

**Minutes of Stated Session Meeting
First Presbyterian Church
Charlottesville, Virginia
January 24, 2022**

Attendees:

Pastor and Moderator: David Forney

Associate Pastor and Vice Moderator: Aram Bae

| Ruling Elders: | Class of 2022 | Class of 2023 | Class of 2024 |
|-----------------------|----------------------|----------------------|----------------------|
| | Christine Dean | Judy Blair | Charlie Chadwick |
| | Amy Gillespie | Robert Brewbaker | John Dillery |
| | Rich Lutz | Victoria Kean | Linda Hitt |
| | Cathy Meaney | David Maloney | Jocelyn Kelley |
| | Monika Mentzer | Carolyn Pettit | Jolene Kidd |
| | Wayne Mullins | Reid Thompson (E) | Vasant Kumar |
| | David Schmidt | | Trip Walker |
| | Ada Trowbridge | | |

Clerk of Session: Judy Blair

Guests: Deacons and Incoming Officers

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

Opening items:

- With a quorum present, Moderator David Forney called the Zoom meeting to order at 7:00 pm.
- The devotion and prayer led by David Schmidt.
- The moderator led the reading of the Vision and Mission Statement.
- Session's meeting agenda was approved with the correction of Jolene Kidd's name on the Ruling Elder list.

Consent Agenda: after explanation about the consent agenda, the items below were approved unanimously:

- Approve the minutes of the minutes of the Stated Session Meeting on November 22, 2021
- Approve the minutes of the Special Called Session Meeting on Dec 20, 2021
- Receive the November 2021 financial reports (attached to F&A December meeting minutes)
- Receive the preliminary December 2021 financial reports (attached to F&A January meeting minutes)
- Approve the 2022 Covenant with the Presbytery of the James, committing \$30,000 in financial support as budgeted by Christian Outreach Committee
- Approve the 2021 Statistical Report (attached to the Clerk's Report)

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, Finance & Administration, Personnel, and Preschool, committees, Board of Deacons, and Clerk.
- David Schmidt on behalf of the Finance & Administration Committee reported that F&A had reviewed and agreed that funding the replacement of the HVAC controller from the Building Reserve was appropriate.
- A motion from F&A to allocate the anticipated Operating Fund surplus for 2021 to the Building Reserve was approved unanimously.
- After explanation by Rich Lutz about the need to replace a kitchen refrigerator which cannot be repaired, a motion to purchase a double-door commercial refrigerator with funding up to \$6,000 from the Building Reserve was made, seconded, and approved unanimously.
- Rich noted that issues with the kitchen range are being evaluated and that there was significant storm damage to the magnolia tree near the Park Street entrance and an arborist will be assessing the stability of the tree.

New Business:

- Revised job descriptions
 - Revised job descriptions for Associate Pastor, Covenant Pastor for Families, Finance & Administration Director, Program Coordinator, and Receptionist/Office Administrator were included in the meeting packet.
 - On behalf of the Personnel Committee, Victoria explained the rationale for the changes to the Associate Pastor job description and for expanding the part-time Youth Ministry position to a fulltime Covenant Pastor for Families position and answered questions about the changes.
 - The job descriptions were approved unanimously as presented.
 - Approval was given by consensus to update all job descriptions to appropriately reference employee policies and procedures.
- David Forney announced that Jen Snook will be moving into the Finance & Administration Director position and that Ellen Roberson will be our Program Coordinator, and Session approved a search for a Receptionist/Office Administrator.
- A motion from the Personnel Committee to elect Brew Brewbaker, Sally Clarry, Caitlin Thomson, and Trip Walker as members of the Covenant Pastor for Families search committee with David Forney as staff support was approved unanimously.

[The Session meeting was suspended at 8:03 pm for a Board of Trustees meeting and resumed at 8:08 pm]

Thanksgivings and Commendations:

- All involved in Journey to Bethlehem
- Jeremy Thompson and guest violinist Susanna Klein for the recent Music on Park Street event
- Judy Blair for filling in as the interim Finance Director
- Jen Snook and Michael Joyce for ‘unhanging’ the greens
- Brew Brewbaker for his Honduras project leadership
- Session for its continued hard work during these difficult time

Announcements

- Ruling Elders should sign up for at least on Sunday as Officer of the Day.
- The sign-up schedule for meeting devotions will be available at the officer retreat.
- POJ meeting: Saturday, February 19, 2022 Approved commissioners: Linda Hitt, Jocelyn Kelley, Jolene Kidd, and David Schmidt
- Next stated Session meeting: Monday, February 28, 2022, 7 pm. Devotions: Linda Hitt
- Officers Retreat: Sunday, March 20, 2022, 12:30 – 4 pm
- Examination of confirmands on March 28, 2022

The moderator adjourned the meeting with a benediction at 8:22 pm.

Minutes recorded by Clerk of Session Judy Blair

Approved 2.28.22