

**MINUTES OF THE SESSION MEETING OF THE  
FIRST PRESBYTERIAN CHURCH OF GRAND HAVEN, MICHIGAN  
MONDAY SEPTEMBER 8TH, 2014**

1. The Session of the First Presbyterian Church of Grand Haven, Michigan assembled in God's name on Monday, September 8<sup>th</sup>, at 7:01 PM in the lounge of the church located at 508 Franklin Street in Grand Haven, Michigan. Moderator, The Rev. Dr. Thomas Cook, called the meeting to order.
2. **Attendance:**
  - **Elders Present:** Lisa Luckey, Ron Mass, Michelle Potter, Bruce Spoelman, Marge Coffey, Andrew LeFurge, Charlie Parker, Matt Olds, Dianna Sahr, Eric Snyder, Scott Wagasky, Lee Brink, Jack Jansma, Sue Ochs, Keli Olson, Roger Rose, Bill Scott, Craig Seaver, Tim Stoepker
  - **Elders Absent or Excused:** Cal Bosman
  - **Teaching Elders Present:** The Rev. Dr. Thomas Cook, The Rev. Patricia Locke
  - **Teaching Elders Absent or Excused:** The Rev. Scott Robertson
  - **Also Present:** Motion was made, seconded, and approved to seat two guests from the Presbytery Committee on Ministry; Rev. David Weber and Rev. Nancy Clodfelder.
  - **Clerk of Session Pro Tem:** Motion was made, seconded, and approved for the acceptance of Michelle Potter as Clerk of Session in the absence of Cal Bosman. Michelle confirmed that a quorum was present.
3. **Call to Worship:** Rev. Dr. Thomas Cook read from sections of Acts chapters 3 and 4, illustrating a time when Peter had been called to task for healing a man and allowing him to walk. The religious leaders had tried to silence him, but he could not be silenced from proclaiming the truth. Questions were then posed to the Session members as to recalling a time when they felt most alive in the church, and also a time when they felt that something they had done had made the greatest difference. Time was allowed for thoughts to be shared by all.

4. **Clerk's Report:**

First Presbyterian Church  
Membership Report  
August 2014

Membership as of July 31, 2014	1056
Deaths:	2
New Members Received:	0
Restored to Active Roll:	0
Removed from Active Roll:	0
Transferred from Active to Inactive Roll:	0
Transferred by Letter	0
<b>Membership as of August 31, 2014</b>	<b>1054</b>

Additional Registers	Member #	Notes
<b>Deaths:</b>	<b>2</b>	
8/3/2014 Elwood Bender	3010	
8/28/2014 Byron Carpenter	2668	

<b>Communion Served:</b>	8:45 & 10:30 a.m. Service	8/3/2014
<b>Home Communion:</b>	8/3/2014	
Martha Anderson	Jo Ennenga	Fern Mastenbrook
Charlie Davis	Betty Hansen	Sue McClellan
Millie Enders	Jack Krueger	Sue Roper
Louise Edwards	Jean Lautenschlager	LaMar VanHaften
Les Ennenga	Helen LaVercombe	

Action Item:	<b>Approved per September 9, 2014 Session</b>	
	Deanne	
9/8/2014	Hannibal	move to affiliate per her request
	Randy Poel	move to participant, per their request, attending another church
	Lisa Poel	move to participant, per their request, attending another church
	Josh Poel	move to participant, per their request, attending another church
	Adam Poel	move to participant, per their request, attending another church
	Jacob Poel	move to participant, per their request, attending another church

- A correction to the August 2014 membership report was noted as to the number of deaths. The count was listed as 3, but two were shown. The count should be corrected to reflect 2. *(Corrected 09.26.14)*
- A correction in spelling was noted, from 'Deanne Hannmove' to 'Deanne Hannibal'. *(Corrected 09.26.14)*
- Motion was made to approve the Clerk's Report as corrected, seconded, and passed.

5. **Approval of August 4 Session Minutes:**

- Motion to approve as written, seconded, passed.
- Discussion as to the denial of a request of a small family group for the approval to publish a declaration of support for Rev. Scott Robertson. It would have been a violation of his confidentiality at the time, and could not be done based on protocol.

6. **Approval of August 24 Congregational Minutes:**

- Motion to support as written, seconded, passed

7. **Session Action Items:**

- Resignation Letter of Rev. Scott Robertson: After significant discussion regarding how to best support him, motion was made, seconded, and approved (though not unanimously) for the following response: "With sadness and supportive appreciation for his leadership and ministry while performing pastoral duties at First Presbyterian Church, the resignation of Rev. Scott Robertson is regrettably accepted as of October 5<sup>th</sup>, 2014.
- Motion to call the Congregational Meeting for October 5, 2014, was made, seconded, and approved.
- Committee on Ministry Discussion: Rev. Patricia Locke was excused from the meeting, and the Presbytery representatives led the further discussion. Rev. Nancy Clodfelder is the official liaison for committees filling vacancies. The first concern will be to arrange assistance with pastoral care. An Interim search committee will begin to look for a replacement for Rev. Patricia Locke, which will allow time to discuss and confirm permanent staffing levels. Various options were discussed (Interim, Associate called for a designated term, etc.). Presbytery will help to provide potential names of candidates who are in the area and available. Volunteers to begin the process will be Lisa Luckey, Jack Jansma, Scott Wagasky, Sue Ochs and Andrew LeFurge. In Marge's absence, someone else from Adult Ed will assist. Tim Stoepker, Elder of Adult Ed was volunteered. They will begin reviewing Pastoral Information Sheets, interviewing, etc.

The compensation package is typically commensurate with the person being replaced. Rev. David Weber left the room to discuss the Covenant of Closure with Rev. Patricia Locke. Rev. Nancy Clodfelder remained with Session to conduct an exit interview for her, discussing perceived strengths and weaknesses in her ministry.

8. **Committee of Focus / Generosity Committee: Lisa Luckey Reporting**

Lisa provided a detailed description of the tasks of the Generosity Committee. The name was recently changed from the Stewardship Committee, in hope of better representing the intent.

The major focus and upcoming events of the Committee are:

- Oversee giving, tithing, and the budgetary needs of the church
- Management of the Alpha and Omega funds
- Reporting to Session and to the Treasurer
- Arranging and executing Consecration Sunday
- Overseeing planned giving and estate giving (would like to enhance)
- Will be partnering with a local attorney for an educational hour in November or in January
- Would like to provide other classes such as 'Good Sense' or Dave Ramsey's Financial U
- Meetings have been moved to 7:30 AM, and other Session members were invited
- There was discussion about benefits of varied electronic giving methods
- The Alpha and Omega funds may be renamed to better describe their intent and purpose
- We've received a \$37,000 gift from the Blanche Olson estate, which is at this point undesignated

9. **Treasurer's Report: Charlie Parker Reporting**

- July was a little soft in terms of revenue, slightly below budget, but expenses followed suit. We're ahead of budget YTD, and August revenue to date is also above budget. No questions were raised. Motion was made to approve, seconded, passed.

10. **Trustee's Report: Lee Brink Reporting**

- Summary of the Financials was provided. Motion was made to approve, seconded, and passed.

11. **Omnibus Motion:** On motion and support, the following committee reports were approved as written.

- Adult Education
- Children's Ministries
- Hospitality and Outreach
- Nominating Committee
- Mission Committee
- Stewardship/Generosity Committee
- Youth Committee

12. **Personnel Committee: Jack Jansma Reporting**

1. An updated Employment Practice Guideline had been drafted for approval, but after significant discussion was withdrawn.
2. Motion was made to stop salary or hourly increases for all Administrative staff in 2014 due to budget shortage. At the time of the initial motion, the Personnel Committee did not have the August financial results nor knowledge of the recent gift. General discussion took place as to what the raises were expected to be. The financial amounts in question were not significant, and given the addition gift

received, the motion was denied. A secondary motion was made, seconded, and approved (though not unanimously) to retroactively grant the 3% raises for 2014 that had not to this date taken place.

3. Rob Hlebinsky has been given the additional responsibility for the Carillion Ringers, which provided additional hours and added pay for him. He will now be working 20 hours per week. Motion was made, seconded, and approved to pay him retroactively for the additional hours back to August 4<sup>th</sup> as he has been performing those duties since then.

**13. Small Group Committee: Marge Coffey Reporting**

- Rather than a separate committee, Marge is requesting to instead reposition the Small Group Committee as a sub-committee under Adult Ed. Motion was made, seconded, and approved to dissolve the Small Group Committee and move it under Adult Ed.

**14. Worship Committee: Ron Mass Reporting**

- A policy had been changed roughly 2 months ago such that no baptisms would be performed during the same service as communion. The Worship Committee would like to revise that policy slightly to allow it but to keep the service to within the designated hour and to have someone from the Worship Committee involved in the planning of the service. After discussion, it was felt that the staff is already adjusting where needed to manage the allotted time. Consideration was given to the addition of more communion servers during those times in order to help things flow more smoothly in the Transept. The planning assistance from Worship Committee should not be needed, but the possible addition of communion servers still an option. Motion was made to rescind the policy of no baptism during communion service, seconded, and approved.

**15. Approval of the Personnel, Small Group, and Worship Reports:** Moved, seconded, and approved.

**16. Moderator's Report**

- Phone calls regarding non-attending members – all Session members need to complete
- Next Sunday will be the startup of classes
- There will be a Presbytery meeting on September 16<sup>th</sup> at Camp Geneva for those who wish to attend
- The next Session meeting will be on October 6<sup>th</sup>, Eric Snyder will give his faith biography
- Dianna passed around the World Vision contribution envelope so that Session members can catch up
- Various members still need to complete the training program for the Sexual Misconduct Policy

**17. Adjournment with Prayer:** Adjourned by Rev. Patricia Locke at 9:56 with the singing of the Doxology

Respectfully Submitted,

Michelle Potter,  
Acting Clerk of Session