

SESSION MINUTES  
Grace Presbyterian Church  
Stated Meeting, November 19, 2017  
12:25 p.m. –MB4

**Call to Order/Opening Prayer: Moderator Russell Jonas**

- Members Present: Shirley Gunn, Debbie Miller, Chuck Langenhop, Teri Waite, Nicci Walker, Deann Collins, Andrea Bailey, Bob Chatley
- Excused Absence: Mike Shaw, Ruxton Kelly
- Moderator: Rev. Russell Jonas, Associate Pastor: Rev. Wendy Kolakowski
- Guests: Bill Miller, Treasurer; Rebecca DaVee (Salmon Sims Thomas);  
Confirmands –Rachel Rever, Caroline Moore

**Clerk's Report: Andrea Bailey**

- APPROVED: Minutes of Stated Session Meeting—October 22, 2017
- APPROVED: October Statistical Report and November Omnibus Motion

**Treasurer's Report: Bill Miller**

- NOTED: 2018GPC Use of General Fund Budget Summary with Notes was distributed to session members
- NOTED: Several pledges are yet to be received for 2018

**Committee Reports:**

- **H.R.: Bob Chatley**
  - Action items: Russell will provide a staffing plan which will detail job duties, performance gaps and pricing for each position. H.R. committee will assist with job description updates
  - APPROVED: Organist, part-time, salaried, exempt with a pay range of \$23,6k to \$26k; position will include accompaniment of Exultation Choir to replace Corey Fisher
  - APPROVED: Michael King, Director of Music Ministries, will receive an immediate salary increase to \$65k
- **Stewardship: Chuck Langenhop**
  - Action Items taken from evaluation by committee: Stewardship year-round instead of just in the fall; better communicate planned giving for donors; interact with finance committee; have theme, logo and

- plans in place by May 31 for stewardship season next year and coach “Life at Grace” speakers to focus more on purpose of giving
- 40 days of Prayer reflected increased spiritual commitment

- **Property and Grounds: Deann Collins**

- Action Items: Olson Electric is preparing to work on panel replacement; trees in parking lot will be removed in 1-2 weeks; IT rep will attend next meeting on Nov. 28; bids will be taken on IT work; security concerns for GPC and GCDS will be addressed

- **Officer Nominating: Debbie Miller**

- NOTED: Officer nominees are about half way completed
- NOTED: Recruiting Deacon nominees has been more difficult

**Open Business/Action Items:**

- **Presbytery Meeting (First Arlington) Report: Debbie Miller**

- Lay Commissioned Pastor program discussed – churches would train candidates as part of the mission/vision of the church and then send them out to small churches in rural areas where there is greatest need

- **Strategic Planning Action to prepare for Mission Study**

- NOTED: Surveys composed of 12 questions will be distributed to the congregation in December by email, hard copies or computers setup in the new Narthex to collect information to prepare for a Mission Study

- **Communion Service at 11:00 a.m. December 24:** No action taken

**Moderator’s Report: Russell Jonas**

- NOTED: Rebecca DaVee shared information about her firm’s work these past few months which includes a review of all the operating systems, assessing strategic financial needs, providing interim bookkeeping services, and defining roles and responsibilities of the accounting clerk
- Action Item: Russell will continue to work closely with Rebecca until this work is completed

**Closing Prayer/Adjournment: Pastor Wendy closed with prayer at 3:15 pm**

**Respectfully submitted,  
Andrea Bailey, Clerk of Session**