

## **CHURCH OF THE COVENANT**

### **MINUTES OF THE SESSION MEETING: MONDAY, OCTOBER 2, 2017**

#### **ATTENDING:**

ELDERS PRESENT: Charlie Bowers, Pat Boyer, George Camlin, Gordon Core, Jason Dille, Ben Evans, Cindy Garlisi, Jim Hyland, Jim Little, Steve Marriner, Joan McCrory, Robynne Myers, Chuck Neff, Kim O'Donnell, Connie Simon, Katie Wichterman and Jeremy Zajdel

ELDERS EXCUSED: Dan Halulko

STAFF PRESENT: Rev. Dr. Stuart Broberg, Rev. Kay Balderose, and Don Nixon

#### **OPENING PRAYER AND DEVOTIONS**

The Rev. Dr. Stuart Broberg convened the regularly scheduled meeting of the Session of The Church of the Covenant, with devotions and prayer on Monday, October 2, 2017 at 7:00 p.m. in the Dining Room.

#### **APPROVAL OF THE DOCKET AND MINUTES**

The docket for this meeting was reviewed next. After a motion was made by Charlie Bowers and seconded by George Camlin, the October 2017 Session docket was unanimously approved by the Session. After a motion was made by Pat Boyer and seconded by Jeremy Zajdel, the minutes from the September 2017 regular Session meeting were unanimously approved.

#### **WASHINGTON PRESBYTERY MEETING, SEPTEMBER 23, 2017**

Charlie Bowers summarized the September 23, 2017 Washington Presbytery meeting, which was jointly held with the Redstone Presbytery at the Pine Springs Camp. The group met jointly for worship and communion, as well as to hear a sermon from Rev. Susan Wonderland of the Synod of the Trinity. Charlie remarked that the new building, The Refuge, was beautiful. Charlie pointed out that he feels that two elders from our Church need to attend each Presbytery.

Dr. Broberg advised that the Washington Presbytery's Mission Celebration Dinner had been postponed until April 2018.

#### **CALL THE ANNUAL CONGREGATIONAL MEETING TO ELECT OFFICERS - OCTOBER 22, 2017 AT NOON IN SANCTUARY**

Dr. Broberg asked that the Session call the annual congregational meeting for Sunday, October 22, 2017, starting at noon (or after the conclusion of the 11:00 a.m. worship service) to elect officers. Robynne Myers moved on that motion, and Jason Dille seconded that motion, which the Session unanimously approved.

#### **COMMUNICATIONS FROM THE CLERK**

There were no baptisms, weddings or funerals to report for September 2017.

#### **SPECIAL CONSIDERATION CALENDAR**

*Priority Sort/2018 Proposed Budget Items/Intreat Orange Dot Priorities*

Dr. Broberg reviewed the information developed during the recent Intreat, held in September 2017. He asked the Session to consider how to prioritize funding for projects through the annual

operating budget, memorial gifts, endowment funding, major restricted gifts or a new capital campaign. He used the parlor renovation project as an example, and showed the Session how he felt that that renovation project could be funded mainly using memorial gifts. It was agreed that some projects could be funded by multiple funding mechanisms.

The following table presents funding priorities developed by the Session in this meeting:

BUDGET	CAPITAL CAMPAIGN	ENDOWMENT	MAJOR DONOR/RESTRICTED GIFTS	MEMORIAL GIFTS
One Big Wiring System (OBWS)	OBWS	Preschool Scholarships <sup>1</sup>	Preschool Scholarships	OBWS
Property Planning <sup>2</sup>	Preschool Scholarships	Enhanced Mission Programs <sup>4</sup>	SGW	SGW
Young Adult Coffee Area <sup>3</sup>	Stained Glass Windows (SGW) <sup>5</sup>			
	Air Conditioning in the Sanctuary <sup>6</sup>			

**FOOTNOTES**

- 1 – One of the three finalists for best pre-school in Washington County!
- 2 – Refer to Building and Grounds Committee for further consideration; not a high priority
- 3 – Need more information to determine if this can be done
- 4 – Refer to Mission Committee for further consideration and definition
- 5 – We need to carefully study this to decide what needs to be done and what we can afford
- 6 – This needs much additional information and evaluation; could be controversial

**COMMITTEE REPORTS**

*Finance Committee*

Jason Dille, speaking for chairperson Steve Marriner, said that there was no financial report for the month. Jason reported that all Committee budget reports have been submitted.

*Personnel Committee*

Cindy Garlisi, chairperson, handed out a packet (attached) containing four (4) job descriptions for the following positions:

- Christian Education Director (formerly CE Project Director)
- Interim Director of Youth Ministry
- Interim Director of Junior High Ministry
- Youth and Music Intern

The packet contains needed information about the positions and the people who Personnel has proposed to fill them.

Steve Marriner noted that the budget numbers for 2018 still need to be worked out for these roles. Dr. Broberg said that he would work with the Finance Committee to make this fall within the money to be saved by Don Nixon leaving.

A motion was made by the Personnel Committee to approve the four job descriptions as presented. It was agreed that job description for the intern position should be revised so that it is clear the intern report to Darla Pepper-Miller, Debbie Miles and Pastor Kay and is really only for the 9:43 worship service. The motion was called for question. No second was needed since the motion came from the Committee. The vote to approve the four job descriptions with revision to the intern position was approved unanimously.

Cindy also advised that the Session needs to renew Pastor Kay's temporary relationship package, extending her contract to July 14, 2018, with the same terms as before. Cindy noted that the original temporary relationship contract expired on July 31, 2017. The motion came from Committee, so no second was needed. The motion passed unanimously.

A retirement celebration for Don Nixon is planned for November 5, 2017.

#### *OAR Committee*

No report.

#### *Stewardship Committee*

Gordon Core (chairperson) advised the Session about the status of the Covenant Fund. 47 out of a possible 76 pledges (61%) had been received to date from the Session and Committees of the Church. Gordon pointed out that the Stewardship and Giving tab on our website includes a printable or e-mailable pledge card. He also said that the effort continues to provide for credit card giving.

#### *Mission Committee*

Joan McCrory (chairperson) said Mission Emphasis Weekend, which was held the 1<sup>st</sup> weekend of October, was successful, with 22 separate projects manned by 30 people exhibited in the Covenant Center. Six new Haiti Mission trip sponsorships were made. The top "Mission bucks" winners were Blessings in a Backpack (given \$2,500), Haiti sponsorships (given \$1,500), and Hands and Hearts (given \$1,000). Joan thanked the Mission Committee for its efforts to foster many small group discussions she observed all over the Covenant Center during that time.

Joan also reported that, on Sunday, December 3, 2017, a Haiti Mission speaker will preach the sermon at all three worship services.

#### *Worship and Music Committee*

George Camlin, chairperson, advised that there will be one service on Sunday, December 24, 2017, to be led by the 9:43 worship team, starting at 10:00 a.m. in the Covenant Center. He also noted that there will be three worship services held that night for Christmas Eve, starting at 6:00

p.m., 8:00 p.m. and 11:00 p.m., respectively. This information was proposed as a motion, with no second needed since it came from Committee. The Session unanimously approved the motion.

George also said that a baptism was requested by a member family to be held in the Rusch Chapel after the 11:00 a.m. worship service on October 22, 2017. This is an exception to the Baptism Policy, since it would be a private baptism. Dr. Broberg would be performing the baptism. The Worship and Music Committee had approved the baptism. The motion came from Committee; therefore, no second was needed. The Session unanimously approved the baptism.

#### *Christian Education Committee*

Katie Wichterman, chairperson, said that \$400 had been raised at the recent Chick-Fil-A fundraiser for the Pre-School. The next one will be held at the local Red Robin. Terri Grantz will take over van maintenance from Don Nixon. A hayride for young families will be held on October 15 from 4:30-6:30 p.m. at the Spring House. October 20 and 21 will be our weekend for families with children, and for young couples. Rev. Kathy Bostrom will give the sermon on October 22. Trunk or Treat will be held in our parking lot on October 28 from 2-4 p.m. Festival Sunday will be held on December 17, with the children presenting their annual Christmas program.

#### *Nominating Committee*

Pat Boyer, chairperson, said that the annual congregational meeting (for the election of our officers) will be held on October 22, 2017.

#### *Building and Grounds Committee*

Ben Evans, chairperson, said that rents are current, and that work projects are going well. He said that volunteers will be needed for various upcoming fall and spring clean-up efforts.

#### *Administration Committee*

Jonathan Pachter (chairperson) said there was no additional information.

#### *Endowment Committee and Memorial Committees*

No reports for the Endowment or Memorial Committees.

#### *APNC Committee*

Kim O'Donnell, chairperson, advised that the APNC Committee has entered Phase 2 of its work, preparing job descriptions and other standard tasks for this type of process.

### **PASTORAL CARE REPORT**

No report.

### **DATES OF NOTE**

The next communion is scheduled for Sunday, November 5, 2017, which is Memorial Sunday. The next regular Session meeting will be held on Monday, November 6, 2017. The next Stated Presbytery Meeting will be held on Tuesday, November 14, 2017 at Waynesburg University, starting at 7:00 p.m., with Charles Bowers and Joan McCrory scheduled to attend.

**ADJOURNING AND CLOSING PRAYER**

Charlie Bowers moved and Ben Evans seconded a motion to adjourn, which the Session approved unanimously. Rev. Balderose closed the meeting with a prayer at 9:14 p.m.

Respectfully submitted,

*Jonathan M. Pachter*

Jonathan M. Pachter, Clerk of Session

## Recommendations from Personnel Committee for October 02, 2017

Personnel Committee is making a recommendation for the following staffing changes at Church of the Covenant.

### **Christian Education Director:** (formerly CE Project Director).

- ✓ The position currently held by Jessica Hickman will have increase in job responsibilities, hours worked, and salary.
- ✓ Jessica hours will increase for the last 12 weeks of 2017 (effective October 1, 2017)
- ✓ Jessica salary will increase to \$25.00 per hour for the last 12 weeks in 2017 (effective October 1, 2017)
- ✓ There are 13 weeks from October 1<sup>st</sup> – December 31<sup>st</sup>; assume Jessica will be off one week, consequently 12 weeks worked are noted.

### **Interim Director of Junior High Ministry:** Dave Narigon

- ✓ Dave will be paid for 10 weeks in 2017.
- ✓ Dave will work 10 hours per week at a salary of \$25.00 per hour.

### **Youth and Music Intern:** Kayla Gonsalves

- ✓ Kayla will work 10 Sundays in 2017
- ✓ Kayla's salary will be \$100.00 per Sunday

### **Interim Young Adult Contemporary Music Leader:** Tyler Stacy

- ✓ Tyler will be paid \$1,400 for 2017

Savings from Don Nixon's retirement – approximately \$10,000

Additional costs (detailed below) – approximately \$8,500

**We are still ahead by \$1,500**

### **Breakdown:**

- ✓ Kayla Gonsalves – 10 Sundays in 2017, \$100 per Sunday = \$1,000
  - ✓ Tyler Stacy - \$1,400 for 2017
  - ✓ Dave Narigon – 10 weeks in 2017, 10 hours per week, \$25 per hour = \$2,500
  - ✓ Jessica Hickman (unbudgeted increased in hours and pay) – 12 weeks in 2017, 10 additional hours per week, \$25 per hour = \$3,600
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- 2017 budget – 12 weeks, 10 hours per week, \$20 per hour = \$2,400
  - 2017 proposed – 12 weeks, 20 hours per week, \$25 per hour = \$6,000
  - Difference = \$3,600

# The Church of the Covenant Washington, PA Position Description

## Title

**Christian Education Director** – (part-time, non-ordained)

## Purpose

The Christian Education Director is a vital member of the Christian Education team at the Church of the Covenant, responsible for nurturing children ages 3 through 6<sup>th</sup> grades. This position is in furtherance of the church's mission – "To know Christ and to Make Him known to the next generation."

## Accountability

The Christian Education Director is accountable to the Minister of Christian Education and the Christian Education Committee.

## Requirements

- Targeted at 20 hours per week.
- Up to 6 Sundays off per year, coordinated with the Minister of Christian Education.

## Responsibilities

- Coordinate the following:
  - Rally Day
  - Sunday school special events
  - Fall program
  - Christmas Festival Sunday
  - Christmas Eve family service
  - God's Garden
  - Palm Sunday children's event
  - Vacation Bible School
  - Club56
  - Children's message during worship

- Assists in the selection of the curriculum/material used in the above mentioned children's programs.
- Recruit, coordinate, and support volunteers for children's programming.
- Advertise and promote children's programs.
- Responsibilities **do not** include:
  - Supervision of Youth Ministry
  - Sunday school teacher recruitment and training
  - New birth recognition
  - Young adult ministry
  - Child Protection Policy administration, clearances, screening and record keeping
  - Advent candle lighting
  - Adult education
  - Nursery schedule
  - Sunday school superintendent duties
  - Ordering/distribution of supplies
  - Sunday school curriculum selection

## Personal Development

- Encouraged and supported by Personnel and Christian Education to attend training and events to enrich his/her ministry to children.
- Mentored by the Senior Pastor/Head of Staff and the Minister of Christian Education.

## Working Relationships

- Coordinate appropriate children's ministry programs with the Preschool Director.
- Attend weekly staff meetings as needed.
- Attend Christian Education committee meetings as needed.

## Evaluation

- The Christian Education Director is reviewed annually by the Minister of Christian Education as part of the regular review process.
- The Personnel Committee meets informally with the Christian Education Director at least annually for a time of sharing of joys and concerns.

Approved: October, 2017



The Church of the Covenant  
Washington, PA  
Position Description

## Title

**Interim Director of Junior High Ministry** – (part-time, non-ordained)

## Purpose

The Interim Director of Junior High Ministry is a vital member of the Christian Education team at the Church of the Covenant. He/she is responsible for nurturing youth in the 7<sup>th</sup> and 8<sup>th</sup> grades (junior high students), in furtherance of the church's mission – "To know Christ and to Make Him known to the next generation."

## Accountability

The Interim Director of Junior High Ministry is accountable to the Minister of Christian Education and the Christian Education committee.

## Requirements

- Targeted at 10 hours per week.
- Up to six Sundays off during the nine month period of September to May (coordinated with the Minister of Christian Education).

## Responsibilities

- Develop a team based ministry where a combination of parents, young adult advisors, and older youth serve together to conduct the youth ministry of the church.
- Develop a relational style of youth ministry, with emphasis on building relationships between the Lord, adults, advisors, and young people themselves.
- Recruit, coordinate, and support volunteers for junior high programs.
- Advertise and promote junior high programs.
- Plug junior high students into the summer camp programs at Pine Springs.
- Organize and encourage mission opportunities for junior high students.

## **Personal Development**

- Encouraged and supported by Personnel and Christian Education to attend training events to enrich his/her ministry to youth.
- Include youth ministry volunteers in training events.

## **Working Relationships**

- Attend Christian Education committee meetings as needed.

## **Evaluation**

- The Interim Director of Junior High Ministry is reviewed annually by the Minister of Christian Education as part of the regular review process.
- The Personnel Committee meets informally with the Interim Director of Junior High Ministry at least annually for a time of sharing of joys and concerns.

Approved: September, 2017

**The Church of the Covenant  
Washington, PA  
Position Description**

## **Title**

**Interim Young Adult Contemporary Music Leader** – (part-time, non-ordained)

## **Purpose**

The Interim Young Adult Contemporary Music Leader is a vital member of the Christian Education team at the Church of the Covenant, encouraging and nurturing young adult and youth participation in the contemporary service and the life of the church through music ministry. This position is in furtherance of the church's mission – "To know Christ and to Make Him known to the next generation."

## **Accountability**

The Interim Young Adult Contemporary Music Leader is accountable to the Minister of Christian Education and the Contemporary Worship Music coordinator.

## **Requirements**

- Targeted at 40 Sundays per year, summer included.

## **Responsibilities**

- Participation as an instrumentalist in the contemporary service.
- Team teaching of the youth Sunday school class (9<sup>th</sup> – 12<sup>th</sup> grades).
- Encourage youth participation in the life of the church.

## **Personal Development**

- Mentorship afforded by the Senior Pastor/Head of Staff and the Minister of Christian Education.

## **Working Relationships**

- Attend praise team/band practice sessions.
- Attend Christian Education committee meetings as needed.

## **Evaluation**

- The Interim Young Adult Contemporary Music Leader is reviewed annually by the Minister of Christian Education as part of the regular review process, with input from the Contemporary Worship Music coordinator
- The Personnel Committee meets informally with the Interim Young Adult Contemporary Music Leader at least annually for a time of sharing of joys and concerns.

Approved: October, 2017

# The Church of the Covenant Washington, PA Position Description

## **Title**

**Youth and Music Intern** – (part-time, non-ordained)

## **Purpose**

The Youth and Music Intern is a vital member of the Christian Education team at the Church of the Covenant, actively involved in the worship services and youth fellowship. This position is in furtherance of the church's mission – "To know Christ and to Make Him known to the next generation."

## **Accountability**

The Youth and Music Intern is accountable to the Minister of Christian Education and the Contemporary Worship Music coordinator.

## **Requirements**

- Targeted at 30 Sundays from September to May.

## **Responsibilities**

- Participation as a musician in the contemporary service.
- Recruiting youth to participate in the contemporary service, particularly in music leadership.
- Participation in youth Sunday school.
- Participation in youth fellowship.
- Member of the youth advisory team.
- Encourage youth participation in the life of the church.
- Connect/sing/play instruments in the contemporary service.
- Occasional participation in music in the traditional services.

## **Personal Development**

- Mentorship afforded by the Senior Pastor/Head of Staff and the Minister of Christian Education.

## **Working Relationships**

- Attend Sunday morning praise team/band practice sessions.

## **Evaluation**

- The Youth and Music Intern is reviewed annually by the Minister of Christian Education as part of the regular review process.
- The Personnel Committee meets informally with the Youth and Music Intern at least annually for a time of sharing of joys and concerns.

Approved: October, 2017