

**Minutes of Stated Session Meeting  
First Presbyterian Church  
Charlottesville, Virginia  
June 26, 2023**

**Attendees:**

**Associate Pastor and Moderator of Joint Meeting:** Aram Feinberg  
**Covenant Pastor and Moderator of Session Meeting:** Rachel Sutphin  
**Pastor/Head of Staff:** David Forney E  
**Interim Covenant Pastor:** Fred Holbrook

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

**Clerk of Session:** Judy Blair

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

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**Joint meeting of Session and the Diaconate held in Agape Classroom**

- Moderator Aram Feinberg called the meeting to order at 7:02 pm, and Elaine Knight led the devotion and opening prayer.
- After the group recitation of the Vision and Mission Statement, Aram led a small group activity.
  - Aram described the meaning of proximity, engagement, and connection, which are the current themes for the joint meeting activities.
  - Officers in groups of two or three brainstormed "who in our community are we called to stand with".
  - The activity ended with a debriefing on the many ideas generated.
- The following announcements about church activities were made:
  - Summer cookout on July 26
  - Annual congregational and corporation meetings on August 27 at 10:10 am
  - Next joint meeting on August 28
- Officers were reminded that extravagant food for Fellowship Time is not necessary; simple is fine.
- 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 Rachel Sutphin started the Session meeting at 7:42 pm.
- It was noted that the agenda did not include an update on the Memorial Garden renovation, and the Clerk will ask the team overseeing that project to send an email update.

**Consent Agenda:** The following items were approved unanimously:

- Approve the minutes of the Stated Session Meeting on May 22, 2023
- Receive May 2023 financial reports (attached to the F&A June meeting minutes)
- Approve the use of \$5,000 of accumulated income from the Mission and Benevolence Endowment to support the Preschool's Nature Playscape (COC with confirmation from the Endowment Committee that the request is consistent with the *Articles of Endowment*)
- Approve Amy Gillespie and Shelby Bell as at-large members of the Youth Ministry Committee
- Remove Pam Holden from the membership roll at her request because she has joined Church of the Incarnation

**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: Christian Outreach, Finance & Administration, Personnel, Preschool, Property Management, and Youth Ministry committees, Board of Deacons, and Clerk.
- On behalf of Finance & Administration, David Maloney noted that the triennial review of the church's property and liability insurance had been completed and that, after a thorough analysis of three bids, GuideOne was selected to provide our coverage effective July 1, 2023.

### **New Business:**

- Nominees for the 2024 Nominating Committee
  - Church bylaws require that, in addition to 7 at-large members, two active ruling elders and two active deacons are needed to complete the slate of each year's Nominating Committee.
  - Sally Clarry and Brooke Lambert are the nominees for 2024 from the Diaconate.
  - Jocelyn Kelley and Jean Hudson were endorsed as the nominees from Session.
- Revisions to Employee Handbook (Proposed changes are attached)
  - On behalf of the Personnel Committee, Judy Blair made a motion to approve changes to the Employee Handbook sections on the called pastors' reimbursement of profession/business expenses and continuing education as shown on the document distributed in advance of the meeting.
    - Judy explained that the change to reimbursement of professional/business expenses allows any unused portion of this annual allowance to roll over for an additional two years, which is the current policy for unused continuing education allowances.
    - The changes to the Continuing Education section are minor edits, not policy changes.
  - The motion was approved unanimously.
- Covenant Pastor Agreement with Rachel Sutphin
  - A proposed Pastor Covenant agreement between Rachel Sutphin and Session was distributed in advance of the meeting.
    - Judy noted that item #3 in the responsibilities section should have been highlighted as a change instead of item #5.
    - Also, the document should reflect the required review by POJ's Commission on Ministry, not the Committee on Ministry.
  - On behalf of the Personnel Committee, Judy Blair made a motion to approve a Pastor Covenant agreement with Rachel Sutphin that will be effective September 1, 2023.

- Compensation and Benefits changes: 4% salary increase, adjustments to SECA and BOP dues amounts, and a statement regarding carryover of unused portions of continuing education and business expense allowances.
    - Changes to Responsibilities: addition of pastoral care and preschool support
  - For discussion, Rachel left the room, and Aram took over as the meeting moderator.
    - Clarifying questions were answered about worship leadership and the preschool support responsibilities.
    - There were no objections to the new agreement.
  - The motion was approved unanimously, and Rachel resumed her role as meeting moderator. (Approved agreement attached)
- Terms of Calls
  - Judy reported that the Personnel Committee will present terms of call changes to the congregation for its approval at the August congregation meeting.
  - The proposed changes are:
    - 4% increases for both Aram Bae and David Forney
    - Per David's request, \$2,000 of his increase amount allocated to his reimbursable allowances instead of salary.
- Report on June 20 POJ meeting by Commissioner Carolyn Pettit
  - Franklin Reding has retired from his POJ job as assistant to the stated clerk and records manager.
  - Two candidates for ministry were examined.
  - Four new communities of faith were highlighted.
  - The task force report on the future of the Presbyterian Church provided insights that encourage the need for thinking "outside the box", and distribution of the report was recommended.

#### **Announcements**

- Next Stated Session meeting on August 28, 2023
- Officer training by POJ on September 16, 2023 (additional training classes then as well).

#### **Thanksgivings and Commendations:**

- Amy Gilliespie for her Faith & Families class on the role of grandparents
- VBS volunteers who were largely grandparents
- June Vogan for her Vacation Bible School leadership
- Rachel for renewing her Covenant Pastor agreement with us

The moderator adjourned the meeting with a prayer at 8:19 pm

Minutes recorded by Clerk of Session Judy Blair

Approved 8.28.23

## **Proposed Changes to Employee Handbook**

### **G. Reimbursement of Professional/Business Expenses**

The Terms of Call will include an annual allowance for reimbursable professional and business expenses. This allowance covers appropriately documented automobile use at the allowable per-mile rate established by the Internal Revenue Service as well as professional or business expenses related to the work of the pastors. Unused portions of this annual allowance may roll over for an additional two years.

Procedures for approving reimbursement of these expenses are determined by the chairperson of the Personnel Committee for the Pastor/Head of Staff and by the Pastor/Head of Staff for the Associate Pastor.

### **H. Continuing Education (Study Leave)**

A pastor will be provided a minimum of two weeks per year for continuing education. A pastor may accumulate up to six weeks over any given three-year period with prior approval by the Personnel Committee. Study leave shall be approved by the Personnel Committee for the Pastor/Head of Staff and by the Pastor/Head of Staff for the Associate Pastor.

The Terms of Call will include an annual allowance for reimbursable continuing education expenses. Unused portions of this allowance can be accumulated for an additional two years. Procedures for approving reimbursement of continuing education expenses are determined by the chairperson of the Personnel Committee for the Pastor/Head of Staff and by the Pastor/Head of Staff for the Associate Pastor.

Pastor Covenant  
between  
Rachel Sutphin  
and the Session of First Presbyterian Church, Charlottesville

**I. Type of Relationship:** Covenant Pastor 2

**II. Length and Type of Relationship**

This 12-month covenant relationship will begin on September 1, 2023. The covenant is renewable, and it may be amended. We also agree that either the Session or the Covenant Pastor may terminate this relationship upon sixty-days' notice to all concerned.

**III. Compensation and Benefits**

The church agrees to pay the following for fulltime work:

Salary and Housing Allowance	\$ 52,000
Continuing Education Allowance	\$ 1,000
Business Expense Allowance	\$ 1,720
SECA	\$ 3,978
<u>Board of Pensions Dues</u>	<u>\$ 20,280</u>
	\$ 78,978

Vacation: 4 weeks per year

Continuing Education Leave: 2 weeks per year

If this agreement is renewed for an additional period of time, unused continuing education and business expense allowances and unused continuing education leave may carry over as provided in Sections VI G and H of the church's Employee Handbook.

**IV. Covenant Pastor's hours and responsibilities:**

Purpose: The Covenant Pastor for Families preaches, teaches, and provides pastoral care to equip the saints for the work of ministry (Eph. 4:12) by providing programs of spiritual formation for families of all types and sizes. To fulfill this call, the Covenant Pastor and the Session agree to the following responsibilities:

1. Envision, plan, and implement education and spiritual formation programs for children, youth, and their families (infant nursery age through twelfth grade).
2. Evaluate annually and modify as appropriate curricula, classes, and activities (e.g., Sunday classes, summer programs, special events for families).

3. Serve as a member of the pastoral care team and provide pastoral care as needed.
4. Support the recruitment and development of volunteers for family programs.
5. Provide worship leadership at least monthly.
6. Provide organizational and staff oversight to the nursery.
7. Integrate children and youth into the overall life of the church.
8. Maintain active communication with families.
9. Provide chapel services to the Preschool.
10. Perform additional duties as assigned by the supervising pastor.
11. Comply with First Presbyterian Church's policies and procedures.

**V. Session responsibilities and support of pastor**

Session and Board of Deacon members agree to remember regularly the Covenant Pastor in prayer and to encourage the congregation to do likewise.

**VI. Agreements and signatures**

This Covenant Pastor's Covenant is made by the following parties on June 26, 2023:

**Covenant Pastor** (signature) \_\_\_\_\_

**Clerk of Session** (signature) \_\_\_\_\_

**Commission on Ministry on** (date) \_\_\_\_\_