

Saint Andrew Presbyterian Church
Minutes of Session meeting,
October 19, 2017, 7:00 p.m.
at the North Campus in Coralville

DRAFT

Elders present: Mark Beerends, Patti Benson, Tim Benson, Jeff Charis-Carlson, Kathy Duys, Ann Ford, Ethan Goers, Margaret Heidger, Bethany Lagani, Cecilia Norris, Cindy Vonderhaar, Bruce Walker, Jan Waterhouse

Elders excused: Sarah Brakke, Dave DeGroot

Guest: Paul Heidger

Pastor present: Kyle Otterbein

Moderator: Kitch Shatzer

Opening Prayer at 7:00

Amend/Approve Agenda Amended to move CRC discussion to earlier in meeting. Paul H here to discuss it.

MOS Consent Agenda

- \$1,000 from the Kelting Fund for Foreign Mission in support of the work of our recent visiting Presbyterian International Peacemaker, Mphatso Mary Nguluwe.
- Funding from LDB (Locally Determined Benevolence) funds for ongoing mission commitments at the same level of support as last year: Hillcrest Family Services, \$1,500; Iowa City Compassion, \$1,500; and Young Life of Iowa City, \$2,500.

Motion to approve MOS consent agenda

MSC

Minutes approval

Motion Approve Aug 23 minutes

MSC

Motion Approve Sept 6 with change: strike sentence "Kyle asked," top of page 2. **MSC**

Motion Approve Sept 21 with change. Question on personnel team motion; correct to: Session granted personnel team the authority to hire hourly non-benefited position with follow-up report to Session. Correction of discussion on sign on Camp Cardinal. **MSC** .

CRC presentation by Bruce Walker: We need Session approval to rejoin the Consultation of Religious Communities. Bruce will serve as our representative. Paul Heidger requested Session approval for \$150 renewal dues to CRC. Amendment: Future funding will come out of MOS fund.

Motion: SAPC will pay \$150 (via Bruce) to renew our membership in CRC.

MSC

At a later Session meeting Paul H will bring up for Session consideration \$3000 support of Dr. Freddy Albiadi's medical mission in Egypt.

Clerk's Report:

- From 30 Sept PEIA meeting, information moved from paper to web page at www.peia.org. All information, reports, forms etc. will be on this page now. 27 registered for the PEIA meeting, but 58 attended. Pastors' compensations will increase by at least a 1.5% COLA for 2018. The per capita fee will go up by \$1 to \$37.00 for next year. The Clerk's records will be reviewed by Rebecca Blair, Stated Clerk for the Presbytery, on Saturday October 21. The next Presbytery meeting will be Thursday, November 15th location TBA.
- For the interim pastor search, congregation information on race would be useful, but we keep no such records. We can create a retrospective report of those numbers, using InDirectory photographs to fill in racial information.
- August 24: Matt performed marriage service for Bethany Gibson and Marshall Lagani in Franklin KY
- September 30: Kyle performed marriage service for Allison Lane and Joseph Whitney.
- October 1: Baptisms: Owen Joseph Moraniec, son of Emily (Kasper) and Alex Moraniec.
- New members: Alex Moraniec (member #4833) and Karen McChesney Raynor (returning member # 2879)
- Resigned: Judy and Marlon Swartzendruber (member #4114 & 4115) phoned a request to transfer their membership to Cedar Hills Community Church, 6455 E Avenue NW, Cedar Rapids, IA 52405.

Motion to approve.

MSC

- Ann passed around the 2018 General Assembly Commissioner application form.

For Clerk's records review, retrospective report of numbers who received communion, by month since September 2016:

Oct 2016	267	Mar 2017	281	Jun 2017	325
Nov 2016	240	Apr 2017	327	Jul 2017	218
Dec 2016	237	May 2017	230	Aug 2017	226
Jan 2017	250 est.	Apr 2017	327	Sept 2017	204
Feb 2017	330	May 2017	220	Oct 2017	310

Pastor's Report – Kyle Otterbein – Asked Session for feedback on what would be useful in his report.

- **Roberts Rules Review** Kyle reviewed distributed pages on how the rules work.
- **Devotions – Kyle Otterbein** – Paul to church at Colossus, greeting them with thankfulness for their faithfulness.

Rocket Docket – Patti – organ unloading is progressing and installation will start next week. Kyle talked about unloading assistance and assembly of some parts. Fellowship team changed the date of the hayrack ride to October 29th. Paula Grady has been hired to work mornings with Sarah Dyck in the office. Heather Woodin hired a 2nd nursery caregiver with personnel team approval. On personnel team agenda is a review of the personnel manual since it will be 3rd year. Bruce asked us to attend

stewardship between services to support Stewardship committee. Margaret mentioned the Lavelys will end their long service in coffee making. AIM event is coming up, led by Marcia Murphy. Cindy for family ministry reported goals, children seeing church as extension of their family, changes in BASIC with more Bible study. ETC zombie paintball this Sunday. Cecilia MOS Mental Health initiative, Deacons will make a poster presentation. Adult education is starting a new series, "Animate." Bethany and Kathy Anderson are planning for transition and helping to bring the church back together in the new church with continuity and "branding" our church. "Making God's house our home."

Finance Report (Dashboard) – Tim on finance meeting yesterday. Income and expenses are pretty close, carrying a positive cash balance of about \$20,000. A Stewardship presentation is coming up from Jason. \$860,000 is the 2017 budget, will need about \$50,000 more for 2018 for new building expenses and interim pastor salary. Increase in staff compensation would be a good goal. The budget could push close to \$1,000,000 for next year. Tony Roetlin will gather information for the mid-November meeting next report. We have had an ad hoc working team for budget in the past. Expect a draft of the budget in November, in the past Session has approved in November-December. Kitch as COM member said interim pastor can address unresolved grief. The interim pastor can review the history of the church, look at structures to make sure they are serving well, and find ways to improve the structure and function. The permanent Pastor search may take more than a year. Will need a pastor nominating committee, and will need improvements in process before the new pastor arrives. We have budgeted for the severance pay for Matt through May 2018.

Team Reports for action

Interim Pastor Search Team – Jeff has completed the Ministry Information Form, which is included in supporting documents. We discussed the MIF and a few changes in wording. Salary: minimum is \$86,000, max effective salary of \$91,000, which represents cash salary and housing, not pensions or reimbursables. The Saint Andrew wedding policy and statement of inclusion should be more prominent. Require a statement of faith from the applicants. We discussed suggestions for phone references, who would be former members or those who know congregation well. Tim Dyck, as the spouse of a staff member, should not be included in the list of references. He should be replaced by either Elizabeth Ebot or Shelly Matzen. The Session also reached consensus that the committee should not feel the need to rush the search. Pastor Kyle confirmed that he can handle the bulk of the preaching and finds the transition work energizing, and that we need to be careful to find the right person. Kitch has recently had inquiries from 2 interim pastors seeking placement in PEIA.

Motion: To authorize the Interim Pastor Search Committee to submit the Ministry Information Form for publication online (pending some updated information on the MinistryID and the count for the "church school"), and begin the process of collecting applications for the position.

MSC

Motion: To approve the addition of Bruce Hudson to the interim pastor search committee.

MSC

Camp Cardinal Building Team

Kyle presented a proposal from Tony Van Voorhis of CCBT: Steve Neuzil has done grading for us and this would be a compensation for that work. This is a section that is not for sale, and this would be a good use for the property for weed control etc. We will need a written agreement to cover insurance concerns. Suggestion that we wait for written agreement to approve. (See supporting documents.)

Motion as amended: To permit Steve Neuzil to plant a hay crop on the property to the east of the church, with the crop to be harvested in 2018 and 2019, in return for work he has done grading and seeding this portion of our property, subject to entering into a written agreement to be approved by Session by email.

MSC

New Business

Worship Team – Jan has had inquiries from congregation members and would like Session to consider the option of a single worship service on Sunday mornings beyond the first two Sundays in the building. The question was directed to the worship team.

Agenda clarification question from Jeff: Agenda items will be sent to Ann, she will send them to Kitch and Kathy and copy Kyle. Kitch and Kathy will work out the agenda.

Bethany has purchased the Session's gift stole for Matt, as authorized by Session. It is a special events stole, blue with crosses and tassels.

Kitch closed in Prayer at 9:30.

Next meeting Thursday November 16 at church at 7 p.m.

Respectfully submitted

Ann Ford, Clerk

Kitch Shatzer, Moderator