

**Minutes of Stated Session Meeting
First Presbyterian Church
Charlottesville, Virginia
April 24, 2023**

Attendees:

Covenant Pastor and Moderator: Rachel Sutphin
Associate Pastor and Vice Moderator: Aram Feinberg
Pastor/Head of Staff: David Forney 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 E	Jocelyn Kelley	Jean Hudson
	David Maloney	Jolene Kidd	Elaine Knight
	Carolyn Pettit	Vasant Kumar	Marty Mason E
	Reid Thompson E	Trip Walker	Rick Welborn

Clerk of Session: Judy Blair

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

Joint meeting of Session and the Diaconate held in Agape Classroom

- Moderator Rachel Sutphin called the meeting to order at 7 pm, and John Dillery led the devotional and prayer.
- The moderator then led the recitation of the Vision and Mission Statement.
- The joint meeting activity was led by Aram Feinberg.
 - In small groups, the deacons and ruling elders discussed how to best use their joint meeting time.
 - The discussions led to many ideas, which were documented during a debriefing.
 - The pastors will use the ideas to structure future meeting activities.
- The following announcements were made:
 - Dinner conversation about youth ministry on May 3, 5:30 - 7 pm
 - 10 am worship service on May 7 followed by a picnic with congregation providing sides and desserts
 - Next meeting on May 22 with devotion and prayer by Kara Chandeysson
 - Preschool Summer Camp May 30 - June 2 and June 5 - 8
 - VBS June 19 -23
 - Volunteers are need for ushering and for Officer of the Day
- 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 7:25 pm
- There were no changes to the draft agenda.

Consent Agenda: The following items were approved unanimously:

- Approve the minutes of the Stated Session Meeting on March 27, 2023
- Receive March 2023 financial reports (attached to the F&A April meeting minutes)
- Approve the use of \$5,000 from the Music Endowment for guest musicians for the presentation of Schumann's *Mass in C Minor* on April 30 (Welcome & Worship with the Endowment Committee's assessment that the request meets the criteria for funding from the Music Endowment)
- Approve using the *Follow Me* curriculum for the summer combined Sunday School class for children (Children & Family Ministries)
- Approve the transfer of Michael Knapp's membership to Campbell Memorial Presbyterian Church in Weems, VA

Old Business:

- Memorial Garden renovation
 - Judy Blair provided an update on construction, highlighting the City's BAR approval of site plan and the May 15 deadline for submission of construction bids.
 - The following motions were made, seconded, and approved unanimously.
 - That Session authorize Bill Carswell, Michael Joyce, and Rich Lutz to oversee the Memorial Garden renovation and recommend to Session by its May stated meeting a construction contractor.
 - That Session authorize Bill Carswell or Rich Lutz to sign on behalf of the church a contract with the Session-approved construction contractor for the Memorial Garden renovation and all subsequent approvals for payment.
 - David Maloney addressed funding the Memorial Garden renovation.
 - The current cost estimate is \$200,000 and we will know more after the bids are in.
 - For the \$100,000 commitment from a donor, we have received \$75k with the remainder expected in 2024.
 - Recently Janet Pennock committed \$10,000 per year.
 - With a need to raise additional monies and timing issues on receipt of gifts versus expenses to be paid, the Finance & Administration Committee will consider potential sources for a loan and submit a recommendation to Session in May.
- Memorial Garden Endowment Fund
 - David Maloney reminded Session that a conceptual draft for the special fund was approved in February, and it was included in the packet of materials for this meeting.
 - David reported that the Endowment Committee reviewed the draft and endorsed it with a recommendation that the 3rd item delineating use of the fund's accumulated income be changed from "landscaping costs, including regular maintenance, ..." be changed to "landscaping costs, including seasonal plantings and maintenance, ...".
 - The workgroup for the Memorial Garden renovation recommended simplification by striking the phrase "including seasonal plantings and maintenance".
 - The following motion was made, seconded, and approved unanimously.
 - That Session accept the Memorial Garden Endowment, a new special fund, as written in the Session-approved conceptual draft with an amendment to remove the phrase "including regular maintenance" from the delineation of the use of the fund's accumulated income

[The approved version of the Memorial Garden Endowment Fund's Guidelines and Restrictions is attached and will be added to the Appendices of the *Articles of Endowment*.]

- There was a brief discussion about fundraising communications for the renovation project as well as the new special fund.

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 Ministries, Children & Family Ministries, Christian Outreach, Endowment Finance & Administration, Preschool, Property Management, Welcome & Worship, and Youth Ministry committees, Board of Deacons, and Clerk.
- On behalf of the Youth Ministry Committee, Trip Walker explained that the Youth Dinner Discussion on May 3 will focus on the challenges we face in supporting both mid and senior high youth.

Announcements

- For the special POJ called meeting on April 20 that was announced to Session via email, Jean Hudson, Deb Rexrode, and Judy Blair served as our commissioners and a report will be given at our next stated meeting.
- Called Session Meeting on May 7, 2023, at 9:15 am to examine potential new members.
- Next Stated Session meeting on May 22, 2023, 2023

Thanksgivings and Commendations:

- Volunteers who participated in Mission Matters
- Special music at the Good Friday worship service.

The moderator adjourned the meeting with a prayer at 8:00 pm

Minutes recorded by Clerk of Session Judy Blair

Approved 5.22.23

MEMORIAL GARDEN ENDOWMENT FUND
Guidelines and Restrictions
First Presbyterian Church
Charlottesville, Virginia

The Memorial Garden Endowment Fund is a special endowment of the Endowment Fund of First Presbyterian Church authorized by Section 2.4 of the Articles of Endowment. It is held for the general purpose of supporting and enhancing the perpetual care and maintenance of the Memorial Garden at First Presbyterian Church. More specifically:

- The principal of this fund is to be invested as part of the total endowments held by First Presbyterian Church and administered in keeping with the Articles of Endowment.

- Accumulated income from the Memorial Garden Endowment Fund shall be used for (1) expenditures associated with the scattering and memorialization of ashes (e.g., plaques, memorial books); (2) capital expenditures; and (3) landscaping costs associated with the perpetual care of the Memorial Garden at First Presbyterian Church.

- Accumulated income from the Memorial Garden Endowment Fund may also be used to repay debt and pay interest thereon for any loan incurred by the Church to fund a project that could have been funded from the income from the Memorial Garden Endowment Fund. The principal of the Memorial Garden Endowment Fund may be borrowed for the same purposes as those for which income may be expended, and for extraordinary maintenance purposes, upon the affirmative vote of three-fourths (3/4) of the members of the Session acting at two consecutive regular or special meetings separated by not less than 24 hours. Any such borrowing shall be repaid, with an appropriate rate of interest, in accordance with a repayment schedule established by the Session at the time of such borrowing. Neither the income nor the principal of the Memorial Garden Endowment Fund shall be used as part of the regular annual budget, except for landscaping costs associated directly with the Memorial Garden. The balance in the Memorial Garden Endowment Fund may be utilized to guarantee or secure borrowings by the Church if and to the extent such borrowings are for a purpose for which the income of the Memorial Garden Endowment Fund could be expended, upon

approval by the Session in the manner provided above for borrowing from the Memorial Garden Endowment Fund.

- Qualifying expenditures of accumulated income from the Memorial Garden Endowment Fund shall be made upon request by Session's Property Management Committee, with review and endorsement by the Endowment Committee, and authorization by the Session.

Approved by Session: April 24, 2023