

**MINUTES OF THE SESSION MEETING OF THE
FIRST PRESBYTERIAN CHURCH OF GRAND HAVEN, MICHIGAN
MONDAY, JUNE 1, 2015**

1. The session of First Presbyterian Church of Grand Haven, Michigan assembled in God's name on Monday, June 1, 2015, at 6:40 pm in the second floor dining room of the Kirby House located at 2 Washington Street in Grand Haven, Michigan. The Clerk, Bill Bussell, determined a quorum was present. Rev. Dr. Tom Cook called the meeting to order.
2. **Attendance:**
 - 2.1. Elders Present: Marge Coffey, Andrew LeFurge, Matthew Olds, Dianna Sahr, Sandie Enders, Jack Jansma, Brigitte Kemink, Keli Olson, Craig Seaver, Tim Stoecker, Bill Bussell, Megan Hayes, John Heritage, Nancy Levenburg, John Nametz, Katie Neitring, and Sue VandenBosch.
 - 2.2. Elders Absent or Excused: Eric Snyder, Scott Wagasky, Bill Scott, and Lee Brink.
 - 2.3. Teaching Elders Present: Rev. Dr. Thomas Cook and Rev. Linda Male.
 - 2.4. Teaching Elder Absent or Excused: None.
 - 2.5. Others Present: Rev. Nancy Clodfelder.
3. **Call to Worship:** Rev. Dr. Cook opened the meeting with readings from the *Book of Order* regarding the ordination of Elders and Deacons and a passage from Romans. He followed the readings with a prayer.
4. **Guest:** Upon motion and support, session approved seating Rev. Nancy Clodfelder who is this congregation's Transition Coordinator with Presbytery for the soon to be vacant called senior pastor head of staff position. Rev. Clodfelder is also this congregation's liaison with the Committee on Ministry.
5. **Clerk's Report:** Bill Bussell reporting:
 - 5.1. Upon motion and support, session approved the meeting docket.
 - 5.2. Upon motion and support, session approved its special meeting minutes of May 4, 2015.
 - 5.3. Upon motion and support, session approved its regular meeting minutes of May 11, 2015.
 - 5.4. Upon motion and support, session approved the special congregational meeting minutes of May 17, 2015.
 - 5.5. Upon motion and support, session accepted the May 2015 membership report.

**First Presbyterian Church Membership Report
May 2015**

Membership as of April 30, 2015		935
Deaths:		0
New Members Received:		0
Restored to Active Roll:		6
Removed from Active Roll:		2
Transferred from Active to Inactive Roll:		0
Transferred by Letter		0
Membership as of May 31, 2015		939
Additional Registers	Member #	Notes
Membership Losses: 2		
5/11/2015 Mia LaMore	4518	
Sandra Green	5241	
Membership Gains: 6		
5/11/2015 Brad Boyer	5609	
Robin Boyer	5610	
John Clickner	4022	
Jo Anne Clickner	4023	
Kim Goldman	4540	
Jim Goldman	4539	
Baptisms: 3		
5/17/2015 Asher Geren, son of Steve & Amy(Norton) Geren		Rev. Dr. Tom Cook
5/17/2015 Ryan David Baribeau, son of Brent & Jennifer(Bolka) Baribeau		Rev. Scott Stanley

Communion Served: 5/3/2015 8:45 & 11 a.m. Service
Home Communion: 5/3/2015

Chick Borta	Don Edward	Betty Hansen	Cathleen Pranger
Louise Borta	Ruth Edward	Helen LaVercombe	Sue Roper
Charlie Davis	Les Ennenga	Fern Mastenbrook	Lamar VanHaften
Millie Enders	Jo Ennenga	Sue McClellan	Gerry VanStratt
Louise Edwards	Carol Fridsma	Muriel Mersereau	Evelyn Wood

- 5.6. Upon motion and support, session authorized Rev. Dale Swihart to serve Communion on a FPC sponsored backpack trip to Isle Royale in late July.
 - 5.7. The clerk had no correspondence to share with the session.
 - 5.8. The clerk reported that the church's 2014 minutes and register books were reviewed on May 23 by Presbytery. One exception was noted (former clerk Cal Bosman was out of town and had not signed the minutes) and was subsequently corrected.
6. **Committee of Focus – Nominating:** Matt Olds provided an overview of this committee and its activities:
- 6.1. Matt referred to the Book of Order and our bylaws which define this committee's responsibilities and composition.
 - 6.2. During the last two plus years, this committee has updated committee descriptions, prepared notebooks for Nominating Committee members, overseen the preparation of a brochure with color photos listing the nominees, and prepared a video to recruit Deacons.
 - 6.3. Matt asked each Elder to send him a listing of five priorities by June 14 for the anticipated senior pastor nominating committee.
7. **Treasurer's Report:** Andrew LeFurge reporting:
- 7.1. April's monthly general fund revenue is a concern as it was approximately thirty percent short of budget.
 - 7.2. Andrew would like to be informed if there are significant financial events anticipated for the rest of the year.
 - 7.3. Andrew expects to share mid-year financial results with the congregation.
 - 7.4. Financial data through April 2015:

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
General Fund Revenues	\$58,536	\$82,079	\$287,960	\$300,554
General Fund Expenses	\$64,324	\$72,922	\$337,739	\$340,161
Joyful Noise Revenues	\$56,024	\$53,307	\$235,525	\$229,117
Joyful Noise Expenses	\$53,454	\$52,462	\$233,721	\$234,866

- 7.5. Upon motion with support, session accepted the Treasurer's Report.
8. **Omnibus Motion:** On motion and support, the following written committee reports were accepted by omnibus motion:
- 8.1. Adult Education Committee minutes of May 12, 2015.
 - 8.2. Deacons' minutes of May 18, 2015.
 - 8.3. Mission Committee minutes of May 18, 2015.
 - 8.4. Nominating Committee minutes of May 17, 2015.
 - 8.5. Worship Committee minutes of May 12, 2015
 - 8.6. Youth Committee minutes of May 12, 2015.
9. **Committee Reports Withheld from the Omnibus Motion:**
- 9.1. Hospitality: John Heritage reporting on the two celebrations of Rev. Dr. Cook's ministry with this congregation:
 - 9.1.1. June 7 reception at Spring Lake Country Club from 3 pm to 6 pm.
 - 9.1.2. June 14 potluck at the church following the second worship service.
 - 9.2. Personnel: Craig Seaver reporting:
 - 9.2.1. Upon motion, session approved increasing Sally Bryant's annual compensation by \$1,500 per year retroactive to January 1, 2015.

- 9.2.2. Rev. Male was temporarily excused from the meeting. Upon motion, session approved the "Covenant with an Interim Pastor" agreement with the Rev. Linda Male to serve as interim senior pastor head of staff for the period of July 2, 2015 through July 1, 2016. The annual cost of position will approximate \$117,000. Rev. Male rejoined the meeting after the vote.
 - 9.2.2.1. There was a discussion about how session can support Rev. Male in the upcoming months.
 - 9.2.2.2. It was also decided that the Worship Committee will be responsible to secure guest preachers for those Sundays when Rev. Male will not preach.
 - 9.2.3. Upon motion and support, session approved terminating Rev. Linda Male's interim associate pastor contract on July 1, 2015, with no severance.
 - 9.2.4. Upon motion, session approved shifting the Children's Ministries Director to full-time status at thirty-five hours per week for the period of June 1, 2015 to December 31, 2015 with an annual salary of \$32,760 with the additional funding for 2015 coming from the Children's Ministries Fund. Dianna Sahr explained the importance of this position as we continue to seek younger families.
 - 9.3. Stewardship: Sue VandenBosch reporting:
 - 9.3.1. Sue reported that there will be another matching gifts campaign this year. Select donors have committed nearly \$10,000 as a 2-to-1 basis match up to \$20,000 in new or increased gifts. The goal is secure an additional \$30,000 for the 2015 operating fund. The church leadership is encouraged to participate in this campaign which Stewardship plans to announce later this month.
 - 9.4. Trustees: John Nametz reporting:
 - 9.4.1. Approved a contract for exterior brick/tuck point repair with a quote of \$37,240. Funding was approved in 2014.
 - 9.4.2. Authorized repairing the environmental controls system.
 - 9.4.3. Upon motion and support, session approved of taking a distribution from the Omega Fund held at the Grand Haven Community Foundation in the amount of \$9,150 to help cover the cost of the brick/tuck point repairs.
 - 9.4.4. Reported that select trees on the Clinton Street side of the building will be trimmed by a qualified arborist and one tree will be removed.
 - 9.5. Upon motion and support, session accepted the reports of Hospitality, Personnel, Stewardship, and Trustees.
- 10. Unfinished Business:**
- 10.1. Report from Rev. Nancy Clodfelder: Rev. Nancy Clodfelder reviewed a Presbytery document that describes the boundaries between a congregation and a former pastor. She also reported that she and Rev. Dr. Cook completed the requisite Covenant of Closure document. It was signed by the Clerk on this date.
- 11. New Business**
- 11.1. Upon motion with support, the Personnel Committee was designated to identify and recommend an interim associate pastor.
 - 11.2. Upon motion and support, session approved moving is July meeting to July 13.
- 12. Associate Pastor's Comments:** Rev. Male reporting:
- 12.1. Announced pulpit supply for June 21 (Rev. Nancy Clodfelder) and June 28 (Rev. Dale Swihart).
 - 12.2. Upon motion and support, session approved Rev. Male's vacation request for the period of August 26 through September 10 with the understanding that these dates may be adjusted by a day depending on the availability of airplane tickets.
 - 12.3. Shared the following comments: *"I have expressed to Tom Cook my thanks for the good working relationship he established with me from the beginning. I will do my best work to carry on the vision he has developed with the congregation and promise to pray and care for the congregation as we enter the future, in reliance on the Spirit of God to lead us in all ways. Thank you for your prayers and confidence that all will be well."*
- 13. Moderator's Comments** – Rev. Dr. Cook reporting: Rev. Dr. Cook, in his final meeting with this church's session, stated his appreciation for serving this congregation for nine and one half years and extended his best wishes and prayers.

14. Action Items Recap:

- 14.1. Approved seating Rev. Nancy Clodfelder.
 - 14.2. Approved the June 1, 2015 meeting docket.
 - 14.3. Approved special session meeting minutes of May 4, 2015.
 - 14.4. Approved regular session meeting minutes of May 11, 2015.
 - 14.5. Approved special congregational meeting minutes of May 17, 2015.
 - 14.6. Accepted the May 2015 membership report.
 - 14.7. Authorized Rev. Dale Swihart to serve Communion on a backpacking trip in late July 2015.
 - 14.8. Accepted the Treasurer's report.
 - 14.9. Under an omnibus motion, accepted the following committees' written reports: Adult Education, Deacons, Mission, Nominating, Worship, and Youth.
 - 14.10. Approved increasing Sally Bryant's annual compensation.
 - 14.11. Approved "Covenant with an Interim Pastor" agreement with Rev. Linda Male to serve as interim senior pastor head of staff for the period of July 2, 2015, through July 1, 2016.
 - 14.12. Approved terminating Rev. Linda Male's interim associate pastor contract on July 1, 2015.
 - 14.13. Approved shifting the Children's Ministries Director to full-time status with other provisions.
 - 14.14. Approved taking a \$9,150 distribution from the Omega Fund.
 - 14.15. Accepted the reports of the following committees: Hospitality, Personnel, Stewardship, and Trustees.
 - 14.16. Designated the Personnel Committee to identify and recommend an interim associate pastor.
 - 14.17. Moved the July session to July 13, 2015.
 - 14.18. Approved Rev. Linda Male's vacation of August 26 through September 10.
 - 14.19. Adjourned the meeting.
15. **Adjournment:** On motion and support, the session adjourned at 8:05 pm. The next scheduled meeting is July 13, 2015, at 7 pm in the church lounge.

William Bussell
Clerk of Session