

**MINUTES OF SESSION
FIRST UNITED PRESBYTERIAN CHURCH
FAYETTEVILLE, AR
Sunday, March 2, 2008**

A Stated Session meeting of First United Presbyterian Church of Fayetteville, AR was held in the Library and was called to order at 6:05 p.m.

Elders Present: Ted Belden, Dennis Brewer, Eric Ervin, Lyle Gohn, Nell Griffin, Sara Koenig, Frank Millet, Itrel Monroe, Michelle Price, Steve Sisco, Jim Schneringer, Jane Steinkraus, Anna Stitt, Nancy Waite, Diane Warren, Ron Woodruff and Doug Wright

Elders Excused: Dennis Bailey, June Davis, Barbara George, Carol Hart and Roger Koeppe

Elders Absent: James Moore and George "Bo" Morton"

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

Others Present: Laurie Reh, Clerk of Session and Confirmation Class members Caroline Wilbourn, Maria Rossetti, Kori Romere, Will Hewat, Ben Houston and Timothy Oliver. Visiting teachers also present were Lorraine Brewer, Tom Verdery, Caleb Sieck and Bill Hewat.

A quorum was declared present. Rev. Stewart Smith, Moderator, called the meeting to order and asked that joys and concerns to be shared. Rev. Smith explained his role as moderator of the session to the visiting members of the Confirmation Class and opened with prayer.

Adoption of the Agenda

Rev. Smith asked for any additions or changes to the agenda and with none, the agenda was adopted.

Special Reports/Presentations

Welcome to the 2008 Confirmation Class

Lorraine Brewer introduced those present from the 2008 Confirmation Class and explained that individual faith statements would be shared with session at the next stated meeting on April 6th. Covenant partners will also be invited to attend. Confirmation Sunday will be on April 27th, at which time recognition of the class will occur during 11:00 a.m. worship. On Sunday, May 4th, a Celebration Breakfast will be held at the home of Tom and Barbara Verdery for members and covenant partners.

Devotional and Opening Prayer

Elder Wright led the session in the opening devotional by reading from Psalms and then closed with prayer.

Child Care Survey Update

Terri Trotter, spokesperson for a Child Care subcommittee that was formed last year, reviewed key findings of a congregational survey of attitudes and opinions about childcare as relating to FUPC which conducted in the spring of 2007. The results indicate strong support for the possibility of our church taking a more active role in childcare issues in our community. Discussion followed as to next steps and the possible formation of a task force to continue looking into extended childcare options on the church campus. A motion was made and seconded *that a task force be formed from the following group: Amy McCann, Nancy Mays, Diane Warren, Rebecca Schneringer, Ann Bailey, Karen Ervin, Roger Kennedy, Sara Eichmann, Carole Walter and Laurie Marshall, with the addition of two representatives from First School, Terri Trotter, Kathy Wade and the two session-liaisons, Dennis Bailey and Carol Hart.* With no further discussion, *the motion passed.* Elder Belden agreed to make contact with each of the above prior to the April stated meeting to determine their willingness to serve.

107th Stated Meeting of the Presbytery of Arkansas

Elder Nell Griffin and Laurie Reh, Clerk of Session, served as commissioners from First Fayetteville and reported on the meeting, which was held at Lyon College in Batesville, AR on February 15th and 16th. A full report of the meeting was made available on the Presbytery of Arkansas website in the monthly *Banner* and a copy was also distributed.

Recognition of Rev. Stewart Smith, Moderator

The session shared their appreciation of Rev. Smith's efforts and time as the interim moderator for the months of January - March. After a standing ovation, a gift was presented and a brief reception was held whereby cake and beverages were served to those present.

Following recognition of Rev. Smith, the session returned to the business of the meeting.

Approval of the Minutes

A motion was made and seconded *to approve minutes of the Stated Session meeting of February 10, 2008, the Called Session Meeting of February 17, 2008 and the Called Session Meeting of February 19, 2008.* The minutes of February 10th were amended to read *that the Stewardship report was made available.* With this amendment made, *the motion to approve the minutes passed.*

Approval of the Consent Agenda

1. **ACTION ITEMS from the Clerk of Session:** Approval of the following update of the church rolls is requested.

Update of Church Rolls:

New Member:

Toney Stankus was received by letter of transfer from First Church in Cambridge (congregational), Cambridge, MA

Death of:

Bill Morton on February 2, 2008. A funeral service was held on Tuesday, February 5, 2008 at First United Presbyterian Church, Fayetteville. Rev. Dr. Maurice Roberts and Rev. Lee Power officiated.

2. **Action Item from the Clerk of Session:** That the Clerk of Session be allowed "voice" for the remainder of the year for the purpose of giving the Clerk's Report, requesting clarification of motions and to provide information as necessary.
3. **Action Item from Trustees/Endowment Committee:** Take action to allow the re-direction of earned income from the Endowment Fund to assist the Church in meeting the 2008 operating budget.

NOTE: Item #1 requires an affirmative vote at two separate Session meetings for passage. Item #2 (below) cannot be implemented unless and until Item #1 passes.

4. **Action Item from Trustees/Endowment Committee:** To accept an offer from the Trustees/Endowment Committee for an interest-free loan up to a maximum of \$200,000, as needed to meet the needs of the 2008 operating budget. This loan shall be repaid to the Endowment within five (5) years.
5. **Action Item from Presbyterian Women Coordinating Team:** PW Spring Luncheon on June 2, 2008. Approval is requested for a cost of \$8.50 per plate (this will cover catering, baby sitting, guest lunches, and staff lunches).
6. **Action Item from the Clerk of Session:** Requests approval of the Online Session Statistical Report for the year 2007, as submitted to the Presbytery of Arkansas.
7. **Action Item from Outreach Committee:** Members of the congregation will be invited to be a "Stay-At-Home Volunteer" as a financial supporter of the Gulf Coast Mission Trip. This will be announced during a Minute for Mission on Sunday, March 9, 2008.
8. **Action Item from Belonging and Evangelism Committee:** Every committee needs to assign one of its members the task of communication with an emphasis on monthly news for the FOCUS.
9. **Building Use Request:** Jitterbugs Dance Studio has requested the use of the Fellowship Hall for a Spring Recital on Saturday, May 17 from 8 am-3 pm. The Jitterbugs come every week to teach First School students and this recital will include these children as well as students from other area pre-schools. This is a

returning group with their most recent program being January 26, 2008. No scheduling conflicts with this request.

10. **Building Use Request:** Funeral Consumer Alliance requests use of the Activity Center for an annual meeting on Sunday, April 6, 2008. They request the space from 1:30 pm – 3:45 pm. This group is expecting about 35-55 guests. There are no charges associated with attending and they will be serving light refreshments only. Church member, Jane Scroggs is in charge of set-up and church member, Chiko Sekiguchi is in charge of clean up. They have requested that building fees be waived. No scheduling conflicts with this request.
11. **Action Item from Columbarium Committee:** The Columbarium Committee requests session approve up to \$3000 from the columbarium restricted fund #2358 for advance preparation work (foundation and brick work) needed to install future columbariums. **Background information:** The church has 2 columbariums on the north side of Fellowship Hall. Each columbarium has 56 niches. The first one was approved by session in 1991 and installed in 1992 and is full*. The second one was added in 1995 and is currently half full*. The work requested is a 18' x 2' x 15" brick base with a cement cap to match the existing brick work in the area on the south wall in the columbarium area. Until the columbarium is installed, the brick base could be used as a bench for sitting. Properties committee is having some brick work done around the stain glass windows, it seemed logical and good stewards of time and expenses to start the foundation/brick work for the future columbarium(s) since the workers will be working in the area and both jobs could be completed in the same time frame. Workers are now available to work small jobs. The work should take about 2 weeks depending on weather. *{*full is defined as purchased and reserved for future inurnment of ashes or ashes have been inurned}*
12. **Action Item from Personnel:** Recommendation to withdraw the following Action Item: The First School Ministry shall have line items in the budget corresponding to detailed expenditures consistent with the budgets of other ministries.
13. **Action Item from Personnel:** Recommendation to withdraw the following Action Item: In order to improve communication and address concerns raised by members of the congregation, personnel documents relating to annual reviews and related documents pertaining to the employment of Rev. Woody Brown shall be made available to members of the congregation along with the Committee of Five report.
14. **Action Item from Personnel** (postponed from Dec, 07 for more information): Personnel Ministry recommends we replace with a cash equivalent up to one-half the cost of yearly tuition to Kathy Hairston for two children and Jennifer Meldrum for one child, January 1, 2008. (Their children have grown out of the program.) This will be funded by First School funds.

- 15: **Action Item from Personnel:** Regarding the Interim Music and Chancel Choir Director position, the committee moves to extend the appointment of Katie Jackson for the months of April through June, 2008 at the current weekly salary of \$250.
16. **Action Item from Personnel:** Regarding the Interim Children's program directors -- Diane Byars, Coordinator of Children's Sunday School and Special Events and Jamie Wetsell, Coordinator of Kids CLUB -- the committee moves to extend the appointments of Diane Byars and Jamie Wetsell through May, 2008 at their current rate of up to 10 hrs/wk. at \$15.00/hr., with Jamie (if agreed by her) continuing for the months of June, July and August as the Children's Sunday School and Special Events Coordinator up to 10 hours/wk. unless a decision to hire a permanent Children's Ministry Director (combination of both Children's Sunday School/Special Events and Kids CLUB) and a person is secured during this period of time.
17. **Action Item from Personnel:** The committee moves to continue Rev. Power as Acting Head of Staff until April 1 and that Rev. Power and Rev. Roberts be given the titles of Parish Assistants through April 30, 2008. Interim Pastor Rev. Williams will be consulted for his recommendations regarding appropriate titles and hours of work after April 30 with proposed action taken at the April 6 Session meeting.
18. **Action Item from Personnel:** The committee moves to continue Rev. Josh Leu's current responsibilities and pay for 40 hrs/wk. plus health insurance benefits through April 30, 2008. Interim Pastor Rev. Williams will be consulted for his recommendations regarding appropriate title and hours of work after April 30 with proposed action taken at the April 6 Session meeting.
19. **Action Item from Kitchen Hospitality:** requests session approval for expenditures not to exceed \$600 to purchase prepared main dish and ingredients for the rest of the meal for approximately 200 people to be served after the April 6th worship service. The funds would come from the Harris Hospitality Endowment #02359. That endowment currently has a balance that includes more than \$5000 in accrued interest.

Action Item's # 4, 9, 13, 14 were lifted for further discussion. A motion was made and seconded *to approve Action Items # 1-3, 5-8, 10-12, 15-19 and the motion passed.*

Discussion followed on *lifted* Action Item #4:

4. Action Item from Trustees/Endowment Committee: *To accept an offer from the Trustees/Endowment Committee for an interest-free loan up to a maximum of \$200,000, as needed to meet the needs of the 2008 operating budget. This loan shall be repaid to the Endowment within five (5) years.*

An amendment was made to be added at the end of Action Item #4: *When the loan is repaid, it will be accepted or used as earned income or interest from the Endowment.* After a second, discussion followed. Editorial comment: The session's purpose in making this amendment was to keep the money from entering into the corpus of the Endowment.

A vote was taken on the amendment and *the motion passed.* Discussion followed on the motion as amended. A vote was taken on Action Item #4 as amended and *the motion passed.*

Discussion followed on *lifted* Action Item # 9.

9. Building Use Request: Jitterbugs Dance Studio has requested the use of the Fellowship Hall for a Spring Recital on Saturday, May 17 from 8 am-3 pm. The Jitterbugs come every week to teach First School students and this recital will include these children as well as students from other area pre-schools. This is a returning group with their most recent program being January 26, 2008. No scheduling conflicts with this request. It was moved and seconded *to amend the motion and add that the building use fee will be waived.* With agreement on the amendment, *the motion passed.*

Discussion followed on *lifted* Action Item # 13.

13. Action Item from Personnel: Recommendation to withdraw the following Action Item: *In order to improve communication and address concerns raised by members of the congregation, personnel documents relating to annual reviews and related documents pertaining to the employment of Rev. Woody Brown shall be made available to members of the congregation along with the Committee of Five report.* Clarification was requested regarding this action item and *the motion to withdraw passed.*

Discussion followed on *lifted* Action Item # 14.

14. Action Item from Personnel (postponed from Dec, 07 for more information: *Personnel Ministry recommends we replace, with a cash equivalent, up to one-half the cost of yearly tuition to Kathy Hairston for two children and Jennifer Meldrum for one child, January 1, 2008 (their children have grown out of the program). This will be funded by First School funds.*

Concern was expressed about the precedent set with this action. It was clarified that the First School directors took a reduction in their salaries, at the time, because they had received the child care benefit. Co-director Jennifer Meldrum would receive \$875, for one child and Co-director Kathy Hairston, with two children, would receive \$2475. Rev. Power stated that this would be a one-time catch up situation only. An amendment was made to add this language: *this action is pursuant to the agreement underlying their initial contract.* After a second, discussion followed and *the motion passed.*

Clerk of Session Report

A written report was emailed and included in the session packet and received. The minutes of the February 17, 2008 moderator meeting were emailed and received.

Sacrament of the Lord's Supper was served on:

<u>Date</u>	<u>Communion Served</u>
January 6	8:30 a.m. Worship Service
January 3	Butterfield Trail Village
February 3	11:00 a.m. Worship Service
February 7	Butterfield Trail Village

Correspondence was received from:

Hugh Brewer. A copy of his letter sent to Mayor Dan Coody, dated 2/1//08, in regard to the Brook's- Hummel property purchase, was received.

Toney McMillan, COM liaison to First, Fayetteville, regarding the unopened Committee of Five box of documents for storage at Presbytery until further directed by session; a report to COM regarding the IPNC and Interim Pastor Rev. Williams; and appreciation by COM for a job well done by the session, Committee of Five and the Committee of Seven.

Rev. Dr. William Branch, General Presbyter, to First, Fayetteville regarding the delivery of the COF papers and to request further instructions from the session.

Additional Information for Session:

Elder Eric Ervin was Ordained and Installed on February 10, 2008 during the 11:00 a.m. worship service.

Presbytery of Arkansas New Website www.presbyteryofarkansas.org

Upcoming Presbytery Meetings

108th Stated Presbytery Meeting, Saturday, June 7, 2008 Grace, Little Rock
109th Stated Presbytery Meeting, Thursday-Friday, October 9-10, 2008 First Harrison
110th Stated Presbytery Meeting, Friday-Saturday, February 20-21, 2009 University of the Ozarks, Clarksville

2007 Online Session Annual Statistical Report:

All required documents were submitted to the Presbytery of Arkansas by the deadline date of February 20, 2008.

Church Treasurer's Report

The monthly Budgeted Financial Statement was included in the session packet and received. Elder Sisco reported that February's report, while still ahead on receipts, showed pledge income as only a little over half of what had been budgeted. Concern was noted on February copying expenses that totaled \$2200.

Pastor's Reports

Rev. Dr. Maury Roberts encouraged the session to read *Congregational Leadership in Anxious Times* by Peter Steinke as a means of self study. He commended church members Byron Haines and Bob Garnett, and Elder Dr. Moore, for organizing the class that reviewed and studied this book.

Rev. Lee Power reported the office staff is getting ready for Rev. Williams arrival and is working well together. Rev. Power has attended to pastoral concerns and is helping folks in need. Rev. Josh Leu reported the youth programs are going well and that on March 9th, he will preach in celebration of women.

Rev. Stewart Smith reported on the joy it has been to work with this session. He referenced the many late meetings that have occurred and explained how important work was needed to be done. He stated how impressed he has been with how thoughtfully the session handled the situation at hand and commended them for their hard work.

Standing Committee Reports

Belonging and Evangelism

A written report was emailed in advance and received. The committee's action item to request that "every committee needs to assign one of its members the task of communication with an emphasis on monthly news for the FOCUS" was approved.

Christian Education

A written report was emailed in advance and received. Highlights: Melissa Gray will be the Pre-School Director of Vacation Bible School; planning and organizing is continuing with VBS. Angie Hewat is planning the Easter egg hunt, which will be the afternoon of Palm Sunday, March 16th, from 3-4:30 PM. Knox Hall Renovation continues. The two doorways downstairs have been filled in with sheet rock, will be painted and the tile flooring will be completed soon. Amy Rosetti, from the Youth Committee, requested permission to ask for donations of school supplies and children's shoes to fill backpacks for "dump dwellers" along the Mexico side of the border for the Middle School Mission Project and was approved.

Deacons

A written report was emailed in advance and received. Peggy Manger was welcomed as the new secretary. Priority needs from the Intercessory Prayer List were discussed. The committee discussion covered Notes and Cards, Food and Special Needs, Stephen Ministry, Tape Ministry, Transportation Ministry, and Visitation and Calling Lists.

Fellowship

The written report from the January 13th meeting was emailed in advance and received. The committee did not meet in February but worked with Kitchen Hospitality to support the Shrove Tuesday event. Other events for the year 2008 will be discussed and planned in February and subsequent months.

Kitchen Hospitality

A written report was emailed in advance to the session and received. Plans for a Maundy Thursday meal were discussed with Worship and Music to help with the event. Upcoming Food Events were discussed to include Soup and Sandwich Suppers for the Parenting by the Heart Forum Feb 17, 24 and March 2; Maundy Thursday Covered Dish Dinner with Worship and Music on March 20 and Easter Breakfast on March 23. Elder Koenig reported that the committee is proceeding with plans for the congregational luncheon on April 6th, when Rev. Barry Williams will be welcomed to our church. A flyer for all session members to sign up to help was distributed.

Long Range Planning

There was no written report. The committee met on February 28th and plans to coordinate future actions with Rev. Barry Williams in April.

Nominating

A written report was emailed in advance and received. The committee was polled and by consensus, appointed Elder Sisco to serve on the Financial Review Committee {to be formed for the purpose of reviewing the church's financial records for 2007, as required by Presbytery}, along with Laura Winburn and Lisa Higgins. It was moved and seconded *that the session approves the appointment of Elder Steve Sisco to join the Financial Review Committee and the motion passed.*

Outreach

A written report was emailed in advance and received. Elder Brewer encouraged the participation of "stay at home volunteers" to financially support the upcoming Mission Trip to Pearlinton, MS. He reported that a minute for mission would be given by Ron Talbert on March 9th and stated that the committee has decided to use current Hurricane funds on construction supplies. This will allow carry over each year for further trips to the Gulf Coast.

Personnel

There was no written report as the committee did not meet. Action Item's # 12 - 14 were approved on the consent agenda (see above).

Properties

A written report was emailed in advance and received. The Properties Committee replaced a broken EcoClimber for First School at a cost of approx. \$420.00. The roof leak in the "Parlor/Bride's room" was successfully repaired. An informational handout regarding a potential gas leak problem on campus was distributed and received. Elder Woodruff reported on the resolution of this issue and plans made to rectify.

Stewardship

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

Worship and Music

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

ready for the Maundy Thursday event and Easter Sunday. Elder Millet agreed to coordinate communion servers in 2008.

Commission Report

First School

Written reports from meetings on January 14th and February 27th were emailed in advance and received. An older 4 year old/5 year old classroom will be added to the program and will be held in a room in Knox Hall 5 days a week from 8:00-1:00. The painting of First School is scheduled for March 16th-22nd (Spring Break). The First School Graduation and picnic are set for Thursday May 29th. The Summer session is set for June 9th-August 14th and First School will be closed during VBS, June 23rd-27th. The commission expressed appreciation to the session for the new Geo Climber purchased for the preschool playground

Special Committee Reports

Forum Planning Committee

There was no written report. Rev. Power stated the Parenting by Heart series, led by Dr. Dee Austin, was very successful.

Hi-Acres Committee

There was no written report.

Interim Pastor Nominating Committee (IPNC)

A written report was emailed in advance and received for meetings on January 12, 17, 22 and 26, 2008. The committee, after reviewing and discussing Pastor Information Forms, was unanimous that it was in the best interest of the church to call a qualified candidate as quickly as possible and that Rev. Barry Williams, as recommended by the Committee on Ministry, was an outstanding candidate and the top choice of each member of the committee. The committee contacted references, reviewed recent sermons and conducted an interview of Rev. Barry Williams. After careful consideration, the committee unanimously agreed to present his name to session as our interim pastor candidate. At a called meeting February 19, the IPNC brought the following Action Item to session, which was unanimously approved: The Interim Pastor Nominating Committee submits the name of Rev. Barry Williams to session as our recommendation for the interim pastor position.

Memorial Gifts Committee

There was no written report.

Organ Feasibility Committee (OFC)

There was no written report as the committee did not meet. Elder Warren, session-liaison, reported the full committee will meet on March 4th.

Pastoral Needs Assessment (PNA) Subcommittee

There was no written report. Elder Wright, chair, reported the subcommittee plans to meet in March.

Presbyterian Women

A written report was emailed in advance and received. Reports were received regarding Circle meetings, Missions (Together We Serve), Hooks and Needles and the Search Committee. Several hats were given to Josh Leu for the FUPC youth clothing drive. The group voted to give the \$500 profit from sales at the Alternative Market to CEO. Martha Brewer submitted the PW annual report to Presbytery. Sunday, March 9, there will be a celebration the Gifts of Women during Women's History Month. The plaque honoring PW honorary members was updated. The PW Spring Gathering is Saturday, April 5 at the Presbyterian Church, Bella Vista. FUPC will host the Fall Cluster Gathering; The following action item was approved by session: PW Spring Luncheon, June 2, 2008, for a cost \$8.50 per plate to cover catering, baby sitting, guest lunches, and staff lunches.

Trustees/Endowment

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

United Campus Ministry

There was no written report. Elder Monroe reported on the recent UCM retreat and discussed the growing need for renovations to be done to the United Campus Ministry building. This facility is aging and certain issues will need to be resolved soon.

New Business

2007 Online Session Annual Statistical Report

A motion was made and seconded *to approve the 2007 Online Session Annual Statistical Report as received*. Discussion followed regarding the reporting of members as "inactive". Concern was expressed on the list of members to be contacted regarding their membership status in the near future. It was agreed that cleaning of the church rolls will be addressed after Rev. Williams is on staff. With no further discussion, *the motion passed*.

2008 Liability and Property Insurance Review

This item, as required annually by Presbytery, was referred to the Properties Committee for follow-up and completion.

2008 Ferncliff Camp

At the recent Presbytery meeting, commissioners received a tote bag and Ferncliff Camp promotional materials to share with church congregations. The Clerk polled the session as to the most appropriate committee for referral of this information. Following support of the session regarding Ferncliff Camp opportunities, Elder Warren agreed to bring this information to the Christian Education committee for further discussion. An invitation to Doug Walters, camp program director, to speak to the congregation about Ferncliff Camp opportunities, would also be considered.

Old Business

Congregational Visitation Update

Team leaders present reported on progress made to-date regarding the congregational visits that have occurred since January 27th. The Committee on Visitation requested time on the April agenda for a follow-up report to session. All visitation team members are requested to provide written notes from visitations to their designated leader by the end of March.

Committee of Five Documents - Storage and Access

In regard to the Committee of Five documents currently stored at the Presbytery office, it was moved and seconded *that Rev. Dr. Bill Branch be asked to bring the COF documents back to First Fayetteville on Saturday, March 29th when he is here for the session retreat.* Discussion followed. An amendment was offered to leave this item until Rev. Barry Williams arrives as he indicated his plans to read the COF final report. Another amendment was offered, followed by a second, *to entrust the Committee of Five documents to the Head of Staff for appropriate storage.* Discussion followed on the second amendment *and the motion passed.* A vote was taken on the main motion, as amended *and the motion passed.*

Announcements

Session Retreat

The session was reminded of the upcoming session retreat with Rev. Dr. Bill Branch who will present the Healthy Congregations program on Saturday, March 29th from 9:00 a.m. - 2:00 p.m. at Carnall Hall on the U of A campus.

Adjourn with Prayer

Rev. Smith closed the meeting in prayer and with no further business, a motion was made and seconded *to adjourn at 8:17 p.m. and the motion passed.*

Laurie Reh
Clerk of Session