**Grace Presbyterian Church**

**Stated Session Meeting**

**June 16th, 2022**

Moderator Cathy Hoop called the meeting to order at 6:00 PM via ZOOM. A quorum was established with the following members present : Adam Brooks, Carol DeVelice, Brad Fisher, Madeleine Hill, Lee Keyes, Sherry Kimbro, April Lane, Jane Shipley, Bill Shoemaker, Chris Stone and Ann Weeden. Emily Altman was excused.

**Worshipful Work**

* Cathy Hoop leads our devotional.
* We share pastoral joys and concerns.
* We offer God our praise and thanksgiving:

*Guide us in our deliberations, God, and touch our lives with your loving kindness. May our decisions be made in the same spirit that was in Christ Jesus. May we be servants of your community of faith both within and far beyond these walls. Teach us, Lord, to walk in your way of grace. Amen.*

**New Business:**

* Announcement of hiring Lydia Martel as office manager.
* Decision to indefinitely suspend circle communion due to concerns about COVID. (Vote)
* Discussion of choosing members of Elder Nominating Committee for Class of 2025.
* Decision to approve increased budget for Tables of Grace food pantry building. (Vote)

Voted items were approved unanimously.

**Committee Updates**

1. Finance & Stewardship (See attached notes)
2. Worship (Pending)
3. Congregational Care & Fellowship (See attached notes)
4. Building &Grounds (See attached notes)
5. Communications (See attached notes)
6. Mission, Peace & Justice (See attached notes)
7. Christian Formation (No Meeting)
8. Personnel (No Meeting)

**We Remember Our Past**

* Motion to approve amended Stated Session Meeting minutes of February 24th, 2022

Motion approved unanimously

**We Look to the Future**

* Date for next meeting: July 28th, 2022
* Cathy Hoop closed with a prayer

 We receive God’s benediction and are adjourned.

Robert Spencer, Clerk Cathy Hoop, Moderator

**Committee Updates**

1. **Finance**

Stewardship & Finance Committee

Summary of Zoom Meeting, May 17, 2022

Present online: Madeleine Hill (chair), Cathy Andreen (vice-chair and transcriber), April Lane, Barry McGee, Bill Shoemaker, Ira Thrasher, Nicole Varnado

Madeleine Hill opened the meeting with prayer.

The committee approved the summary of the March 15 meeting as written. Madeleine Hill noted that our insurance representative, Don Taylor, has retired. We will be assigned a new representative.

The committee reviewed the tentative working budget for the Visions Task Force provided by co-chairs Linda Grote and Gary Minder. While it is too early for a firm budget, the working budget is based on the contractor’s best estimate as of January 2022. It does not include the architect’s or contractor’s fees or the $6,500 bill for testing the soil as part of site preparation. Given these additions, the committee approved an estimated budget of $1.2 million for the year.

The loan application for the Visions project is a work in progress. The Visions Task Force is working on parts of the application, while Stewardship & Finance will need to complete sections concerning financial history and our current financial situation.

The committee reviewed Revenues and Expenses through April as well as balance sheets for March and April. Madeleine Hill will work with the bookkeeper to resolve some questions about the balance sheets. Following a discussion of the cost of the church van, April Lane made a motion that the Stewardship & Finance committee ask the Building & Grounds committee to consider selling the van and renting a van as needed for church activities. Ira Thrasher seconded the motion and it passed unanimously.

The 2022 financial review by CPA Tom Damman is scheduled for August 13. Assistance is needed to compile data for the review. Madeleine agreed to contact John Sikes and Pat Dunbar, who compiled the data last year (a major undertaking as it had not been done for a number of years), to see if they are willing to update the data this year. If not, April Lane and Ira Thrasher volunteered to assist.

Madeleine Hill reported that loose plate contributions are increasing as the church has returned to passing the offering plate during services. In light of this return to normal, the committee agreed to resume having assigned counters each Sunday. Two unrelated counters will be responsible for counting the cash and checks and endorsing the checks each Sunday. The bookkeeper will handle the additional paperwork, making the counting process easier and less time-consuming for counters. Bill Shoemaker agreed to continue taking charge of the offering plates whenever he is available. April Lane volunteered to count for the next four weeks (through June 12). Cathy Andreen will make a schedule of counters going forward.

The committee discussed the need to enlighten the congregation regarding finances as many members do not understand our reliance on our investment income to meet our budget. April Lane made a motion that the committee work with the Communications committee to develop a plan to explain our financial situation. This is an important prerequisite to asking the congregation to approve the loan for the Visions project. The motion was approved unanimously.

The next meeting is scheduled for 5 p.m., June 21.

***New Budget for new Food Pantry building***

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| General provisions, supervision, etc. | $150,000 |  |
| Div 2: Sitework, Paving, Landscaping \*\* | $180,000 |  |
| Div 3: Concrete | $80,000 |  |
| Div 4: Masonry | $10,000 |  |
| Div 6: Wood Carpentry | $315,000 |  |
| Div 7: Thermal & Moisture Protections | $160,000 |  |
| Div 8: Doors & Storefront | $72,000 |  |
| Div 9: Finishes | $63,000 |  |
| Div 10: Specialties | $10,000 |  |
| Div 15: Mechanical/Plumbing | $10,000 |  |
| Div 16: Electrical | $120,000 |  |
| Project Management Fee | $41,000 |  |
| Added Covered Walkway \* | $60,000 |  |
| Contingency Allowance | $100,000 |  |
| 2021 Developmental Expenses | $12,500 |  |
| Architect & Contractor Fees (estimated) | $179,500 |  |
| **TOTAL PROPOSED TENTATIVE BUDGET** | **$1,613,000** |  |
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| \* Does not include a covered walkway. |  |  |
| \*\*Present TTL contract to be charged to Div 2 |  |  |
|  |  |  |
| Prices reflect the contractor's best estimate in January 2022. In April 202, the project Supervisor has suggested the Contingency Allowance to allow for fluctuation in costs now and when we actually start. |  |  |





**3.Congregational Care**

**Congregational Care Committee Meeting Notes: May 4, 2022**

**Chair: Sherry Kimbro**

**Members Attending**: Mimi, Gillie, Denise, Jimmy, Diane, Susan Benke, Cathy Hoop

**Devotion: By Sherry:** Topic: How do you pick your Veggies?

**Update on Members we serve:**

Members were discussed: same ones as the Prayers to the People

Reassigning Letter writing: member list: updated and added 2 new names. List sent to all committee members

Cathy additional List: names were given out to members that have not been to church in some time. Committee members were to write notes

Coffee Social: set up 9:45 and clean up after service. (June, July and August Lemonade will be served)

May 1: Sherry

May 8: Denise

May 15: Diane

May 22: Sherry

May 29: Jimmie

**New Business:**

Cathy: How can we Welcome Visitors: helpful tips on how we can be more welcoming

Summer Social: May, June, July on Friday nights church members homes will welcome members and guest from 5:30-7. Very relax with just drinks and few snacks. Asking a variety of church members that have families, single, LGTBQ+, married w/ no children. Cathy / Lou will host the first May 20, Sherry and Leslie host on May 27

Gillie: Nursing Home in-person visits:

Checking with Carol Schlichter to see if she does this monthly

May: Sherry / Gillie June: Diane/ Mimi July TBA

Pine Vally: Lucy Hixon: 800 Vallley Rd Road #9

Morning Point: Mary Ella Steffan

Aspire: Ruth Dixon

Glen Haven: 2201 32 street Marie Stone Room 100 / Ginger Sprunger Room 104

Meal App: want to use a meal app so more church members can supply food for the home bound members

Meal Train | Meal Calendar for New Parents, Surgery, Illness, and More

**Old Business**;

New Member adoption: Pairing new members with established members

Subgroup to work on this. Sherry, Denise, Carol DeVelice, Gillie and Annabel

Approve meeting minutes: January, February, March, April / motion by Diane / seconded and passed

**Next meeting June 1 @ 5:30**

**End with prayer**

1. **Building & Grounds**

All HAVC filters have been replaced. PLP office air conditioning is complete.

1. **Communication**

Meeting: 4-28-22

**Attendance:**

Becki Evans

Leslie Poss

Clarissa Levingston

Matt Smith

Chris Stone

**NPR Messaging**

We have the ability to update our NPR message several times throughout the year. We discussed the possibility of updating the message to be more seasonal, especially a Fall welcome.

**Attendance Form**

We discussed creating an online attendance form for virtual worshipers. We know that we have people watching who do not comment, and continue to meet people at events, such as Loaves and Fishes who have been worshiping with us virtually, but we did not know previously. We discussed the possibility of being direct about why we want to know who is worshiping—you are part of our church family and we want to know you, be able to pray for you etc. We will look at developing a Google Form and seeing how much of a response we get.

**Job Descriptions for Worship Tech positions**

We are going to work on recruiting more people to help with the video and sound during the worship services. Specifically, we would like to try and recruit more people who are not in choir or bell choir since those can complicate running these systems. We are going to create short job descriptions we can share so that people have a better understanding of what they are signing up for when we try and recruit people. Clarissa is going to do the first draft for the video, and Matt for the sound.

**Welcome Video**

We reviewed our welcome video on youtube. People generally have a positive reaction to the video. We think a small update could be useful to highlight that we are now in hybrid worship, but overall, we felt positive about the video.

**Style Guide**

We are working on a more medium term project to generate a style guide that will include our brand colors, fonts, logos, and other general information that will be useful for having consistent messaging and branding in the different forms of media the church puts out.

**Website**

We plan to take a closer look at the website in the fall to see if it is filling our communication needs and if there are any edits or adjustments we want to make. We are also going to think more about how satisfied we are with Caboose, which is not the most user friendly.

Communications Committee Meeting

14 June 2022

Erik Peterson

Clarissa

Leslie

Laura

Becki

Cathy Hoop

Guests:

Cathy Andreen

Madeleine Hill

The main focus of our meeting was looking at how we could effectively message our request for the congregation to approve a loan for the Visions Committee projects. Cathy Andreen and Madeleine Hill were present to represent the finance committee in the meeting.

Key points:

* Our messaging should be narrative based, not relying too much on the numbers
* Our messaging should be inspiring connecting people to the mission/dream we want them to be a part of
* Our messaging should explain how we are being fiscally responsible in seeking this loan.
* We want to tie this in with the Table of Grace Branding. We are looking into a logo and some shirts to help build awareness and connect this project with the fiscal commitment we are asking for.

Types of Messaging:

* We want to explore several types of messaging to ensure the most accessibility and connection. We’re looking at infographic(s), video, possibility using the website

We are forming a subcommittee with Laura Thrasher, Chris Stone, Leslie Poss, and Cathy Andreen to work on getting developing our messaging.

APR:

The committee voted to renew our contract with APR and continue advertising with them.

1. **Mission Peace & Justice**

[**[](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%2F1rAIwm-KDg1Cr-UTEdT7PzIkUAw7V7DXBRdSwI64UDzY%2Fedit%3Fusp%3Ddrive_web&data=05%7C01%7C%7C1e175a70a196493de01a08da3cd276eb%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637889171882971184%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Bxkkd%2BDnjI3Bqbc89YvLcfmIqx0WztjyCns7qrn9YOQ%3D&reserved=0) April 2022 -MPNJ minutes**](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%2F1rAIwm-KDg1Cr-UTEdT7PzIkUAw7V7DXBRdSwI64UDzY%2Fedit%3Fusp%3Ddrive_web&data=05%7C01%7C%7C1e175a70a196493de01a08da3cd276eb%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637889171882971184%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Bxkkd%2BDnjI3Bqbc89YvLcfmIqx0WztjyCns7qrn9YOQ%3D&reserved=0)

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| Loaves & Fishes Food Pantry |  |
| 2022 – | April |
| # Households: | 286 |
| # Individuals: | 632 |
| # Bags: | 307 |
| LBS: | 6,685.3 |
| $ Cost: | $1,477.72 |
| # Households added: | 20 |
| # Volunteers: | 24 |

Emily Altman