

**The First Presbyterian Church of Lansdowne
Minutes of the Meeting of the Session from Monday, January 23, 2006
7:15 PM, The Garrett Room**

The Meeting was called to order, with prayer, by the Moderator at 7:17PM. Devotions were from Psalm 19. What verse intrigues you? What is God trying to say to you?

Orders of the Day

1) Final discussion on 2006 Session Committee assignments –

Personnel – Bob Phillips

Clerk – Rona Shirdan

Finance/Administration/Stewardship – Don Lewis & Barbara Conway

Nominating – Rona Shirdan & Bob Phillips

Christian Education – Judie Schultz

Mission – Jim Klingler & Andy Farquhar

Building & Grounds – Nancy Runk

Evangelism & Publicity – Jim Olshefsky

Fellowship & New Member Development – TBD - the Deacons will be asked to help with some of these duties until a new elder is elected.

Elder Jean Miksch gave notice to the Session that she needs to leave Session to spend more time with her family and to prepare for her new baby.

2) Approval of Annual Statistical Report for Presbytery

Will be completed by the Clerk and presented for approval later, prior to the February 22nd deadline.

3) Preparations for the Presbytery Meeting of March 28th (we need at least 26 people to help that day!)

A sign up sheet will be put up in Westminster Hall for different job duties. We need to be able to accommodate 350 people.

Babysitters – Elizabeth & Cheili

Overseeing Supplies & Emptying trash cans in bathrooms – Bob & Cathy Phillips

Guiding Folks, Answering Questions, supervising the parking – Jim Olshefsky & Don Lewis - Jim Klingler will speak to the borough to get the okay for people to park in the municipal lot.

Sound System: Jim Klingler & Bob Beach

Registration: Judie Schultz, Barbara Conway, Rona Shirdan

Other people who will be able to assist in the project: Bev Brescia, Carol Congdon, Dave Nelson

Roll Call:

Moderator: The Reverend Dr. Nancy W. Holt

Clerk: Rona Shirdan

Elders:

| | | |
|----------|-----------|---------|
| Beach | Lewis | Runk |
| Conway | Miksch | Schultz |
| Farquhar | Olshefsky | Shirdan |
| Klingler | Phillips | Smith |

Excused:

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Minutes of Session Meetings: A motion was made by N. Runk and seconded by J. Olshefsky approving the amended version of the Minutes of the Meeting of the Session on November 21, 2005. A motion was made by N. Runk and seconded by J. Miksch approving the minutes from the Meeting of the Congregation on December 11, 2005. A motion was made by N. Runk and seconded by J. Klingler approving the minutes of the Special Meeting of the Session on December 18, 2005.

Minutes of Board of Deacons meeting: The minutes of the January meeting of the Board of Deacons were received and reviewed. The Deacons will be getting birthday cards for the congregation to sign recognizing the 90th birthdays of Alice & Paul Stouffer.

Report from the Presbytery Meeting:

(November 22 at Presbyterian Children’s Village) –

Nancy Runk and Nancy Wolfe-Holt were your representatives. A wonderful new format was used, which interspersed business with the worship service. There was also an opportunity for small group discussion around the tables set up in the Village gym. (I was in a group of 7.) We did the beginning of the worship service (“grace alone”); then moved to Committee On Ministry report and the Nominations report--Our own Carmella Kane was nominated (and elected) to the Older Adults Committee. Then we moved to “faith alone” and dinner. After the meal, Preparation for Ministry and Presbyterian Women made reports; then worship continued with “scripture alone.” It was an uneventful meeting...but snacks were good.

Commissioners to Presbytery Meeting:

FIRST 2006 STATED MEETING
Tuesday, January 24, 2006 at 10:00 AM
at the Swarthmore Presbyterian Church

(Don Lewis will go in the morning and Barbara Conway will attend in the afternoon)

Followed By:

Tuesday, March 28, 2006 at 10:00AM
at the First Presbyterian Church of Lansdowne!!!!!!

Correspondence:

Louisville Seminary: Looking for students who may want to enroll & advertising exploratory weekends

Email from Jeanne Thomas (COM): **The COM has formally approved our request to call Nancy as our permanent pastor! We received a packet requesting information on our plans for an installation service. Nancy has completed and returned the information to Presbytery!**

The Tully Memorial Presbyterian Church: overture to be sent to General Assembly regarding proposed changes to the report of the Task Force on Peace, Unity and Purity of the Church

Presbytery of Philadelphia: Ministerial Salary and Benefit Worksheet for 2006 & form for changes of Terms of Call

Presbytery of Philadelphia: Thank you to our church for our support of the mission of the Presbytery

Letter from Nancy Holt: thank you to the Session (and congregation) for the gifts (stole and cross).

Pastor's Report and Statistical Report:

- ✓ Officer Training will be held after Easter
- ✓ PRIME wants to put a sign on the front lawn. We will refer them to the Borough for the rules & regulations and then to Building & Grounds for final placement.
- ✓ The Confirmation Class schedule will be given to the elders. Many of them will be asked to discuss their committees with the children.
- ✓ Nancy's Installation Service – will be held at 2:00PM on Sunday, March 26, 2006. It will last about an hour. David Yeaworth, David Anderson and Art Tung will be involved in the service. First Light will do the music. A reception will follow the service, along with an “after party” at the manse.

Reports of Committees:

Finance/ Administration and Stewardship: D. Lewis, Chair

Action Items: The Session approved the current financial reports

Info Only:

- Boiler loan update – We will pay off the boiler loan as quickly as possible. Barbara has already paid \$50,000. The remainder of the loan will be paid off when we receive payment from the court.
- We will open a Money Market Account with an initial deposit of \$25,000 as soon as possible and will consider further investments when we receive payment from the court.
- Although back mission obligations were paid for 2003-2004, we did not make any payments for 2005. The Mission Committee will forward their requests.
- Elko & Associates (CPA firm) has been contacted. A financial audit is scheduled for late January

Building and Grounds: N. Runk. Chair

Info Only:

- Pie Pot Sale – order sheets will appear in the bulletin from January 8 – February 18th. Delivery will be Feb 25th.
- Stairwell repair – Mike Jozwiak will do initial ceiling search with scaffolding as soon as he has a clear weekend. Don Lewis will provide the scaffolding.
- Door Replacement Research – Norm Goudy and Don Lewis will move forward with this project.
- Expanding Parking Area – Pastor Nancy has conferred with Mr. Travers. We are allowed to use the north side of the manse driveway for parking as needed. Paving is not allowed and providing a stone covering is still under advisement.
- Flag Hardware – George March has removed both flags and is prepared to replace the American Flag when requested. The Christian Flag is torn and needs repair.
- Sign Repair – Woodmasters will replace our blue sign this weekend for a cost of \$1985. Insurance will cover \$1300 of this. Mike Jozwiak will talk to folks at Woodmasters to question installation methods used in the past, possible inferior glue and the need for use of screws instead of nails. There will be an attempt to have the cost adjusted. The sign is only 3 years old but there was no warranty or guarantee. Mike Jozwiak was the unknown hero who witnessed the blowing sign and recovered all of the pieces from the lawn. MANY THANKS!
- Sign Selection & Purchase – E.J. Burke and Nancy Runk will do comparison research on sign costs from two catalogs and a local sign company. It may be cheaper to avoid shipping and handling with a local company.
- Doorknob – Bob Phillips has analyzed the problem with the

- chancel area bathroom door latch and will repair it this week.
- Structural engineer's proposal – Nancy R. will contact Charlie Timbie regarding the status of proposals for sanctuary cracking area and poolroom wall repair.
 - Plastic Window Covering – Bob Phillips and Nancy R. will meet Thursday AM and begin the process of covering windows, starting with the office area.
 - Tile Repair on Covered Walkway – George March has located about 35 tiles in the basement which he will use to begin tile replacement. He will show Nancy R. how to do this.
 - Rug Shampooing – MANY THANKS to Andy Farquhar (and the Phillip's rug machine!) for shampooing the Garrett Room Oriental rug and the Irwin Hall rug. Some discussion on the advisability of replacing the Irwin Hall rug or better yet, linoleum tiling same since carpeting is impossible to keep clean. Nancy R. will check to see what is under the present rug. At the very least, the rubber edging must be replaced.
 - Work Day Schedule – There will be a work day on Saturday, February 4th – 9:00AM – noon, March 4th – 9:00AM – noon, and all day if necessary on March 25th to get ready for Pastor Nancy's installation on March 26th and the Presbytery Meeting on March 28th.
 - Long Term Planning – Initiated discussion regarding possibility of building a new, one story education building on the present parking and driveway area and then demolishing the existing education building and providing parking there. The logic behind this consideration is that it will cost approximately \$1,000,000 to upgrade the existing building to make it ADA accessible, replace windows re-wire the electrical system, update the plumbing, provide an elevator for the numerous existing levels, air conditioning and etc. and then still be left with a basically poorly designed, multi-level building which is difficult to heat and cool. The Committee was encouraged to think of this concept before we make a sizable financial commitment to upgrading the existing education building.
 - Presbytery Preparations – We reviewed some of the needed B & G preparations necessary to accommodate hosting the Presbytery on March 28th.
 - Sanctuary Modifications – Mike Jozwiak will create a locked shelf under the front pew to store the new laptop computer. He will provide cable connections to a flat monitor to be placed behind the communion table to enable Pastor Nancy to view screen presentations during the service.
 - **Next Meeting : Monday, February 6th at 6:30PM (Westminster Hall or Garrett Room)**

Music and Worship: B. Beach & G. Smith (Co-Chairs).

(Need to arrange for a visiting pastor for Feb 19th)

Action Item: The old projector is in the process of being sold for \$250. A motion was made by B. Beach and seconded by D. Lewis granting permission to use the proceeds from the sale, plus an additional \$750, to purchase a new one. The motion passed with a unanimous vote.

Info Only:

- SSS January 22nd and February 19th
- Mary Coladonato will let Molly know whether she can continue doing Power Point for the projector after January. For the weeks she is unable to do the work, Molly and Jackie J. will fill in.
- A laptop has been purchased from Jackie J. She has donated a flat screen monitor for Nancy Holt's use behind the communion table. Cables need to be ordered for the flat screen and should cost about \$150. This should come out of the M & W budget. Molly will check with choir members to see if they want/need a monitor for the choir loft.
- The estimated cost of a new projector would be between \$750 - \$1000.
- Molly would like to have an organ recital at the church and has contacted the American Guild of Organists about this. They expressed some interest. We decided to wait until after a new organist is hired and possibly hold the recital in May 2006.
- We have the music schedule through February but the musical pieces are still to be selected. We have organists scheduled for the remainder of January and the first 2 weeks in February so far.
- Bob Beach will update the Committee at the February meeting on what the 2005 expenses were for M & W.
- "Clear Sound" was able to find the buzz in the P.A. system and things should be okay now.
- Nancy Holt's installation service is scheduled for Sunday, March 26, 2006 and we are hosting a Presbytery Meeting on Tuesday, March 28, 2006. Music needs to be planned for both days.
- Molly suggested that we think about purchasing a snake (cable) to be connected to the sound mixing board and run to the opposite side of the church. She also suggested possibly soliciting members of the congregation to volunteer to learn to control the mixing board so that the sound quality will be at its best at the various locations in the sanctuary. This is important for the balance of voices to instruments when First Light is performing. The cost of the snake should be about \$200.
- Gary mentioned that the sign in front of the church has not been changed since October. It was suggested that we should consider having a generic message about the Sunday worship service but not have any specific dates or sermon titles, eliminating the need to change it every week. Bob Phillips has agreed to take over the responsibility of changing the sign.

- We have 4 applicants who are interested in our organist position. One of them, Judith Lang, will play the last 2 Sundays in January and another, Luke Nelson, will play the first 2 weeks in February. We discussed possible audition dates for the others.
- **The next M & W meeting will be Monday, February 6, 2006 at 7:30PM**

Human Resources: B. Phillips, Chair

Info Only:

- Staff Evaluations – Pastor Nancy and Mary C. have received their annual evaluations.

Member Development: J. Olshefsky, (Chair)

Info Only:

- **Jennifer Ash, Charles Bachmann, Christine Erb, Shacklocks, Richard Sheppard, Tinneys, Uptons and Youkanovichs have been moved to the inactive list as there was no response to their inactive letters.**
- The Committee discussed several ideas regarding making the church seem more welcoming to potential seekers. Much of the discussion centered on publicity and community events. Plans were made to sponsor a Christmas tree for the town tree lighting ceremony this year were discussed. J. Jozwiak will notify the mayor.
- Directory updates will be distributed at some point in the future.
- Judie Schultz has provided several free ideas for publicity. J. Olshefsky will follow up with publicity for Alpha. Alpha has been publicized on the lawn sign, the website, the Borough website and on the Alpha site. H. Egner will follow up on potential contact with Reynolds who has done successful PR for other organizations in town. J. Jozwiak will prepare an article to be submitted to the Lansdowne Leader. H. Egner will prepare a CHIMES and bulletin article for the February Gene Bennett and Seasoned Citizens gatherings. N. Runk will prepare a CHIMES article regarding the March 28th Presbytery meeting.
- H. Egner will circulate a coffee hour sign up list for the Spring.
- Next gathering of Seasoned Citizens will be February 17th.
- Next gathering of the Gene Bennett group will be February 18th.
- H. Egner will provide refreshments for the Sunday Alpha gatherings beginning on January 8th.
- Discussed the possibility of doing an Easter Egg Hunt this year as a community outreach event
- Pastor Holt, J. Olshefsky and John Lepera will team teach the Alpha program. There will be a Minute for Mission on January 8th.
- **Next Meeting: Monday, February 6, 2006 at 7:30PM**

Christian Education / Family Education: J. Miksch/ J. Schultz, Co-Chairs

Action Items: A motion was made by J. Miksch and seconded by N. Runk approving the Nursery School Employee Handbook once it adds a clause advising that they are “at will” employees. The Family Resource Center no longer appears to be a service to the community. Families are seeking “Mother’s Day Out” programs rather than playgroups. The Committee recommended that Session approve closing the program and removing it from our PR materials. A motion was made by J. Miksch and seconded by J. Klingler approving the request. The motion passed with one opposing vote. A motion was made by J. Miksch and seconded by J. Schultz approving the request to run a Book-Donation-Drive for the adult library beginning on Feb 5th. The adult & children’s libraries are being refurbished.

Info Only:

- Sunday School – Family Fellowship Hour is up and running – still feel it needs more time
- Child Care – We are getting bids on a buzzer system for the nursery to help parents feel more comfortable leaving their small ones. Will order in February.
- Looking into a more structured program for worship hour that would be easy for childcare workers to implement (Children’s Church materials). Will order in February.
- The book group will meet on Sunday, February 5, 2006 at 11:30 during the Mission Lunch to discuss “The Dogs of Babel” by Carolyn Parkhurst.
- Adult Classes – Nancy and Andy are co-teaching
- Confirmation Class – January 2006 - 6th – 8th grades – Confirmation retreat at Kirkwood Feb 24th- 26th. Confirmation to occur November 2006. We need 6 sponsors. Class meets at 9:00AM each Sunday morning, taught by Nancy, Jean and others using the Journey’s of Faith curriculum. Elders will receive a copy of the schedule with specific dates that we would like members of various committees to help with the discussion.
- Library – Nancy is ordering a plaque for the dedication (scheduled for Sunday, February 5, 2006)
- Giant Cards – Sales will continue as demand indicates. Funds to supplement general budget line

FEC Updates:

- Nursery School is holding its own. A few children have left the program and an equal number of new children have enrolled.
- The Gift Card fundraiser was successful. About \$1600 was raised and will go towards covering salaries
- The 2-year old class day will be shortened to 9:00AM to 12:00PM. This will reduce staffing costs slightly.
- **Next CE meeting – Wednesday, February 1st at 7:00PM in the Garrett Room**

Mission: J. Klingler (Chair)

Info Only:

- Mission pledges for 2003 and 2004 have been paid. The Committee will meet to decide the recipients for 2005 Mission giving and will also make plans for 2006.
- Need to encourage our own members to donate food to the hunger closet

Report of Taskforces

❖ Youth Task Force: J. Miksch, Chair

Action Items: A motion was made by J. Miksch and seconded by J. Klingler approving the request to run a Flamingo Flocking fundraiser from March through June again this year. A motion was made by J. Miksch and seconded by R. Shirdan approving the request to organize a book donation program in order to set up a Senior Citizen lending library at Sterling Health Care and Rehab in Media.

Info Only:

- ICHTHUS Retreat at Kirkwood – considering two weekends following Easter in April. Carolyn will call Presbytery to determine what is scheduled and what may be available those two weekends.
- Mission Committee has proposed possibly taking some youth to Mississippi during the summer to help with work projects there. Kids are extremely excited about this. Will continue planning and discussion with the Mission Committee.
- A “Pay it Forward” project has been proposed with funds going to support a Mission project. Kids are researching ideas for a youth-centered mission project. They want to benefit kids their age in need.
- **Next Youth Task Force Meeting: Sunday, February 12, 2006 following the worship service in the Boyd Room**

❖ Chancel Redesign Task Force: B. Beach, Chair

Info Only:

- The Committee will meet over the next month and will present a recommendation to Session by the summer.

Old Business

- ❖ **The Session approved a request by Women's Ministry Service to use the sanctuary on Saturday, January 21, 2006 at 2:00PM for an hour to have a service – especially for those who have been abused, but open to all.**
- ❖ **The Session approved a request by Molly & Jim to use Irwin Hall (and the kitchen) to host a Marriage Encounter event in the afternoon/evening of Saturday, March 4, 2006.**
- ❖ **The Session approved a request to hold a memorial service on Saturday, February 4, 2006 at 1:00PM for Gloria Gibson.**
- ❖ **The Session approved time away for Pastor Nancy from February 15th -21st. The Music and Worship Committee will need to secure a guest pastor for February 19th. Frank Stephens will preach in Nancy's absence.**

New Business

- ❖ Review of the current Officers of the Corporation:
President – Don Lewis
Vice President - Andy Farquhar
Secretary – Rona Shirdan
Treasurer – Helen Egnor
A motion was made by N. Runk and seconded by D. Lewis approving Barbara Conway as Treasurer.
- ❖ Request made to Jackie Jozwiak to post the following information on the new website: bylaws of the Corporation, bylaws of the Congregation, Minutes of the Session, Minutes of Committees and the Church Government Form. **A motion was made by J. Klingler and seconded by J. Schultz approving this request. It was determined that the Committee minutes will not need to be included as they are part of the monthly Session minutes.**
- ❖ Church Government Form needs to be updated! Molly Olshefsky has agreed to update and maintain this form. Thanks Molly!
- ❖ Request from Rona to approve the use of Irwin Hall on Saturday, May 13, 2006 for a reading site for the Session Records Committee. **A motion was made by R. Shirdan and seconded by D. Lewis approving this request.**

A motion was made by D. Lewis and seconded by J. Klingler requesting that the meeting be adjourned as all business has been completed. The meeting was adjourned, with prayer, by the Moderator at 9:30PM.

Annual Meeting of the Congregation – Sunday, January 29, 2006 - after worship
Next Meeting of Committees – Monday, February 6, 2006 at 7:30PM
Next Meeting of the Session – Monday, February 13, 2006 at 7:15 PM