

**SESSION MINUTES**  
**Grace Presbyterian Church**  
**Stated Meeting, October 22, 2017**  
**12:25 p.m. –Wheelus Hall**

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

- Members Present: Shirley Gunn, Debbie Miller, Chuck Langenhop, Teri Waite, Nicci Walker, Deann Collins, Andrea Bailey, Ruxton Kelly, Mike Shaw, Bob Chatley
- Moderator: Rev. Russell Jonas, Associate Pastor: Rev. Wendy Kolakowski
- Staff Member Present: Kelly Raaum, Director of Family Ministries
- Guests: Steve Fraser, Confirmands, Andrew Pribadi, Lillie Kneeland, Courtney Fleck, Ryan Tsao, Arnold Venter, Bill Urech and sponsor, Bryan Raaum and David and Angela Hurwich; Steve Fraser- Organist Search committee

**Clerk's Report: Andrea Bailey**

- APPROVED: Corrected Minutes of Stated Session Meeting—September 24, 2017
- APPROVED: Corrected September Statistical Report and October Omnibus Motion with the addition of the Baptism of Alexander Russell Jonas, infant son of Katya and Russell Jonas IV (non-members) on Nov. 26, 2017. Session approved request from Russell Jonas

**Organist Search Committee: Steve Fraser**

- Report updates: Committee has met twice, discussed scope of organist's scope of responsibilities and drafting an audition repertoire list, collecting information about methods of advertising the position
- Salary range: \$22k to \$26k, possibly extending to \$30k – have been in contact with HR committee. Honorariums would be additional
- Some discussion about exempt/non-exempt position
- Position would cover 2 performances, and 2 rehearsals

**Committee Reports:**

- **H.R. Committee: Bob Chatley**

- NOTED: **Arden Baltzell** has joined the Music Ministry staff as Administrative Assistant to Michael King, Director of Music Ministries on October 9
- NOTED: **Gregory Speck** has accepted the position of Director of Youth Ministry and was introduced to the congregation on October 22
- **Financial Report: Bill Miller**
  - NOTED: Pledged and Unpledged Giving continues to be less than planned and is an area of concern
  - NOTED: GDS contribution is strong due to enrollment near maximum
  - NOTED: Net use of General Fund, 7% better than budget, YTD
  - NOTED: \$25K more needed to complete Organ Fund
- **Stewardship Report: Chuck Langenhop**
  - Early commitment letters sent to Elders, Deacons, Staff
  - Speakers for Life at Grace have been successful
  - 40 Days of Prayer will conclude on Nov. 11 in Prayer Garden
- **Property and Grounds Update: Deann Collins**
  - APPROVED: Invoice from Olson Electric for \$8, 735k
  - APPROVED: Replacement of playground structure proposed by GDS for \$6,700k which GDS will pay
  - Families who have gifted trees in east parking lot will be contacted when Oncor removes trees in November. No action taken
  - Emergency lighting has been fixed
  - NOTED: Position of part time Facilities Manager being considered
  - IT Assessment includes bringing software up to date
- **Worship Ministry; Andrea Bailey**
  - NOTED: First meeting was held on October 17 and plans were made for the Advent and Christmas season. Next meeting: November 28
  - Moderator will be Laura Dahlberg, and Jane White will be Secretary

## **Open Business**

- **Session Policy Manual Revisions: Debbie Miller**

- APPROVED: Manual of Administrative Operations (aka. Session Policy Manual) and appendices' A through N with minor edits
- NOTED: Pastor Russell recommended that the By-Laws need to be reviewed by a lawyer
- **Mission Study/Retreat Plans:**
  - NOTED: Retreat is scheduled for November 14 at 6:30pm with a session dinner at Grace
- **Presbytery Meeting (First Pres. Tyler) Report: Chuck Langenhop**
  - Lay Commissioned Pastor information shared
- **Presbytery Meeting –November 16 at First Pres. Arlington**
  - Nicci Walker and Debbie Miller will attend.
- **Pastor Cara's Contract Renewal**
  - APPROVED: Renewal of Pastor Cara's contract at \$24, 620k for the period of September 1, 2017 through August 31, 2018
  - NOTED: The vote was unanimous with nine members present
- **Prayer Requests/Closing Prayer/Adjournment at 3:50 pm**

**Respectfully submitted,**

**Andrea Bailey**  
**Clerk of Session**