

## **MINUTES OF THE SESSION**

### **Stated Meeting, October 22, 2023**

The Session of First Presbyterian Church, Ada, Oklahoma, met in a regular stated meeting Sunday, October 22, 2023, at 12:02 p.m. in office conference room of Westminster Center. Moderator Charlie Smith, Presbytery Pastor for the Indian Nations Presbytery, called the meeting to order and offered the opening prayer.

Those present included Session members Margaret Barton, Bruce Weems, Amy Elliott, Ed Perkins (by phone), Terry Holman, Cathy Blackburn, and Justin Isaacs. Brooke Jackson-Holman was absent with excuse. Carol Peshehonoff, Treasurer, and Teresa Mayhue, Clerk of Session, were present. Moderator Charlie Smith declared a quorum present.

#### **ADOPTION OF THE AGENDA**

Motion was made, seconded, and approved to accept the agenda as amended to add a building use request from Classic Arts Academy in the Property Committee report.

#### **APPROVAL OF MINUTES**

Motion made, seconded, and passed to approve Stated Session Minutes, September 24, 2023, Called Congregational Meeting Minutes, October 8, 2023, and Called Session Meeting Minutes, October 11, 2023, all as written.

#### **FROM THE TREASURER**

Carol Peshehonoff, Treasurer, presented financial reports as of September 30, 2023.

	<u><b>September 30, 2023</b></u>
Operations Fund Income	9,757.28
Operations Fund Expenses	15,374.78
Net Income – Operations	(5,617.50)
Total Checking/Savings	107,230.23
Total Current Assets	107,230.23
<b>TOTAL ASSETS</b>	<b>107,230.23</b>

Session reviewed financials. Motion made, seconded, and approved to receive the financial report as of September 30, 2023.

#### **FROM THE CLERK OF SESSION**

- Session minutes will be posted on our church website [www.fpcada.org](http://www.fpcada.org) under **Staying Connected**. Minutes will be posted after they are approved. September Session Minutes were approved in today's meeting and will be posted to the website.
- Teresa and Lauren will be in charge of preparing agendas for Session meetings. Session members will need to contact Lauren with items to be placed on the agenda in preparation for the Session packet. As other responsibilities that have been carried out by Scott are determined, the appropriate Session member will need to take that over.
- Letter received from Mitch Miller, President of Indian Nations Presbytery Foundation, dated October 10, 2023, advising our grant application for \$5,000 had been approved for conversion of the steeple lighting to more energy efficient lighting to help reduce electrical costs to the church. Thank you to Amy Elliott, Justin Isaacs, and Terry Holman for their work on this project.

- Received e-mail from Sue McHugh, Administrative Assistant INP, advising a document, *Guidelines for Departing Pastors: Covenant of Closure* had been emailed to church office for Clerk to sign and return to the Presbytery. Clerk and Scott both signed document as required and mailed to Presbytery. Charlie Smith explained the guidelines are offered by the COM to assist pastors in leaving a congregation in a healthy and constructive manner. He explained in more detail and encouraged Session members to read over it.
- Mass e-mail mailings from Indian Nations Presbytery are forwarded to Session members, Moderator, Treasurer, and church office.

## THE MINISTRIES, BY COMMITTEE

### 1. From Christian Education Committee by Teresa Mayhue.

- No report.

### 2. From Congregational Life and Membership Committee by Margaret Barton and Cathy Blackburn.

- There will be a baby shower for Joe and Taylor Peshehonoff on Sunday, October 29, in Westminster Center from 2:00-4:00.
- There will be a potluck in November. More information to follow.
- Haley and Nathan Hoyt will be coming back from honeymoon soon, and church will be having a wedding shower for them.

### 3. From Deacons by Justin Isaacs.

- Have had the big events that were planned and have not met recently. Will reach out to new members.

### 4. From Finance Committee by Bruce Weems.

- Meeting on October 19, minutes attached.
- OLD BUSINESS
  1. Third quarter statements: To be mailed out Oct. 24<sup>th</sup>.
  2. Financial Campaign Dates:
    - Aug. 27: Finance suggests budget.
    - Sept. 24: Budgets submitted from Session committees
    - Oct. 19: Finance recommends budget to Session
    - Oct. 22: Session approves budget for financial campaign
    - Nov. 1: Minute for Mission & Campaign letter to congregation
    - Nov. 5: Minute for Mission
    - Nov. 12: Minute for Mission
    - Nov. 19 : Pledge Sunday
    - Nov. 21: Finance recommends final budget
    - Nov. 26: Session approves final budget
    - Nov. 29-28: Follow up on campaign donations
- BUDGET REVIEW –September financials were reviewed and approved with no concerns or questions.
- NEW BUSINESS
  1. Miriam White's final payment for the month of October needs clarification and Session approval.
  2. The committee will review budget requests from chairs and recommend a church budget for 2024 to the Session in October. Pulpit supply for 2023 and 2024 needs to be estimated.
  3. Rental of space for the Adult Day Care of \$1000/month was discussed, and it was suggested that it might be more appropriate to apply this increase over the next two years

rather than one. **Motion by Finance Committee was passed by Session to increase the Adult Day Care Center rent by \$250/month in 2024 and again by \$250/month in 2025.**

4. The committee discussed the many issues in setting a 2024 budget. Given the uncertainties and time line, the committee suggested that Amy Elliott and Bruce Weems work towards finalizing the committee's recommendation to the Session by Sunday.

After discussion **motion from Finance Committee passed by Session to approve committee's recommendation of setting \$170,710 as the financial campaign goal for 2024 budget.**

5. From Mission and Evangelism Committee by Bruce Weems.

- No new mission outreach planned at this time. Working hard to keep current outreach viable. Abba's Table has enough volunteers, but Kurt is struggling to find drivers each month for Meals on Wheels.

6. Nominating Committee by Justin Isaacs.

- Nominating Committee looking for someone to fill one position on Session. Margaret Barton will not be serving another term, and Amy Elliott will stay for one more term.

7. From Personnel and Administration Committee by Amy Elliott.

- On October 5 met with Charlie Smith, Indian Nations Presbytery Pastor, and Devon Reynolds, Chair of Committee on Ministries who will be our liaison, to start working on what our church will do next. Talked about options for a bridge pastor who functions as a permanent pulpit supply. Rick Baggett from Ardmore would be the most logical bridge pastor, but he is covered up through the end of the year. Doesn't look like there are any options for a bridge pastor until after the first of the year. Will only be looking at pulpit supply list through December. Will be leaving pulpit supply payment from Worship Committee through December.
- **Motion from Personnel Committee is approved by Session to pay Sunnie Baker a rate of \$10,000 per year which works out to approximately \$195 per week.** She is required to play the piano for worship services, incorporate the organ, select music, work with pulpit supply on the hymns, and take choir director duties. All is to be included in the \$10,000 rate per year.
- **Motion from Personnel Committee is approved by Session for the Mission/Evangelism Chair, Bruce Weems, to take the Adult Daycare liaison position.** Karah Thompson, the current liaison, will move back to focusing primarily on custodial duties.
- **Motion from Personnel Committee is approved by Session to institute a quarterly inside/outside rotation for volunteer cleaning days.** A list of jobs to be completed for each room and supplies ready to go will be obtained from Karah in order to use time most efficiently. November 11 is the first date and will be an inside day. The next date will be outside cleaning day before Easter with the last two dates to be determined.
- **Motion from Personnel Committee is approved by Session to pay the final paycheck for Miriam White, organist and pianist, for the full month of October.** There was not a written contract with Miriam; therefore, there was some confusion concerning vacation time. Payment for the full month of October provides an agreeable dissolution between the parties.
- A sign-up sheet will be sent through the congregation for volunteers to serve in the nursery and to provide background checks for the volunteers.
- **Motion made, seconded, and approved to create a nursery volunteer policy and will submit an e-vote to Session for approval when finished.** Teresa will generate the e-vote coming from Personnel Committee.
- At this time of transition, Personnel Committee will be looking for leads and building a list of people for interim or bridge pastors.

- The first step in preparing paperwork for searching for a pastor is to update FPC mission study. Charlie recommended *On Calling a Pastor*, a helpful book going through the steps to call a new pastor.
8. From Property Committee by Justin Isaacs.
- Reached out to Bo Babb to get on his schedule to change the steeple to an LED fixture.
  - Will gather information to apply for another grant to replace lights in the sanctuary.
  - **Motion made, seconded, and passed to approve the following three building usage requests:**
    - Birthday party for Sullivan on Friday, November 10, 5:00 – 9:00 p.m., at Westminster Center, requested by Justin Isaacs
    - Birthday party for Amelia Choate on Friday, November 17, 5:00 – 9:00 p.m., at Westminster Center, requested by Mindy Choate
    - Classic Arts Academy for recital on Thursday, October 26, 5:00 – 8:00 p.m., in the sanctuary, requested by Johnna Isaacs
  - Terry volunteered to update a building use form for members.
9. Worship Committee by Edmon Perkins.
- Todd Allen has indicated he would like to participate in the flowers for the church. Edmon will get with Laureen or contact Todd to see what he has in mind. Church needs to use Forget-Me-Not instead of Latta Flower Shop.

## CONTINUING BUSINESS

- Prospective sale of the east grounds is on hold.
- FPC Oktoberfest Event status update – There was not enough time to plan and organize this event properly. It has been proposed to move into springtime, perhaps St. Patrick's Day, and call it Spring Festival. Justin and Terry will work on a new proposal.

## NEW BUSINESS

- Thank you notes:
  - ~INP Foundation Board for approving \$5,000 grant for conversion of steeple lights to newer more energy efficient lighting to help reduce electrical costs.
  - ~Teresa will contact Laureen about putting an announcement in the weekly events newsletter and church bulletin about the \$5,000 grant for new steeple lights and thanking Amy Elliott, Justin Isaacs, and Terry Holman for their writing of the grant and coordinating installation of lights.
  - ~Teresa wrote note to Mitch Miller, President of Indian Nations Presbytery Foundation, thanking his committee for approval for our \$5,000 grant for new steeple lights.
- Guidelines for the Relationship of Departing Pastors and their Former Congregations and Covenant of Closure from Committee on Ministry (attached) – During Clerk of Session report, Charlie Smith explained the meaning of document and encouraged Session members to read.

## UPCOMING KEY DATES: (November and December calendars, attached.)

Elder of the Month for November – Justin; for December – Brooke  
 Next Session meeting: December 10, 2023

## ON THE ANNUAL PLANNING CALENDAR

Reviewed for November and December.

## SHARING TIME

Reminder to committee chairs to turn in their annual reports at the next Session meeting.

**ADJOURNMENT**

Motion was made, seconded, and carried to adjourn the meeting at 2:02 p.m. with prayer offered by Charlie Smith.

Respectfully submitted,

Teresa Mayhue, Clerk of Session