

**Minutes of Stated Session Meeting
First Presbyterian Church
Charlottesville, Virginia
October 23, 2023**

Attendees:

Pastor/Head of Staff and Moderator: David Forney

Associate Pastor Aram Feinberg

Covenant Pastor: Rachel Sutphin

Ruling Elders: Class of 2023

Judy Blair
Robert Brewbaker
Victoria Kean
Rich Lutz
David Maloney
Carolyn Pettit E
Reid Thompson E

Class of 2024

Charlie Chadwick
John Dillery
Linda Hitt
Jocelyn Kelley
Jolene Kidd
Trip Walker

Class of 2025

Anita Brockette E
Jan Garnett E
Jim Gillespie E
Jean Hudson
Elaine Knight
Marty Mason
Rick Welborn

Clerk of Session: Judy Blair

Guests: Rob and Joanie Mehl

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

Joint meeting of Session and the Diaconate held in Agape Classroom

- Moderator David Forney called the meeting to order at 7:02 pm, and Maggie Kleinot led the devotion and opening prayer.
- After the group recitation of the Vision and Mission Statement, Aram initiated small group discussions on engagement.
 - Each group focused on the questions "How can we get people out there engaged in here?" and "What are the theological reasons for doing so?".
 - Discussion ended with a debriefing about the ideas generated by the small groups and consideration of what is wrong and what is good about the engagement question.
- On behalf of the Stewardship Committee, Jamie Miller reminded officers that their 2024 pledges were requested by October 23.
- The following announcements were made:
 - End of Life: Our Last Acts of Love workshop on October 29 at 5 pm
 - Memorial Garden Dedication on November 5 following the 2nd worship service
 - Joint meeting schedule:
 - November 27 with devotion and prayer by Marty Mason
 - January 22 with Officer of the Day training
 - Called Congregational Meeting on December 3 following the 2nd worship service
 - Reception for Aram on December 3 at 12:15 pm in Fellowship Hall
 - Officer and Officer-Elect Christmas party on December 14, 5:30 - 7:30 pm, at the Pettit's home
 - Christmas Eve services at 11 am, 4 pm, and 8 pm
 - Combined worship and officer ordination & installation on January 7 at 10 am, followed by Winter brunch
 - Officer retreat on January 26 - 27, 2024
- With no additional business for the joint meeting, the joint meeting ended at 7:35 pm and 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 David Forney started the Session meeting at 7:43 pm.

Examination of New Members

- Rob and Joanie Mehl were introduced, and they shared information about themselves.
- After affirmatively answering the membership questions, Rob and Joanie were welcomed as FPC members by letter of transfer.

Agenda Approval

- The agenda was approved as presented.

Consent Agenda: the following items were approved unanimously:

- Approve the minutes of the Stated Session Meeting on September 25, 2023
- Approve the minutes of the Special Called Session Meeting on October 1, 2023
- Receive September 2023 financial reports (attached to the F&A October meeting minutes)
- Call a Congregational Meeting on December 3, 2023, following the 2nd worship service to recommend to POJ the dissolution of Aram Feinberg's pastoral relationship with the church
- Approve the following at-large committee memberships: Kendall Cooke on the Children & Family Ministry committee and Aidan Jordan on the Welcome & Worship Committee
- Approve the use of \$25,000 from the Accumulated Income Fund of the Mission & Benevolence Endowment for Habitat for Humanity's Southwood Mobile Home Park redevelopment (COC with the Endowment Committee's assessment that this expenditure is consistent with the Articles of Endowment)
- Approve the use of \$600 from the Accumulated Income Fund of the Discipleship Ministry Endowment for the purchase of a paper rack (Children & Family Ministry with the Endowment Committee's assessment that this expenditure is consistent with the Articles of Endowment)
- Approve the following fundraising events at FPC: a Virginia Consort concert on December 2, 2023, and an Oratorio Society concert on March 9, 2024
- Approve Robert Ramsey as Church Treasurer for 2024 and Monika Mentzer as Assistant Treasurer for 2024
- Approve the following for church's Atlantic Union Bank and UVA Community Credit Union checking accounts:
 - Robert Ramsey continuing as a signer
 - Bill vonReichbauer added as a signer restricted to instances where two signatures are needed and either the Treasurer or Assistant Treasurer is not available
 - David Schmidt removed as a signer effective January 1, 2024
 - Monika Mentzer added as a signer effective January 1, 2024
 - Authorization for the paperwork on signatories to be completed
- Approve the following for the church's and corporation's Vanguard accounts:
 - Authorization for Robert Ramsey and Monika Mentzer to be "Signatories"
 - Authorization for Finance & Administration Director Jen Snook to be "Signatory with Limited Access"
 - Authorization for Vanguard's resolution forms, including designated signatories, to be completed
- Approve Judy Blair as Clerk of Session for 2024

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,

Finance & Administration, Personnel, Preschool, Property Management, and Stewardship committees, Board of Deacons, and Clerk.

- On behalf of the Personnel Committee, Victoria Kean described the near-term steps being taken given Aram's announcement that she will be relocating and consequently leaving FPC.
 - With gratitude for Aram, we want to "do well" the departure.
 - Plans for interim coverage are being developed.
 - The Personnel Committee will take time to reflect on staffing needs as it does when other staff members leave.
 - A staffing recommendation report is expected to be ready for Session review in February.
 - During discussion, the moderator explained that the Nominating Committee would have responsibility for nominating search committee members and that a congregational meeting would be needed to approve the nominations.

New Business:

- Report by Elaine Knight and Jocelyn Kelley on the October 21 POJ meeting
 - The sermon and reading of the Necrology, which included four FPC ruling elders, were highlighted.
 - The 2024 budget proposal for POJ has raised lots of concerns, and the review process includes three information sessions in October with a special called meeting to vote on adoption of proposed budget.
 - A policy on the uses of proceeds of real property sales was approved.
 - A purchase offer on the former Montrose Presbyterian Church was accepted.
 - An anti-racism committee was appointed.
 - COM will train ruling elders in small churches without pastoral leadership to administer the Celebration of the Lord's Supper and moderate meetings.
- 2024 Operating Budget proposal (attached)
 - On behalf of the Finance & Administration Committee, David Maloney made a motion that Session approve the 2024 Operating Budget as presented.
 - F&A had reviewed the budgets requested by Session committees and Diaconate teams to understand increases, and David thanked them for their conscientious work.
 - David reminded Session that the budget for the Christian Outreach Committee will be 10% of the 2023 income, and he noted the reason for some committee increases.
 - The revenue budget is based on anticipated offering increases in 2024 and the 2023 actuals for other income categories.
 - The motion was approved unanimously,
- 2024/2025 Preschool Budget proposal (attached)
 - On behalf of the Finance & Administration Committee, David Maloney made a motion that Session approve the 2024/2025 Preschool Budget as presented.
 - David noted that the Preschool operates on a July through June fiscal year,
 - The Preschool Committee projects a modest surplus with revenue at the current year level and expenses up to fund raises and inflationary increases.
 - The motion was approved unanimously.
- Stephen Ministry status
 - Session originally approved our Stephen Ministry in 2005.
 - David Forney explained that, because congregation requests for Stephen Ministers are no longer happening, the program will be inactive for now.
 - Recognition of our Stephen Ministers is planned.

Announcements

- Committee membership for 2024 due to Clerk by November 20, 2023
- Stated Session meeting schedule
 - November 27, 2023, includes examination of officers-elect
 - January 22, 2024

- Called POJ meeting on November 16, 2023 at 5 pm dinner/6 pm meeting: Marty Mason, Judy Blair, Linda Hitt, and, if possible, Rick Wellborn will be FPC's commissioners
- Called Congregational Meeting on December 3, 2023 following the 2nd worship service

Thanksgivings and Commendations:

- All who have been involved in the renovation of the Memorial Garden

The moderator adjourned the meeting with a closing prayer at 8:47 pm

Minutes recorded by Clerk of Session Judy Blair

Approved 11.27.23

First Presbyterian Church
DRAFT 2024 Budget Budget Request
October 2023

	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Change</u>	<u>Notes</u>
Ordinary Income/Expense				
Income				
40001 · Offerings				
40010 · Pledge Offering - Current Year	1,100,000.00	1,164,000.00	6%	
40011 · Pledge Offering - Prior Year				
40012 · Non-Pledge Income	<u>159,000.00</u>	<u>167,000.00</u>	5%	
Total 40001 · Offerings	1,259,000.00	1,331,000.00		
40100 · Other Income				
40110 · Parking Fees Income	55,000.00	50,000.00	-9%	reflects 2023 actual
40111 · Use of Church Income	12,000.00	14,000.00	17%	reflects 2023 actual
40113 · Donnally Trust Income	13,000.00	10,500.00	-19%	reflects 2023 actual
40114 · Operational Reserves Funding	<u>0.00</u>	<u>0.00</u>		
Total 40100 · Other Income	80,000.00	74,500.00		
Total Income	<u>1,339,000.00</u>	<u>1,405,500.00</u>	5%	
Gross Profit				
Expense				
Total 50100 · Outreach	131,000.00	134,000.00		estimate
Total 50201 · Adult Ministries	4,200.00	4,400.00	5%	
Total 50220 · Children's Ministries	6,500.00	7,500.00	15%	
Total 50230 · Youth Ministries	18,600.00	18,300.00	-2%	
Total 50240 · DM General	3,100.00	3,100.00	0%	
Total 50250 · College Ministries	<u>500.00</u>	<u>300.00</u>	-40%	
Total 50200 · Discipleship Ministry	32,900.00	33,600.00	2%	
Total 50400 · Welcome & Worship	35,000.00	35,000.00	0%	
Total 50500 · Stewardship	1,000.00	1,000.00		
Total 50600 · Property Management	174,188.00	195,000.00	12%	
Total 50700 · Finance & Administration	51,115.00	53,400.00	5%	
Total 50800 · Personnel	900,000.00	935,000.00	4%	
Total 50900 · Board of Deacons	8,650.00	12,800.00	48%	Kirk Nights, Officer Retreat, fellowship
51001 · Presbyterian Women Support	3,000.00	3,000.00	0%	
51011 · Session Projects	1,000.00	2,250.00	125%	Officer Retreat
51021 · Stephen Ministry	<u>700.00</u>	<u>0.00</u>		
Total Expense	<u>1,338,553.00</u>	<u>1,405,050.00</u>	5%	

FPC Preschool

Budgets

Description	2022-2023	2023-2024	2023-2024	2024-2025
	Actual	Budget Request Oct 2023	Revised Budget	Proposed Budget
Income				
Registration Fees	\$ 15,341	\$ 13,500	\$ 15,000	\$ 15,000
Tuition Fees - Current Yr	287,892	367,400	400,000	400,000
Late Fees	912			
Summer Camp Fees	19,750	22,500	19,500	19,500
Lunch Bunch Fees	42,098	26,000	42,500	42,500
Donations - Unrestricted	2,615	3,000	3,000	3,000
Fundraising - Unrestricted	1,013	3,000	3,000	3,000
Misc Income	313			
Total Income	369,934	435,400	483,000	483,000
Total Payroll	342,568	382,850	405,814	420,670
Total Administrative	7,582	11,200	12,700	12,200
Total Classroom	7,822	8,750	10,800	11,700
Total Operational	28,970	33,700	32,150	33,450
Total Expenses	386,942	436,500	461,464	478,020
Operating Income/Loss	(17,008)	(1,100)	21,536	4,980