



First Presbyterian  
Church of Sheridan

First Presbyterian Church of Sheridan, Wyoming  
Minutes of Regular Session Meeting

November 20, 2018

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The Session of First Presbyterian Church of Sheridan, Wyoming convened a regular meeting on Tuesday, November 20, 2018 at 7:01 p.m. in the Westminster Fellowship Hall. Pastor Hayden, Transition/Interim Pastor, moderated the meeting.

#### QUORUM

**Moderator:** Pastor Paul Hayden

**Ex Officio:** Dennis Heizer, Financial Manager

**Others present:** Dick Birkholz and Alicia Ford, Camp Story representatives

**Elders present:** Doug Beagle, Jeri Joy, Loren Ruttinger, Tod Windsor, Kim Kozel, Doug Moore, Carla White, Carol Davis, Beth Bailey, Janis DeVore, Linnet McGoodwin, Jim Lyon, David Motsick, Ted Knapp, Teresa Williams, Jean Morgan and Kathy Lundberg

**Elders absent:** Judy Garber, Tina Anderson, Peggy Blaha and Gareth Dixon

#### WORSHIP

Pastor Paul opened the meeting with prayer.

#### INTRODUCTION

Pastor Paul led a discussion on 1<sup>st</sup> Samuel 16. Paul talked about the grief, mourning and rejection Samuel felt when Saul was not chosen to be King over Israel. The Lord chose another. The Lord did not look on outward appearances, but He looked on the heart as He chose. Samuel eventually accepted what the Lord commanded. Pastor Paul explained that the Pastor Nominating Committee should look at the heart side of candidates to fill our pastor position. They must see God's heart in the people they consider. They must find the Lord's person for the job, and must ask themselves "Who is our person, Lord?"

#### AGENDA

The agenda was presented, amended and accepted. A motion and a second was made and it carried. The change was to present the Camp Story Report first on the agenda after the Clerk's Report.

## CLERK'S REPORT

The Clerk's report and minutes of the last Session meeting were approved as corrected. A motion and second was made and carried. The Clerk also asked Session to determine a date for the annual congregational meeting. A motion was made, seconded and carried, to set the date for the fourth Sunday in January. That date will be January 27, 2019. Additionally, the Nominating Committee is working to fill seven elder positions on Session. They must be elected prior to taking office in January. Therefore a motion was made, seconded and carried to call a congregational meeting December 16, 2018 immediately following Sunday worship for election of elders.

## CAMP STORY REPORT

Dick Birkholz and Alicia Ford reported. Dick reported an increase of campers over last year. This year, 90 campers attended, compared to 64 for the previous year. Income from camper enrollment was approximately \$18,000, and income from rentals was about \$18,000 as well. It is clear the camp must have income from rentals to exist. Dick reported the camp applied for and received \$40,000 from the \$75,000 amount allotted by Presbytery as matching funds. He reported that volunteer hours worked amounted to an equivalency of \$90,000 to \$100,000. Two cabins are currently being built. Expenditures for the current year included \$62,000 for salaries, wages, and benefits. Another \$17,000 was spent for utilities, camping insurance and similar items. In the year 2017, the camp operated at a loss of \$30,000, while the current year loss was near \$15,000. The camp lease is up in 2020. A committee is being formed to examine the lease and make recommendations to the Presbytery concerning Camp Story's relationship with the Presbytery in the future. A balance sheet was presented and included the following information:

Total Assets:	\$75,019.57
Total Liabilities	90,090.11
Net Income (Loss)	-15,070.54
Total Liabilities and Equity	75,019.57

The Camp Treasurer's report reflected the following:

YTD 2018 Income	55,594.51
YTD 2018 Expense	70,665.05
YTD Net Income (Loss)	- 15,070.54

Alicia Ford presented a report outlining ten possible camps for the coming year. Additionally, she listed the booked rentals, as well as potential rentals. Marketing ideas and camp merchandise ideas were listed also.

## TREASURER'S REPORT

Dennis Heizer, financial manager, presented the financial reports and explained them. The October Balance Sheet reflects the following:

Total assets:	\$3,850,048.67
Total liabilities:	93,253.21
Reserves (Retained Earnings):	37,707.61

The Treasurer's Monthly Report was also received and reflected the following:

October Income:	26,851.31
October Expense:	28,993.90
October Net Loss:	- 2,142.59
YTD Net Loss:	- 1.066.11

The financial reports were approved during the Budget and Finance Committee report below. Dennis reminded Session that vouchers must be turned in on the 10<sup>th</sup> and 25<sup>th</sup> of each month and will be paid on the 15<sup>th</sup> of each month. They must be signed on the bottom of the form, and display the necessary account number on them. Vouchers are kept in the office and are organized by month.

## **COMMITTEE REPORTS**

### **Budget Finance & Stewardship** November 13, 2018

Oral and written reports were presented by Beth Bailey. The proposed budget for 2019 was distributed and reviewed. Some corrections were offered and will be made before the final presentation. Corrections will be made in the Tech budget, and photocopier expense. AV supplies will also go under Tech budget. CJ Clem's title will be corrected on the final budget. It was noted the staff last had a raise in 2016. It may be possible there will be a reduction in pastor's salary in the new budget. The only real ways we can affect the budget is to increase membership, increase giving, or slash budget costs and expense. Dennis will make final budget corrections and present again at the December Session meeting. A stewardship letter will be sent the end of November.

Session action requested:

1. Accept financial reports as presented. The motion carried and the reports were accepted.

### **Personnel** November 13, 2018

Teresa Williams reported with an oral and written report. No Session action was requested. She presented budget approval with no staff raises. The staff last received raises in 2017. She reported the committee will be working on staff evaluations and self-evaluations. They continue to work on a pastor job description along with the Pastor Nominating Committee. She also noted that CJ's wage figure will be corrected in the upcoming budget.

### **Technical and Communications** November 20, 2018

Ted Knapp presented an oral and written report. No Session action was requested. Ted talked about the soundboard, power sequencer improvements and church network upgrades.

### **Fellowship** November 13, 2018

Kim Koziel reported. No Session action was requested. Please refer to the written committee report for detail on activities. She reported there will be a Pancake Feed on Nov. 23<sup>rd</sup> as a fundraiser for Triennium Youth, along with many other activities in the next couple of months. A Chili Cook-Off and silent auction will be held Jan 20<sup>th</sup> with proceeds benefitting Triennium Youth.

### **Properties** November 1, 2018

Doug Moore gave an oral and written report. No Session action was requested.

Committee discussions included sewer pump issues and completed staff reviews.

### **Membership and Evangelism** November 2, 2018

Jean Morgen reported. The following Session action was requested:

1. Request to act on a request by church member Helen Campbell, for an "All Church Revival Meeting" in Kendrick Park in the coming summer. Session discussed the request of Helen to work with the other churches in the community to hold a revival in Kendrick Park (this coming summer, 2019). Rev. Paul Hayden felt this should fall under the leadership of the new pastor and suggested the Session table the request until the new pastor and Session can discuss the recommendation. A motion was made, seconded and carried to table the request until such time as a new pastor is hired and can review it.

Jean also reported a review of the church rolls has recently begun, and a formal revised list of members will be presented in December.

### **Mission and Outreach** November 13, 2018

Doug Beagle reported and referred to the written report. No Session action was requested. He reported the committee will experiment with making up food bags in lieu of cash cards for walk in traffic seeking assistance, and will be finalized in January. The committee report stated they voted on Presbytery Mission Funding, with the split of 20% going to General Assembly and 80% going to Wyoming Presbytery. Doug reported over three hundred pounds of Just Coffee has been bought by our church family this year.

### **Worship** November 13, 2018

Loren Ruttinger reported. The following Session action was requested:

1. Worship Committee recommends that the LOGOS kids be allowed to help serve Communion on Dec. 2<sup>nd</sup>. Each LOGOS kid will be assisted by an elder.
2. Worship Committee recommends that there be only one worship service at 10 am on Dec. 16<sup>th</sup> for the special Cantata.
3. Worship Committee recommends two services on Christmas Eve, one at 6 pm and 8 pm.

Committee motions carried.

### **Christian Education** November 14, 2018

Janis DeVore reported for the committee. No Session action was requested. She reported on Sunday School Superintendent Darcie Lyon's plan to realign and consolidate classes for the winter semester according to participation. This will enhance discussion and participation as well. Pastor Paul reported between 30 and 45 adults in various study groups at this time. The committee continues to monitor and assess the programs we have in place, in order to ensure the needs of our youth and families are being met.

### **Presbyterian Women** October 2018

Session discussed the request of Presbyterian Women to fall under the authority and leadership of the Session of the church. Session concluded the following:

Presbyterian Women is an important ministry of this church. Because of its diverse function including Bible Study, Fellowship, and Mission, it does not fit under one particular ministry area of the church. Session desires PW to select an ongoing, ex officio representative (voice but no vote, similar to PW's presence on Presbytery Council) to Session and to give at a minimum, quarterly reports to Session concerning PW's ministry and mission. A motion was made by Tod Windsor to enact the session's desire stated previously. The motion was seconded and carried.

### **C.J. Clem, Coordinator of Family and Youth Programs** October/November 2018

A written report was submitted by CJ. The Triennium Youth will be holding a Pancake Feed in November as another fundraiser for Triennium. In January, a Chili Cook Off and Silent Auction will be held. Confirmation classes are ongoing and Confirmation Sunday will be held on April 28, 2019. Other upcoming activities include a Youth Christmas Program and Youth Lock-In.

### **Pastor Paul's Report** October 1<sup>st</sup> to November 18<sup>th</sup>

Pastor Paul presented an oral and written report. His report reflects a month full of activities, events and visits. Paul also outlined time he had taken off, and spoke of his gratitude for the time off to attend memorial services for his brother. He reported his vacation days, bereavement and study leave days. Additionally, he reported 196 average monthly hours worked January through October 2018.

### **Other Business**

Doug Moore and Carla White, co-moderators of the PNC Committee presented the Ministry Information Form (MIF) to Session for approval. Together they explained the form in detail and explained it will now go to COM for approval at the Presbytery level. After approval, the MIF will be posted on the Church Leadership Connection (CLC) website on January 1<sup>st</sup>, and it will become "active." Prospective pastors may then respond to it. One minor correction was made to a listed website on the MIF. A motion was made, seconded and carried to approve the MIF. The PNC Committee was thanked for their work.

In other business, Carla White mentioned she will be going off Session after a period of six years' service. Additionally she will be ending her time of service as Clerk of Session. Pastor Paul asked Session members to consider service in the Clerk capacity, or inviting congregation members to consider it.

### **REFLECTION and WORSHIP**

Pastor Paul closed with prayer, and asked for guidance and wisdom for the Pastor Nominating Committee as they continue work to hire a permanent pastor.

### **SESSION ADJOURNED**

A motion to adjourn was made, seconded and carried. The meeting adjourned at 8:58 pm.

### **ATTEST:**

A handwritten signature in cursive script, appearing to read "Carla J. White".

Carla J. White, Clerk of Session