

CHURCH OF THE COVENANT  
MINUTES OF THE SESSION MEETING: MONDAY, MARCH 12, 2018

CURRENT RULING ELDERS PRESENT: John Artuso, Charlie Bowers, Sue Denmead, Jason Dille, Ben Evans, Dan Halulko, Wayne Hunnell, Jim Hyland, Lucy Johnson, Patty Mounts, Robynne Myers, Chuck Neff, Kim O'Donnell, Butch Richmond, Katie Wichterman and Jeremy Zajdel

CURRENT RULING ELDERS EXCUSED: George Camlin and Connie Simon

STAFF PRESENT: Rev. Dr. Stuart Broberg and Rev. Kay Balderose

OPENING PRAYER AND DEVOTIONS

The regularly scheduled monthly meeting of the Session of The Church of the Covenant was convened with prayer and devotions (from Genesis 1:3-4) by The Rev. Dr. Stuart D. Broberg on Monday, March 12, 2018, at 7:03 p.m. in the Dining Room.

APPROVAL OF THE DOCKET

After a motion was made by Chuck Neff and seconded by Sue Denmead, the docket for tonight's meeting was unanimously approved by the Session.

APPROVAL OF THE MINUTES FROM JANUARY 2018

After a motion was made by Charlie Bowers and seconded by Dan Halulko, the minutes from the February 2018 regular monthly Session meeting were unanimously approved by the Session.

APPROVAL OF BAPTISMS

**Klinton and Cecilia Knox** (new members) requested the baptism of their infant son, **Sailor James Knox**, on Sunday, March 25, 2018 at the 11:00 a.m. worship service with Dr. Stuart D. Broberg officiating. This complied with the Church's baptism policy, and no separate Session approval was needed.

COMMUNICATIONS FROM THE CLERK

*Request for Removal from the Roll*

Rachel C. Orrison asked to be removed from the roll since she has moved to Lawrence, PA. Dan Halulko moved to approve the request, and Katie Wichterman seconded the motion. The Session unanimously approved the motion.

*Baptisms, Weddings and Funerals*

There were no baptisms or weddings to report in February 2018.

**Robert L. Gibson** (member) died on Sunday, January 7, 2018. A funeral service was held at Piatt & Barnhill Funeral Home on Tuesday, January 16, 2018, with Rev. Kay Balderose officiating.

**John F. McMurtry** (member) died on Monday, February 19, 2018, in Missouri. Condolence cards can be sent to Emma Lee McMurtry at 8455 W. Westlake Rd., Columbia, MO 65202.

### WASHINGTON PRESBYTERY CELEBRATION DINNER

This dinner will be held at the Thomas Presbyterian Church on April 18, 2018, starting at 7:00 p.m. Dan Halulko advised the Session that three anonymous donors have sponsored three tables in our Church's name. He asked Session members to attend, and to be willing to consider bidding on the auction items that will be presented at the dinner.

### SESSION MEETING DATE CHANGES

Dr. Broberg reminded the Session that the next regular meeting will be held on Monday, April 9, 2018. Each Committee's Ministry Plan will be presented at this meeting.

### SPECIAL CONSIDERATION CALENDAR

#### *Approval of Pittsburgh Stained Glass Studios' Proposal*

Dr. Broberg and Ben Evans reviewed the proposal sent by the Pittsburgh Stained Glass Studios (PSGS) to the Building and Grounds Committee for the renovation of our stained-glass windows. Ben said that there were three reasons why PSGS was chosen for the work: 1) they had the most relevant experience since they built these windows when the Church was built; 2) their cost (~\$254,000) was the middle cost of the three bidders; and, 3) they had the most relevant experience over time.

Ben moved on behalf of the Committee that the Session approve this proposal. Since the motion came from Committee, no second was needed. There was some discussion about the details of the proposal, including the fact that PSGS will not install external coverings, reflecting current thinking on that matter – eliminating the covers will reduce moisture and temperature issues. Dr. Broberg said that he will go back to the current donors for this project, and make sure that they know that window covers will not be provided. Other discussion points would require PSGS to be responsible for any damage to the limestone base of each window, and replacing the basement windows (to be done later). After the discussion ended, the Session unanimously approved the motion.

Dr. Broberg noted that Ben and he will be the contract managers, and will focus on keeping additions and change notices to the absolute minimum. He pointed out that this proposal is not for window maintenance. The new Stained Glass Window Endowment Fund will cover maintenance costs. Ben Evans noted that the work is expected to take about three months and will start when the weather improves later in the spring or early summer.

#### *Capital Campaign Final Sort and Approval of Proposal*

Dr. Broberg reviewed the status of this effort, using the information derived during the February 2018 Intreat. He noted that currently about \$220,000 has been promised by donors. He wants to kick off the campaign on Easter Sunday (April 1, 2018) and conclude the campaign in late June, with a celebration dinner tentatively planned for June 24, 2018.

Dr. Broberg stated that three (3) priorities became known during the Intreat: 1) Building and Grounds items, such as the Stained Glass Windows; 2) Pre-School items, including an endowment fund; and, 3) Mission items focusing on our Haiti mission programs. Dr. Broberg led discussion that produced a list of items to be presented to the congregation.

After the discussions about priority items for the campaign, Dr. Broberg compiled a list that showed that the campaign should raise about \$300,000 in addition to the already promised \$220,000. Combining those two sums yields a campaign total of about \$520,000, which the Session bumped to a goal of \$525,000. Dr. Broberg said that he would summarize these discussions and the list of campaign items in a memo that he would send soon to the Session. (That memo is included with these Minutes as Attachment 1 for the convenience of the reader.)

After much discussion, Ben Evans moved to approve the \$525,000 goal as presented by Dr. Broberg. Jason Dille seconded the motion, and the Session unanimously approved the motion.

#### *Naming and Approval of the Capital Campaign Committee*

Dr. Broberg recommended the following people to serve on the Capital Campaign Committee: John Artuso, Missy Artuso, Fred Boni, Cathie Boni, Gordon Core, Lois Core, Tom Gladden, Rachel Gladden, Steve Johnson, Lucy Johnson, Steve Marriner, and Linda Marriner. Charlie Bowers moved to approve these persons to serve on this Committee, Katie Wichterman seconded the motion, and the Session unanimously approved the motion.

#### *Security Issues Update*

Dr. Broberg provided the following update to security issues:

- Since Christmas Eve 2017, there has been a security person at each service.
- Debi Nicolella and Camille Braun will attend a security-focused conference next week.
- Staff has been given a smart phone app that identifies the status of the building during emergencies. Others may be given that app, which is being continually refined to provide more and more information.
- Ushers are going to be trained to be able to handle more and more security issues.
- A PA State Police-led conference will be held at the Church to address security issues at churches. This conference will be open to all churches in the Washington area as well as the churches in the Washington Presbytery.

#### SESSION COMMITTEE REPORTS

*Finance Committee* – Jason Dille, Chairperson – the reports from the Finance Committee to the Session were presented in a new format, with more information provided. His Committee also asked the Session for permission for the Deacons to sell desserts leftover from the upcoming Fish Fry. The Session approved by this idea by acclamation.

*Personnel Committee* – Sue Denmead, Chairperson – Sue said that the Committee is writing a new job description for the Director of Youth Ministry, and modifying the job descriptions for the Minister of Christian Education and the Director of Christian Education. The Committee will bring to the Session for approval soon, with the goal to have someone in place for the Director of Youth Ministry in summer 2018. Sue said that the Committee would review the Associate Pastor job description with the Session when that document is finalized.

*OAR Committee* – Kim O'Donnell, Chairperson – Kim advised the Session that April 22, 2018, will be Get Involved Sunday. On that day, the congregation will be able to ask questions about

the Holy Cow Consultants report, and to learn more about volunteering opportunities at the Church.

*Stewardship Committee* – Dan Halulko, Chairperson – Dan referred the Session to his Committee’s written report. He noted that members of the congregation (and others) could give to the Church via the new online credit card facility.

*Mission Committee* – Chuck Neff, Chairperson – Chuck referred the Session to his Committee’s written report. He asked each Committee to donate a basket for the Vendor Fair, which will be held at the Church on April 28, 2018.

*Worship and Music Committee* – George Camlin, Chairperson – Charlie Bowers gave the Committee’s report, since George Camlin was excused. Charlie referred the Session to the Committee’s written report.

*Christian Education Committee* – Katie Wichterman, Chairperson – Katie said the CE Committee would reorganize itself based on the results of the reports provided by the Holy Cow Consultants and the Ministry Architects. That reorganization process will take place over the next few weeks.

*Nominating Committee* – Charlie Bowers, Chairperson – Charlie said that this Committee’s first meeting of the year would take place on March 19, 2018.

*Building and Grounds Committee* – Ben Evans, Chairperson – Ben had no new information beyond that already discussed in this meeting and the information presented in his written report. He did note that Eric Meyers had donated a gas fryer for use by the Deacons in the upcoming fish fry suppers.

*Administration Committee* – Jonathan Pachter, Chairperson – no report.

*Memorial Committee* – no report.

*Endowment Committee*– Wayne Hunnell, Chairperson – Wayne referred the Session to his Committee’s written report. He reported that our PNC Investments have beat the benchmarks established by this Committee. He also gave a report on the Ditman-Lutes Fund, which is a fund used to provide money to seminary students, to Pre-School students, and to the Building and Grounds Committee (in that order of prioritization). Wayne said the original organizational documents have been lost, and that Steve Marriner is getting new documents approved by family members of the folks who established this Fund.

Wayne asked on behalf of the Committee that the Session approve the new documents being developed by Mr. Marriner. The motion came from Committee; therefore, no second was needed. The Session unanimously approved the motion.

#### MINISTRY TEAM AND PASTORAL REPORT

Dr. Broberg said that the in-home communion effort will be held in May or June 2018.

DATES OF NOTE

The next Stated Session meeting will be held on Monday, April 12, 2018, starting at 7:00 p.m. The next Communion is scheduled for Thursday, March 29, 2018. The next Stated Presbytery Meeting will be held on Tuesday, March 13, 2018 at 7:00 p.m. at the West Alexander Presbyterian Church. Charles Bowers and Kim O'Donnell are scheduled to attend. Kim asked if someone else could attend in her place because she needs to be at an Associate Pastor Nominating Committee at the same time.

Pastor Kay said that communion will be served at the upcoming Presbyterian Women's Retreat. Dr. Broberg advised her to seek approval from the Worship and Music Committee for this communion.

ADJOURNING AND CLOSING PRAYER

After a motion by Jim Hyland and a second by Jason Dille, the Session unanimously approved the motion to adjourn. Pastor Kay adjourned the meeting with a prayer at 8:43 p.m.

Respectfully submitted,

**Jonathan M. Pachter**

Jonathan M. Pachter, Clerk of Session