET	2011 BUDGET
7200 SPECIAL MISSION			
7201 Hunger Ministries	3,750.00	5,500.00	5,600.00
7201A Presbyterian Hunger Program	(41% to \$1,500)	(41% to \$1,500)	(35% to \$1,500)
7201B SACRA – Hunger	(20% to \$750)	(20% to \$750)	(17% to \$750)
7201C Water for Life	(13% to \$500)	(13% to \$500)	(12% to \$500)
7201D Heifer International	(13% to \$500)	(13% to \$500)	(12% to \$500)
7201E Blue Ridge Area Food Bank	(13% to \$500)	(13% to \$500)	(12% to \$500)
7201F Meals on Wheels			(12% to \$500)
7201G Excess Hunger Funds			
7202 Special Offerings	2,500.00	2,250.00	2,700.00
7202A One Great Hour of Sharing	1,000.00	800.00	1,200.00
7202B Pentecost Offering	500.00	450.00	500.00
7202E Christmas Joy Offering	1,000.00	1,000.00	1,000.00
***Subtotal: Special Mission	6,250.00	7,750.00	8,300.00
8000 CHURCH OFFICE EXPENSES			
8101 Equipment Maintenance	1,400.00	1,400.00	1,400.00
8102 Postage	550.00	475.00	400.00
8103 Paper/Printing Supplies	300.00	500.00	250.00
8104 Telephone Service	1,800.00	1,750.00	2,000.00
8105 Office Supplies	1,900.00	800.00	1,500.00
8107 Computer Supplies	1,200.00	1,200.00	1,200.00
8201 Copier	0.00	0.00	0.00
***Subtotal: Church Office	7,150.00	6,125.00	6,750.00
9000 ADMINISTRATIVE EXPENSES			
9101 Session Expenses	200.00	200.00	100.00
9102 Stewardship Program	500.00	500.00	400.00
9103 Annual Audit	0.00	0.00	0.00
***Subtotal: Administrative Expenses	700.00	700.00	500.00
9200 OTHER EXPENSES			
9201 Outgoing/Flow Thru Items	0.00	0.00	0.00
9301 Miscellaneous	0.00	0.00	0.00
9999 Investments	0.00	0.00	0.00
***Subtotal: Other Expenses	0.00	0.00	0.00
***TOTAL EXPENSES	190,840.51	183,647.51	174,414.61
***INCOME - EXPENSES	8,433.95	157.49	35.39
***ENDING BALANCE	8,433.95	157.49	35.39