

**Minutes of Stated Session Meeting
First Presbyterian Church
Charlottesville, Virginia
August 28, 2023**

Attendees:

Associate Pastor and Moderator: Aram Feinberg

Covenant Pastor: Rachel Sutphin

Pastor/Head of Staff: David Forney E

Interim Covenant Pastor: Fred Holbrook E

Ruling Elders:	<u>Class of 2023</u>	<u>Class of 2024</u>	<u>Class of 2025</u>
	Judy Blair	Charlie Chadwick	Anita Brockette
	Robert Brewbaker E	John Dillery	Jan Garnett
	Victoria Kean	Linda Hitt	Jim Gillespie
	Rich Lutz	Jocelyn Kelley E	Jean Hudson E
	David Maloney	Jolene Kidd	Elaine Knight
	Carolyn Pettit	Vasant Kumar A	Marty Mason
	Reid Thompson	Trip Walker A	Rick Welborn

Clerk of Session: Judy Blair

Guests: Alyssa Bell, Noah Bell, and Laela Bell

[E denotes excused absence; A is for unexcused absence]

Joint meeting of Session and the Diaconate held in Agape Classroom

- Moderator Aram Feinberg called the meeting to order at 7:05 pm and led the devotion and opening prayer.
- After the group recitation of the Vision and Mission Statement, Aram initiated small group discussions based on those previously identified categories of individuals in our community we are called to stand with.
 - Each group was asked to select a category and address how we might get closer to them, how we might stand with them, and how we might demonstrate compassionate care.
 - After a debriefing from some of the small groups, Aram requested that the discussion notes be sent to her.
- The following announcements were made:
 - 1st day of Preschool classes on Tuesday, September 5
 - Rally Day/Beginning of Fall Classes on Sunday, September 10
 - Kirk Night on Wednesday, September 13
 - Next joint meeting on September 25 with devotion and prayer by Anita Brockette.
 - Combined worship service at 10 am on October 1, followed by a church picnic
 - Montreat's Holy Shift conference is Oct 9 -12
 - Deacon Maggie Kleinot will lead devotion and prayer in October, and Ruling Elder Marty Mason volunteered to do so in November.
 - Sign-ups for Officer of Day are needed.
 - Reinstatement of the officers' Christmas Party is likely.
 - If interested in continued discussions about officers as leaders at times other than our joint meeting, contact Jocelyn Kelley.
- With no additional business for the joint meeting, officers went to their separate meeting rooms.

Session Meeting held in Room 216

Opening items:

[Devotion and opening prayer during joint meeting]

- With a quorum present, Moderator Aram Feinberg started the Session meeting at 7:45 pm.
- The agenda was approved with one committee requesting time for a verbal report.

Examination of New Members:

- Alyssa Bell, Noah Bell, and Laela Bell, who had been confirmed elsewhere prior to moving to Charlottesville with their other family members, were introduced, and they shared information about themselves.
- After affirmatively answering the membership questions, Alyssa, Noah, and Laela were joyfully welcomed as First Pres members by reaffirmation of faith.

Consent Agenda: The approval of minutes of the June Stated Session Meeting was removed from the consent agenda, and the following items were approved unanimously:

- Receive June 2023 financial reports (attached to the F&A July meeting minutes)
- Receive July 2023 financial reports (attached to the F&A August meeting minutes)
- Approve Brooke Lemieux as an at-large member of the Preschool Committee
- Approve the purchase and use of the PC(USA) Follow Me children's curriculum for the 4th-6th grade Sunday School class (Children and Family Ministry)
- Approve Jane Brennan, Sally Clarry, Linda Hitt, Sheila Hegwood, Laura Holbrook, Michael Loret, Nancy Lutz, Ellen McCrory, Jayne Rathburn, Ellen Roberson, Nancy Spindel, Ashley Walker, and Trip Walker to serve as Sunday School teachers for two years old to 6th grade (Children and Family Ministry)
- Approve the purchase and use of the PC(USA) Follow Me and Faith Questions youth curriculums for the 9th-12th grad Sunday School class (Youth Ministry)
- Approve Jason Bell, Anita Brockett, Chris Dean, David Forney, and Rachel Sutphin to serve as confirmation and 9th-12th grade Sunday School teachers (Youth Ministry)
- Approve Shelby Bell, Anita Brockette, Hannah Crosby, Aram Feinberg, Amy Gillespie, Harriet Grosh, Brooke Lambert, Wayne Mullins, David Pettit, and Caitlin Thomson to serve as teachers/leaders for adult Sunday School and bible study groups for the Fall term (Adult Ministry)
- Approve the baptisms of Emily Rosser Streams and Katherine Durant Streams, daughters of Elizabeth and Grant Streams, at the 10 a.m. worship service on December 24, 2023
- Approve the use of up to \$3,100 from the Building Reserve for a breaker box replacement (Property Management)
- Receive the report on the Financial Review of 2022 for FPC and Financial Review of 2022/2023 for the Preschool (attached)

Minutes of the June Stated Session Meeting:

- A correction to an acknowledgement recorded in the minutes of the Stated Session meeting on June 26, 2023, was made by the Clerk.
- After a motion was made and seconded, the June minutes were approved as corrected.

Old Business: None

Reports from Committees and Work Groups:

- Draft minutes and reports from the following were submitted in advance of the meeting along with the meeting agenda: Adult Ministry, Children & Family Ministry, Christian Outreach, Endowment, Finance & Administration, Personnel, Preschool, Property Management, Stewardship, Welcome & Worship, and Youth Ministry committees, Board of Deacons, and Clerk.
- On behalf of the Property Management Committee, Rick Lutz gave an update on the memorial garden renovation project.
 - Rich noted that the usual annual planting of pansies will occur soon.
 - Dirt moving and masonry work associated with the renovation will be done over a four-week period.
 - The deadline for completion of the project is still the beginning of November.

- Rich described the timeline for implementing the planting plan.
- The locations for contractors' vehicles and equipment will be monitored to minimize any impact on parking for church and preschool activities.

New Business:

- Celebration of the Lord's Supper
 - Aram proposed that the pastors be authorized to celebrate the Lord's Supper with our Soup Kitchen and PACEM guests.
 - The following motion was made and seconded:
 - That Session approve the celebration of Lord's Supper in our ministries to Soup Kitchen and PACEM guests.
 - After Aram explained that the details on the process are being worked on, the motion was unanimously approved by voice vote.
- Revised Preschool Budget for 2023/2024 (attached)
 - On behalf of the Preschool Committee, Judy Blair made a motion to approve the proposed revision to Preschool budget for 2023/2024.
 - A chart showing the original and revised budgets was distributed in advance of the meeting, and the proposal had been reviewed and endorsed by the Finance & Administration Committee.
 - Judy noted that the challenge of developing the 2023/2024 budget last Fall when the preschool had just started a post-pandemic year of low enrollment.
 - With nearly full enrollment for the 2023/2024 school year and greater lunch bunch participation anticipated than originally estimated, revenue projections for 2023/2024 are significantly higher than originally budgeted, and the revised budget will provide a more useful financial management tool for the Preschool Director and Preschool Committee.
 - The motion was approved unanimously by voice vote.

Announcements

- POJ special meeting on August 29, 2023, at 7 pm; Judy Blair and Jim Gillespie will serve as commissioners.
- Next Stated Session meeting on September 25, 2023
- Special Called Session meeting to examine and receive new members on October 1, 2023, at 9:15 am in Agape Classroom
- Oliver Agop, Nora Jordan, Avery Roberson, CeeCee Walker, and Jones Walker will participate in this year's confirmation class, and a mentor is requested for each of them.

Thanksgivings and Commendations:

- Arrival of Nature Playscape equipment for use in the courtyard
- Fred Holbrook for his amazing and uplifting service as Interim Covenant Pastor during David's sabbatical
- Michael Joyce for the renovation of the Carriage House upper floor
- Rich Lutz for his property management work this summer

The moderator adjourned the meeting with a prayer at 8:20 pm

Minutes recorded by Clerk of Session Judy Blair

Approved 9.28.23

FPC Preschool

Budgets

Description	2022-2023	2023-2024	2023-2024	Comments on revision vs request
	Actual	Budget Request Oct 2023	Proposed Budget Revision	
Income				
Registration Fees	\$ 15,341	\$ 13,500	\$ 15,000	Increased based on 2022/23 actual
Tuition Fees - Current Yr	287,892	367,400	400,000	Higher enrollment in revision
Late Fees	912			
Summer Camp Fees	19,750	22,500	19,500	Conservative based on 2022/2023 actual
Lunch Bunch Fees	42,098	26,000	42,500	Higher enrollment based on 2022/2023 actual
Donations - Unrestricted	2,615	3,000	3,000	
Fundraising - Unrestricted	1,013	3,000	3,000	
Misc Income	313			
Total Income	369,934	435,400	483,000	
Total Payroll	342,568	382,850	405,814	Increases for lunch bunch comp/ health benefits added
Total Adminstrative	7,582	11,200	12,700	Increased bank transaction fees with higher enrollment
Total Classroom	7,822	8,750	10,800	Increased costs on supplies
Total Operational	28,970	33,700	32,150	
Total Expenses	386,942	436,500	461,464	
Operating Income/Loss	(17,008)	(1,100)	21,536	