

**MINUTES OF SESSION  
FIRST UNITED PRESBYTERIAN CHURCH  
FAYETTEVILLE, AR  
Sunday, June 1, 2008**

A Stated Session meeting of First United Presbyterian Church of Fayetteville, AR was held in the Library on June 1, 2008.

**Elders Present:** Ted Belden, June Davis, Eric Ervin, Barbara George, Lyle Gohn, Nell Griffin, Carol Hart, Roger Koepp, Itrel Monroe, James Moore, George "Bo" Morton", Michelle Price, Steve Sisco, Jim Schneringer, Jane Steinkraus, Anna Stitt, Diane Warren, Ron Woodruff and Doug Wright

**Elders Excused:** Dennis Bailey, Dennis Brewer, Sara Koenig, Frank Millet and Nancy Waite

**Teaching Elders Present:** Rev. Barry Williams, Moderator and Rev. Lee Power

**Others Present:** Laurie Reh, Clerk of Session and Katie Jackson

Rev. Barry Williams, Moderator, called the meeting to order at 6:10 pm and a quorum was declared present. Joys and concerns were shared. Rev. Williams led the session in prayer.

**Devotional and Opening Prayer**

Elder Warren's devotional was read from the Book of Proverbs, followed with prayer.

**Adoption of the Agenda**

A quorum was declared present and Rev. Williams asked for any additions or changes to the agenda. In regard to receiving a monthly report from the Treasurer, Rev. Williams agreed to meet with Elder Sisco, Stewardship Moderator and Lisa Higgins, Church Treasurer, for the purpose of establishing a routine for reporting to session. Approval of called meeting minutes of June 15<sup>th</sup> was removed as no meeting was held. A motion was ordered *that the agenda be adopted and the motion passed.*

**Special Reports/Presentations**

Katie Jackson presented an update on the Playground Renovation plan and progress made to date to raise funds. A full color display board was used to support the presentation as were handouts that had been emailed in advance and received. To date, over \$21,220 in donations was received from a total of 120 households contributing to the campaign. The Playground Renovations Committee, consisting of Katie Jackson and (Elder) Michelle Price, reported on a change whereby RJR Enterprises/Little Tykes Playground Equipment of Rogers, AR would now install the new playground, a company that is well known in the area, offer quality equipment and will install the equipment for \$10,000 less than the original company. Additionally, RJR Enterprises will allow payment for the equipment,

wood chip surfacing, shipping, and taxes 30 days after installation with the installation fee of \$8,000 to be paid as late as January of 2009. Discussion followed regarding alternative scenarios for paying for the project.

A motion was made to lift the following action item from the minutes of the Christian Education Committee:

*Session authorizes the playground renovation committee to purchase and install playground equipment on the south side of the church in accordance with the attached proposal. Funding for the installation fee in an amount of approximately \$8,000 shall be set aside in the budget for the next year and shall be paid by January 2009. An amendment was made that any additional donations be put toward reducing this amount, and that certain aspects of the labor required be allowed to be donated so long as it doesn't void the warranty. Discussion followed as to setting aside funds for next year as designated by the action item and the motion passed.*

The session expressed their thanks and appreciation to Katie Jackson for her efforts on this project and a job well done.

A picture of the session was taken at this time for posting to the church website.

In a second presentation, Rev. Rev. Barry Williams led the session in discussion and referenced the document *Standards of Ethical Conduct* as approved by the 210<sup>th</sup> General Assembly (1998) Presbyterian Church (U.S. A.). Each elder received a copy of the 24-page document. Discussion followed regarding the standards of ethical conduct. Rev. Williams concluded by encouraging session members to sign up for the Alban Institute weekly listserve at <http://www.alban.org/>.

### **Approval of the Minutes**

A motion was made and seconded to approve the Stated Session meeting minutes of May 4, 2008. There were no further changes and the motion to approve the minutes for May 4, 2008 passed.

### **Approval of the Consent Agenda**

#### **1. Update of Church Rolls:**

#### **Transfer of Membership:**

**Elisa and Robert Thompson** to the Village Church, Prairie Village, Kansas  
**Carol Sue Tucker** to the Village Church, Prairie Village, Kansas

#### **Name Change:**

Jessica Ezell to Jessica Sheets  
Jean C Kelley to Jean K Ogden

**Marriage:**

Jessica Ezell and Ryan Sheets were married on Saturday, May 24, 2008 at First United Presbyterian Church in Fayetteville. The Rev. Lee Power officiated.

Jean Carr Kelley and Roy Thomas Ogden II were married on Saturday May 31, 2008 at First United Presbyterian Church in Fayetteville. The Rev. Dr. Leslie Belden officiated.

2. **Action Item from Presbyterian Women:** September 27 (Saturday) PW is hosting Fall Gathering for churches in our Cluster; we ask for approval to charge for the meal (up to \$8.00 per person) and to collect a voluntary offering for the Community Meal Program.
3. **Action Item from Memorial Gifts Committee:** Requests that session approve \$500 toward the playground renovation project to be taken from Restricted Memorial & Honorarium Fund #02351.
4. **Action Item from Personnel Committee:** Salaried staff members employed by First United Presbyterian Church on July 1, 2008 shall receive a 3% cost of living raise effective on that date. This motion shall not affect the First School staff, who received salary adjustments in the past year, the contracted salary of Rev. Barry Williams nor the severance agreement with Rev. Norwood Brown.

Action Item's # 4 was lifted for further discussion. A motion was made and seconded *to approve Action Items # 1, 2, and 3 and the motion passed.*

**Clerk of Session Report**

A written report was emailed and included in the session packet and received. Minutes of May 18, 2008 moderator meeting were emailed and received.

**Sacrament of the Lord's Supper** was served on Sunday, June 1, 2008 at the 11:00 a.m. worship service and on May 4, 11, 8 and 25 at the 8:30 a.m. worship service.

**Building Use Request -- Session Email Vote**

*Jennifer Brown (our former choir director) would like to hold a rehearsal in the choir room and a voice recital in the Sanctuary. The rehearsal would be on Tuesday, June 3rd from 1:00-6:00 pm, the recital would be on Thursday, June 5th from 6:30 pm – 9:30 pm. She has requested use of the piano in the Sanctuary to accompany the singers. About 150 guests are expected and there would be no charge for the event. It is requested that the building fee be waived (as we've done before). Jennifer has indicated she would make a donation to the Music Department (probably a memorial). There are no church calendar conflicts. An email vote was taken on this action item, with 22 out of 24 elders responding and voting affirmatively and the motion passed.*

**Treasurer's Report**

There was no treasurer's report.

### **Monthly Budgeted Financial Statement Review**

The monthly Budgeted Financial Statement for May was included in the session packet and received. Elder Sisco reported that \$19,000 was taken from the Endowment loan in order to cover expenses. \$2,500 was also used cover expenses in March. The plate and unpledged contributions continue to meet expectations. A motion was made and seconded *to accept the May financial statement and the motion passed.*

### **Pastor's Reports**

Rev. Williams reported that First School teachers and staff would be recognized on Sunday, June 8<sup>th</sup> during 11:00 a.m. worship. In consideration of Rev. Power's upcoming vacation and the days when Rev. Williams will be away, Rev. Stewart Smith and Rev. Leslie Belden have each agreed to assist our church if and when needed. Relative to Rev. Josh Leu's departure, Rev. Power and Rev. Williams are continuing to make adjustments in their responsibilities. Communion will be served on Tuesday, June 3<sup>rd</sup> at Butterfield Trail Village.

### **Standing Committee Reports**

#### **Belonging and Evangelism**

There was no written report as the committee did not meet. Table for 8 will begin the process of re-grouping for the fall.

#### **Christian Education**

A written report was emailed in advance and received. The Youth Subcommittee and UPY are making plans for the summer.

#### **Deacons**

A written report was emailed in advance and received. In regard to the Stephen Ministry program, all current Stephen ministers have care receivers, and, there is a need for more. Conversations are ongoing with the First Presbyterian Church in Springdale and Good Shepard Lutheran church to coordinate training of new Stephen Ministers.

#### **Endowment**

There was no written report as the committee did not meet. June 30, 2008 is the next scheduled meeting of the Endowment Committee.

#### **Fellowship**

There was no written report. The All Church picnic will be held on Sunday, June 29<sup>th</sup> at Veteran's Park near Lake Fayetteville from 5:00 - 7:30 p.m. Saturday, October 18<sup>th</sup> is the proposed date for the return of the Progressive Dinner.

#### **Kitchen Hospitality**

A written report was emailed in advance and received.

#### **Long Range Planning (LRP)**

A written report from April and May meetings was emailed in advance and received. The committee met with Rev. Williams, who encouraged LRP to look more closely at the "DNA" of the church in relation to long range planning. The committee would like all church committees to carefully review their budgets in terms of how they align with the session-approved Strategic Choices.

### **Memorial Gifts**

There was no written report. Action Item # 3 was approved on the consent agenda.

### **Outreach**

There was no written report as the committee did not meet.

### **Personnel**

A written report was emailed in advance and received. It was reported that Elder Morton will replace Sabra Martin on the search committee for Chancel Choir Director and that Lean Houston will serve on the search committee for the Youth and Children Director.

Discussion followed on Lifted Action Item #4.

4. **Action Item from Personnel Committee:** *Salaried staff members employed by First United Presbyterian Church on July 1, 2008 shall receive a 3% cost of living raise effective on that date. This motion shall not affect the First School staff, who received salary adjustments in the past year, the contracted salary of Rev. Barry Williams nor the severance agreement with Rev. Norwood Brown.*

The clerk was requested to strike the wording "salaried" and "who received salary adjustments in the past year" from the original motion. The action item addresses the need to "catch up" on a cost of living increase for the staff. The total expense resulting from this action will be approximately \$3,000 or less and will be covered by savings in the Personnel line item. With no further discussion, *the motion passed.* Rev. Williams thanked the session on behalf of the staff.

### **Properties**

There was no written report. The committee meets monthly to address problems as they arise. A current area of focus is for repairs in the columbarium.

### **Stewardship**

A written report was emailed in advance and received.

### **Worship and Music**

There was no written report as the committee did not meet.

### **Commission Report**

#### **First School**

A written report was emailed in advance and received. Elder Hart reported on the success

of the end of year picnic.

### **Special Committee Reports**

#### **Child Care Task Force**

There was no written report. The committee met twice and with the First School directors. An article appeared in the Focus regarding the committee's efforts and goals.

#### **Children and Youth Ministry Search Committee**

There was no written report.

#### **Forum Planning Committee**

There was no written report as the committee had not met.

#### **Hi-Acres Committee**

There was no written report. A tentative June meeting date is proposed in order for the committee to meet with St. Paul's Episcopal Church representatives and begin discussion on use of the Hi-Acres property.

#### **Nominating**

There was no written report as the committee had not met.

#### **Organ Feasibility Committee (OFC)**

There was no written report as the committee had not met.

#### **Pastoral Needs Assessment (PNA) Subcommittee**

There was no written report as the subcommittee did not meet.

#### **Presbyterian Women**

A written report was emailed in advance and received. Presbyterian Women officers were recognized during 11 am worship on Sunday, June 1<sup>st</sup> as follows:

Co-Moderators:	Barbara Verdery	2007-2009
	Nancy Mays	2008-2010
Secretary:	Nancy Waite	2007-2009
Treasurer:	Judy Marino	2007-2009
Historian:	Martha Brewer	2007-2009
Circle Leaders:		
	1 Mary Boushelle	2008-2009
	3 Janet Clausen	2008-2009
	4 Margaret Johnson	2008-2009
	5 Open	2008-2009
Session Liaison:	Nancy Waite	2008
	June Davis	2009
Missions:	Mary Jo Harvey	2008-2009
	Nancy Denn	2009-2010

Church Nominating:  
Mary Noel Tompkins           2008  
Barbara Verdery               2009

Search Committee:  
"Ty" Goode  
Ann Roberts

**United Campus Ministry**  
There was no written report.

**New Business**

**Appointment of Commissioners to 108<sup>th</sup> Presbytery Meeting**

Discussion was held regarding the appointment of two commissioners from FUPC to the 108<sup>th</sup> Stated Meeting of the Presbytery of Arkansas on June 7, 2008 at Grace Presbyterian Church in Little Rock. A motion was made and seconded *to appoint Elder Monroe as commissioner and to empower the clerk to find an additional commissioner to represent First United, if needed, and the motion passed.* (Clerk's Note: Betty Monroe served as the second commissioner to represent FUPC at the Presbytery meeting).

**Recognition of Mary Vaughn, new teacher representative for First School Commission**

There were no objections and recognition of Mary Vaughn was so ordered.

**July Stated Session Meeting Date Change**

Discussion followed as the previously-approved July 13<sup>th</sup> stated session meeting date was in conflict with Rev. Williams' schedule. A motion was made and seconded *to not hold the July meeting in recognition of trying to get balance to our lives and the motion passed.* It was also agreed that a called meeting can and would be called if necessary. The next stated meeting of the session will be Sunday, August 3<sup>rd</sup> at 6:00 pm in the Library.

**Old Business**

**Annual Financial Review of Church Records (2007)**

Elder Sisco reported that the review will be made available to session at the next stated meeting of the session on August 3<sup>rd</sup>.

**Email Voting Policy Guidelines**

The session reviewed and discussed a proposed policy for voting by email on non-controversial subjects, as follows:

**First United Presbyterian Church  
Fayetteville, AR**

**E-mail Voting Guidelines**

The Session of First United Presbyterian Church acknowledges that some business may

need to be conducted between stated meetings. We also acknowledge that technology plays an increasing role in our lives. Therefore, we as a session will accept certain action items to be voted on via e-mail. We recognize that e-mail voting eliminates the discussion process that can be important in building a consensus; therefore, the purpose of e-mail voting is to pass non-controversial matters and to reduce the time to handle these matters in stated meetings. E-mail voting will be based on the following criteria:

1. A group e-mail will be established so that all comments and votes will be seen by the entire group.
2. E-mail voting should be reserved for time-sensitive matters that must be acted on prior to the next stated meeting.
3. To be passed, an item must receive greater than 50% affirmative votes of the total number of session members (13 yes votes)
4. It is encouraged but not required that any negative vote be accompanied with an explanation.
5. The voting deadline will be 48 hours from the initial posting.
6. The clerk of session will post the item needing approval and will tally the vote.
7. The clerk of session will report all e-mail votes at the following stated meeting, and the results will be entered into the minutes of that meeting.
8. Any measure not approved via an e-mail vote will be added to the agenda of the following stated meeting for further discussion.
9. Voting will be suspended and the item placed on the agenda of the next stated meeting if 2 or more session members request further discussion.
10. A session member may modify their vote up to the 48 hour deadline.
11. The following items are appropriate for e-mail votes:
  - a. Approval of dates for the sacraments of baptism and communion.
  - b. An item from a session committee not requiring a second.
  - c. An item from a prior stated meeting in which the elders decide to vote by e-mail after further information is obtained.

Discussion followed. A motion was made and seconded *to adopt the email voting guidelines and the motion passed.*

### **Adjourn with Prayer**

Rev. Williams closed the meeting in prayer. With no further business, a motion was made and seconded *to adjourn at 8:30 pm and the motion passed.*

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Laurie Reh  
Clerk of Session