

WESTMINSTER PRESBYTERIAN CHURCH
MINUTES OF STATED MEETING OF SESSION – January 26, 2009

The stated meeting of Session was held at Westminster Presbyterian Church in the Hall, 755 Bard Road, Port Hueneme, CA. Moderator, Rev. Dan Birchfield, called the meeting to order at 6:45pm and opened with prayer. A quorum was present. Elders present: Bob Williams, Linda Porteous, Marilyn Rothwell, Jim Bell, Carol Norton, Gay Lanzarotta, Mary Curtis, Scott Wieser, Vicki Hanks and Dave Neff.

I. APPROVAL OF AGENDA:
Session APPROVED the agenda as presented.

II. PRAYER TRIANGLES:
Session prayed in small groups.

III. BUDGET DISCUSSION AND APPROVAL:
Before we started on the budget, Pastor Dan gave an update on the attendance of newly formatted 2 services: The first week: 94 at 1st service and 92 at the 2nd service; the second week: 92 at 1st service and 72 at 2nd service; 3rd week: 94 at 1st service and 76 at 2nd service. Elders are to encourage "regular attendees" to make sure they are coming to (at least) one of the services—would be nice if Elders could attend both.

Discussion took place regarding the final budget. We added a line in the income to cover the additional salary needs with the Bach fund. We postponed the salary for the Youth and Children's directors to May 1, 2009. A motion was made, seconded and approved to combine the building, growth and major repair investment accounts into one fund to use for Buildings and Grounds. We also moved the \$20,000 from the budget line item for Buildings and Grounds and will keep in this fund for major items. For Missions, we agreed on \$5,000 to Donna McKibben, Covenant Players, \$3,000 to the Rice Family with Latin American Missions and \$7,000 for Presbytery Missions. The rest of the 10% tithe will be under "As The Lord Leads" to be distributed as the Mission Team decides.

SESSION APPROVED THE BUDGET AT THIS MEETING. A COPY IS ATTACHED TO THE MINUTES.

- IV. CLERK TO THE SESSION REPORT:
- a. Staff Holidays for 2009 will be: New Years Day, Martin Luther King day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the Friday after Thanksgiving and Christmas Day.
 - b. Session APPROVED to have the Congregational Meeting be only to vote on the Pastor's Terms of Call. The annual report and budget will be included in the February newsletter to be mailed to all members before February 8, 2009. Presbytery confirmed any time we meet as a congregation, it serves as a meeting of the corporation also and we do not need to take different minutes.
 - c. Session members filled out the monthly dinner schedule.
 - d. Consent Agenda – Session discussed and APPROVED the following Consent Agenda items:
 - i. Approval of minutes of the December 22, 2008 Stated Meeting of Session (with some minor changes), and January 12, 2009 Called Meeting of Session.
 - ii. Analysis of church membership to be included in the Annual Report (COPY ATTACHED TO MINUTES).
 - iii. Congregation Life Emergency Assistance Guidelines attached for information. The church office also has these guidelines.
 - iv. Update from Word of Life.
 - v. Communion taken to shut ins in January: Elder Mary Curtis took communion to Carol Norton; elder Ray Chapin took communion to Mary and Bill Allen, Pastor Dan took communion to Jay Levet.
 - vi. Receiving the Financial Report for November 2008 submitted by Treasurer Vicki Hanks. A recap is below:

Months	12	Percentage	100%
	Giving	Total Income	Expenditures
Budget	\$ 290,000	\$ 314,900	\$ 305,084
Actual	\$ 259,565	\$ 266,455	\$ 277,839
%	90%	85%	91%

- e. Session appointments were made in accordance with Roberts Rules. The following officers of the Corporation were APPROVED:
President: Carol Norton
Vice President: David Neff
Treasurer: Vicki Hanks
Secretary: Bob Williams
- f. Other appointments: Clerk of Session – Mary Curtis; Churchwide Nominating Committee: Marilyn Rothwell and Gay Lanzarotta; Stewardship – Carol Norton.
- g. Linda Porteous was APPROVED to be elder commissioner at the January 31, 2009 Presbytery meeting. The other meetings will have the commissioners elected prior to each meeting. The other Presbytery meetings are March 17, 2009, May 16, 2009, September 26, 2009 and November 10, 2009.

V. GENERAL BUSINESS:

- a. Monthly elder in charge for campus – for now Scott Wieser volunteered to make sure the campus is all locked up on Sundays and if he is not available, he will contact another elder to take care of it.
- b. Endowments: Carol Norton wanted to let Session know it takes more time to get funds from the endowments so allow for that for major expenses.

VI. The meeting was adjourned at 9:50pm and closed with prayer.

Respectfully submitted:

Mary Curtis, Clerk of Session

ATTACHMENT to
1-26-09 MINUTES

3035

2009 BUDGET

DESCRIPTIONS

Income

Regular Offering	\$300,000.00
Endowment	\$57,953.00
Net Investment Income	\$200.00
Total Income	\$358,153.00

Expenses

Payroll Expenses

Pastor	\$33,000.00
Church Secretary	\$36,400.00
Director Of Children's Ministry	\$11,093.00
Director of Youth Ministry	\$22,186.00
Worship Leader	\$9,600.00
Choir Director	\$12,000.00
Organist	\$6,000.00
Custodian	\$10,300.00
Payroll Tax Expense	\$17,572.00

Total Payroll **\$158,151.00**

Employee Benefits

Health Plan	\$4,500.00
Pastor Car Allowance	\$3,500.00
Pastor Study Leave	\$2,000.00
Pastor FICA- Medicare Allowance	\$3,300.00
Pastor Housing	\$33,000.00
Pastor Pension	\$21,830.00

Total Employee Benefits **\$68,130.00**

Program Expense

Administration	\$49,942.00
Children's Ministry	\$15,000.00
Youth Ministry	\$5,000.00
Worship and Music	\$12,200.00
Buildings and Grounds	\$15,585.00
Congregational Life	\$1,550.00
Conferences and Training	\$2,500.00
Child Care	\$2,000.00

Total Program Expenses **\$103,777.00**

Mission Giving **\$30,000.00**

Total Budget **\$360,058.00**

ATTACHMENT to
1-26-09 MINUTES
3036

Analysis of Church Membership for 2008

By Mary Curtis, Clerk of Session

ACTIVE MEMBERS - December 31, 2007 160

NEW MEMBERS - 2008

By Profession of Faith or Reaffirmation	17	
By letter of Transfer	2	
Reinstated per their request	<u>3</u>	
	+22	
Total with Gains for 2008		182

MINUS -

Requests for transfer	3	
Moved to inactive roll	1	
Deaths	<u>6</u>	
	- 10	

ACTIVE MEMBERS - December 31, 2008	172
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OTHER MEMBERSHIP ACTIVITY:

Marriages	=	2
Baptisms	=	6

SOME INTERESTING STATISTICS:

WES PRES - 2007 AVERAGE ATTENDANCE: 113

WES PRES - 2008 AVERAGE ATTENDANCE: 134

PC (USA) MEMBERSHIP GAINS AND LOSSES FOR 2007:

MEDIAN SIZE OF CONGREGATIONS: 103

PERCENT OF LOSS IN MEMBERSHIP FROM 2006-2007: -2.54

NEW CHURCHES ADDED IN 2007: +19

CHURCHES DISSOLVED, MERGED, ETC. IN 2007: -102

NEW CHURCH DEVELOPMENTS: +23