

**MINUTES OF SESSION
FIRST UNITED PRESBYTERIAN CHURCH
FAYETTEVILLE, AR
Tuesday, February 19, 2008**

A Called Session meeting of First United Presbyterian Church of Fayetteville, AR was held in the Library and was called to order at 6:00 p.m.

Elders Present: Dennis Bailey, June Davis, Eric Ervin, Barbara George, Lyle Gohn, Nell Griffin, Roger Koeppe, Frank Millet, Itrel Monroe, James Moore, George "Bo" Morton", Michelle Price, Steve Sisco, Jim Schneringer, Jane Steinkraus, Anna Stitt, Nancy Waite, Diane Warren, Ron Woodruff and Doug Wright

Elders Excused: Ted Belden, Dennis Brewer and Carol Hart

Elders Absent: Sara Koenig

Teaching Elders Present: Rev. Stewart Smith, Moderator, Rev. Josh Leu, Rev. Lee Power, Rev. Dr. Maury Roberts and Rev. Barry Williams

Others Present: Laurie Reh, Clerk of Session, Fred Shefte and Ann Vandergriff, IPNC members

A quorum was declared present. Rev. Stewart Smith, Moderator, called the meeting to order and opened the meeting in prayer.

On behalf of the Interim Pastor Nominating Committee, Elder Price announced the committee's unanimous recommendation to call the Rev. Barry Williams to serve as the new Interim Pastor at First United Presbyterian Church, Fayetteville. She introduced the other members of the committee (Fred Shefte, Steve Sisco, Ann Vandergriff and Doug Wright) and reviewed the committee's work to date, which began on January 12, 2008 in a meeting with Toney McMillan, COM representative. The IPNC interviewed Rev. Williams on Saturday, January 19, 2008 and after viewing video taped sermons and checking references, the committee voted unanimously to call Rev. Williams for the Interim Pastor position.

Rev. Smith asked Rev. Williams to introduce himself and provide some history of his call to serve as an interim pastor. Rev. Williams is married to Brenda and they have two sons.

Rev. Smith opened the floor to questions. Rev. Williams asked that the session help him determine how to best utilize his time while here at First, Fayetteville.

Discussion followed regarding the Healthy Congregations program to be led for session by the Honorably Retired Rev. Dr. Bill Branch on Saturday, March 29, 2008 at Carnall Hall on the U of A campus. Rev. Williams will be present and stated his full support of the program.

On behalf of the Interim Pastor Nominating Committee, Elder Price moved *approval of the Interim Pastor Contract and Covenant between the Session of First United Presbyterian Church of Fayetteville, Arkansas and Rev. Barry W. Williams and the Presbytery of Arkansas*. Discussion followed.

Rev. Williams will continue teaching a 30-hour Interim Ministry class for the denomination in St. Louis (in late April) and again in late October. At this time, a handout from Rev. Williams was distributed and received entitled *Communication, Vacation, Continuing Education and Contract, Etc. 4/1/08 - 12/31/08*. He requested the session feel free to contact him at any time either by cell phone or email.

A review of the 11-month contract was held, noting that renewal could be extended, if so needed. A review of key points within the contract (see attached) took place with further emphasis on Section G as follows:

G. It is agreed that if the congregation, the session, or the Interim Pastor experiences any suggestions, interference, or other difficulty with any former pastor (installed or temporary) of the church, the matter will be dealt with promptly, and will be referred to the Committee on Ministry. The session asks the Interim Pastor to deny any requests by, or for, any former pastor to conduct any services of worship, including baptisms, weddings, and funerals in any of the facilities of the congregation.

Rev. Williams asked that we trust him to handle any situations, should they occur. He cited some examples of when it may be appropriate to extend an invitation to the former pastor in order to help a church member's healing process.

By consensus, it was agreed that the contract would be included as written in the minutes of the called meeting. Discussion of the future of the Parish Associate positions was held. Rev. Williams affirmed the gifts of Rev.'s Lee Power and Maury Roberts, as well those of Youth Pastor Rev. Josh Leu. The parish associate relationship will end on March 16, 2008 but new positions and titles can be determined, i.e. as temporary supply or parish assistant. The Personnel Ministry specifically requested an opportunity to meet with Rev. Williams as soon as possible.

Rev. Williams then excused himself from the meeting in order for the session to have further conversation. A vote on the motion *to call Rev. Barry Williams to First United Presbyterian Church as specified in the contract* was taken and *the motion passed unanimously*. Rev. Williams returned to the meeting and a round of applause. A motion was made and seconded *to acknowledge a job well done by the IPNC and the motion passed*.

Returning to the discussion of including the contract in the minutes, a motion was made and seconded *that the entire contract be included in the minutes of this meeting*. Discussion followed and *the motion passed*.

Rev. Williams requested that an article appear in the bulletin on Sunday, February 24, 2008 to announce the session's unanimous approval of the contract with Rev. Barry Williams, effective April 1, 2008 and that copies of the contract be made available for the congregation.

He distributed a second handout entitled *Tasks for a Congregation in an Interim*. Rev. Williams first Sunday at First, Fayetteville will be April 6, 2008, which will include a congregational luncheon to be hosted by the Kitchen Hospitality Committee immediately following 11:00 a.m. worship. Rev. Williams will be introduced and plans to address the congregation at that time. He stated he is honored by our call to him and is gratified for the work of the IPNC. He will now begin a vacation but encouraged the session to feel free to call or email him prior to the starting date.

After moving into his apartment on Thursday, March 27th, Rev. Williams will participate in the session retreat on Saturday, March 29th and begin work on Tuesday, April 1st.

A motion was made and seconded *to approve the Kitchen Hospitality Committee to host a luncheon immediately following 11:00 a.m. worship on Sunday, April 6th for the purpose of welcoming Rev. Barry Williams, Interim Pastor and the motion passed.*

Rev. Smith closed the meeting in prayer and with no further business, a motion was made and seconded *to adjourn at 7:20 p.m. and the motion passed.*

Laurie Reh
Clerk of Session

INTERIM PASTOR CONTRACT AND COVENANT
between
The Session of First United Presbyterian Church of Fayetteville, Arkansas
and
Rev. Barry W. Williams
and
The Presbytery of Arkansas

The following contract between the Session of First United Presbyterian Church, Fayetteville, Arkansas and the Rev. Barry W. Williams is for the purpose of providing interim pastoral services to First United Presbyterian Church. The Session, being satisfied with the Rev. Williams' qualifications and trusting that his ministry will be to our spiritual benefit, hereby requests the Presbytery of Arkansas to approve our relationship, and commits our Congregation to the following covenant relationship and contract with this pastor.

The Rev. Barry W. Williams is invited to be Interim Pastor of First United Presbyterian Church, Fayetteville, Arkansas; a full-time and temporary position.

A. Definition: Temporary Pastoral Relationships *“All temporary relationships of a minister of the Word and Sacrament, full-time or part-time, are established by the session or commission of the presbytery with the approval of the presbytery through its committee on ministry.... A minister serving in a temporary pastoral relationship is called for a specific period not to exceed twelve months in length, which is renewable with the approval of the committee on ministry. A written agreement, covenant, or terms of call signed by the minister, the clerk of session or presbytery commission, and a representative of the committee on ministry shall specify the pastoral functions, compensation, and any special skills or training required for the ministry. A temporary minister is not installed and is not a member of the session. The presbytery shall appoint a moderator of the session who may be the temporary pastor.”* (BO, G-14.0550)

“When a presbytery and session determine that an interim pastor, interim co-pastor, or interim associate pastor is necessary and helpful, the session may consult the committee on ministry and seek an interim minister as soon as a date certain for departure has been announced by a pastor or associate pastor planning to leave. An interim pastor, interim co-pastor, or interim associate pastor is not eligible to serve that church as the next permanent or designated pastor.”
(BO, G-14.0553)

B. The Contract shall be for a period of eleven months, beginning April 1, 2008, and will end on February 28, 2009, unless otherwise terminated on 30 days written notice from the Interim Pastor or by 30 days written notice from the session. At the conclusion of this contract, additional new contracts may be developed, for any period up to twelve additional months upon the concurrence of the Interim Pastor, the session, and the presbytery or the committee on ministry.

C. The Interim Pastor:

1. Will be given permission to labor within the bounds of the Presbytery of Arkansas, while maintaining membership in John Calvin Presbytery.
2. Will be designated by the Presbytery of Arkansas as Interim Pastor and Moderator of the church's session (non-voting) and congregation (non-voting).
3. Shall not be considered as a candidate for Pastor for the church being served, and shall assist the church in interpreting to the congregation an understanding of this specialized form of ministry.
4. Shall serve as Head-of-Staff and chief administrative officer of the church with all the authority that this implies, including the authority to supervise all members of the staff, in consultation with the session or its appropriate committee.
5. Shall assist, as needed, in the preparation of any mission study and any other documents needed by the denomination, if and when requested and approved by the governing body(ies) of jurisdiction.
6. Will develop, in consultation with the session, the areas of interim pastoral ministry that will be the priorities for the work of the Interim Pastor.
7. Shall not be involved in the work of the Pastor Nominating Committee, except to see that it makes adequate and appropriate reports to the congregation, and to provide general information on the call processes involving Presbyterian churches and pastors. The Interim Pastor may serve, on a limited basis and only upon the instruction of the COM, as a resource to the work of the PNC. The Interim Pastor may respond to inquiries from

prospective pastors, as long as the initiative for the interaction comes from the prospective pastor.

- D. Recommended Activities of the Interim Pastor, which are to be done in conjunction with other staff, officers, and members of the church (listed in no particular order of priority):
1. Lead worship and preach at services of worship, as well as presiding at the sacraments.
 2. Conduct weddings and funerals, except during vacation, study leave, illness and such other times, as mutually agreed upon by the Interim Pastor and the session.
 3. Pastoral calling of the ill and shut-ins, and general pastoral care of the congregation (in conjunction with the appropriate staff and organizations of the congregation).
 4. Plan and moderate meetings of the session and of the congregation.
 5. Work with church officers, staff, and the other boards and committees of the congregation, to assist them in carrying out their particular responsibilities. The Interim Pastor will be an ex-officio member of all boards and committees of the congregation (except the PNC). The Interim Pastor will have access to all historical documents, minutes, financial information, and records of all boards, committees, and organizations of the church.
 6. Serve as a resource for the educational and youth programs of the church, participating in classes, and teaching when and where it is appropriate.
 7. Work with the session to insure appropriate training for newly elected officers.
 8. Participate in the governing body and serve as any pastor might, when called upon to do so, in the governing bodies and entities of the denomination.
 9. As Head of Staff, direct and supervise the work of the congregation and the entire staff, and have primary responsibility for administration in the church.
 10. Represent the congregation in dealing with organizations outside the congregation.
 11. Model appropriate pastoral leadership and boundaries, including maintain personal spiritual disciplines (meditation, prayer, study and holding to the regular observance of Sabbath time).
- E. The Goals for this Interim Ministry:
1. Help the church with closure regarding the former pastor(s) and welcomes the new pastor with hope, grace, and enthusiasm.
 2. Help the church come to terms with its history.
 3. Help the future mission as part of the Body of Christ.
 4. Help the church adjust to any shifts in structure, leadership, and power.
 5. Help the church affirm or renew its ties to the presbytery and the Presbyterian Church.
 6. Help the church to move forward with confidence toward a "new beginning," and to prepare appropriately for the arrival of the new pastor.
 7. Assist in the development of short-range goals as identified by the session.
 8. Work for a healthy and nurturing congregational environment that promotes personal and congregational growth, faithful witness to the Gospel of our Lord Jesus Christ, and to give a good demonstration to the community and the world of God's grace, mercy, and peace.
- F. The Interim Pastor will be accountable to the presbytery through its Committee on

Ministry, and will be available to appropriate representatives of that body.

- G. It is agreed that if the congregation, the session, or the Interim Pastor experiences any suggestions, interference, or other difficulty with any former pastor (installed or temporary) of the church, the matter will be dealt with promptly, and will be referred to the Committee on Ministry. The session asks the Interim Pastor to deny any requests by, or for, any former pastor to conduct any services of worship, including baptisms, weddings, and funerals in any of the facilities of the congregation.
- H. The Interim Pastor is called as a temporary employee, to work on a full-time, basis, with an average of at least 40 hours per week.
- I. Compensation will be based upon the following criteria:
1. \$45,000 BASE SALARY (per year, paid bi-monthly)
 2. \$20,000 CASH HOUSING ALLOWANCE (per year, paid bi-monthly)
 3. The church will provide modest temporary housing arrangements for the interim while he is on site.
 4. \$4,973 SOCIAL SECURITY OFFSET. (Pastors are considered self-employed for Social Security purposes and therefore pay the entire 15.3% tax on items 1, 2 & 4. However, churches may pay the pastor 1/2 of the SS amount, and the Board of Pensions will not count this as part of the Effective Salary.)
 5. \$12,000 REIMBURSED EXPENSES (paid monthly):
 - automobile and travel - \$8,000 per year (vouchered)
 - continuing education - \$2,000 per year (vouchered)
 - professional expenses - \$2,000 per year (vouchered)
 - Automobile mileage reimbursement shall be based on current IRS criteria.
 - Study leave time is for a two week minimum, annually.
 - Professional expenses should allow for participation in the annual meeting of the Interim Ministry Network/Association of Presbyterian Interim Ministry Specialists.
 6. Full participation in the denominational plan for pension, disability, and medical coverage; plus a term insurance policy available through the Board of Pensions of the PC (USA) (Currently estimated at \$20,475 and \$1,120.).
 7. Paid vacation of one full week per quarter (cumulative), which is to be taken during the period of the contract, and may not be taken after the conclusion of the interim.
 8. The Interim Pastor teaches interim ministry for one week, twice a year. This

work is part of his service to the Presbyterian Church (USA) and is not to be considered as vacation or continuing education.

9. Payment for all reasonable and prudent moving or storage expenses for the Interim Pastor to begin the interim work and at the end of the interim relationship. This expense is not to exceed a combined cost of \$1,500.
10. Provide for a cell phone that is necessary for the work to which he is called.
11. Salary continuation contingency:
Salary and allowances (items 1, 2, 4 and 6 only) shall be paid to the interim for a period not to exceed three months beyond the end of the Interim Pastor's service or contract. This contingency will also end at the start of the Interim Pastor's next full-time service, and be adjusted in case of part-time work. However, if the Interim Pastor departs at his initiation, salary and related terms of call will discontinue on the last day of service to the church, unless negotiated otherwise with the session.

The Session takes official action to enter into this covenant and contract on February 19, 2008.

Interim Pastor, Barry W. Williams, agreed to this covenant and contract on February 19, 2008.

Signature of the Clerk of the Session:

Date:

Signing for the Presbytery:

Date:

Signature of the Interim Pastor:

Date: