

**WEBSTER PRESBYTERIAN CHURCH
ADMINISTRATION TEAM
SESSION REPORT
OCTOBER 2007**

ACS System

Some work has been done cleaning church records. We are at the point where we want to have all members verify their information to get us to the next level of data integrity. We need to do this in preparation for the upcoming 2008 version of the church pictorial directory (pending session approval).

Telephone System

A telephone has (finally) been installed in the Sunday School Superintendent's office. Thanks to Shannon King for "bird-dogging" this complicated and drawn out process. The phone installed is part of the office system which means, for example, calls may be forwarded from and to extensions in other church offices. For budget purposes, if additional telephone extensions are installed on the campus, the total cost should be expected to approach \$600 for a single installation.

Corner Property

We are awaiting a report from Johnny Jones regarding the sale and removal of the structure on the corner lot.

Office Safe

A new office safe has been purchased. This new safe has a feature whereby anyone can put cash and checks into the safe through a "slot" without the opening the safe using the lock combination. In the past, money has been tucked into drawers in unsecured locations if there was no one on-site who knew the safe combination. This purchase should alleviate future security problem. The safe is located in the cabinet beneath the guest computer in the office.

Respectfully Submitted,

Gene Fisseler
Reese Terry
Dennis Waehner

**WEBSTER PRESBYTERIAN CHURCH
COMMUNICATIONS TEAM
MEETING MINUTES
OCTOBER 2007**

The Communication Committee met on Wednesday, October 17 at 6 p.m.

Attendees: India Allen, Nathan Grunden, Tina Looney, Dennis Waehner and Jim Young.

- Newsletter
 - We will go to press without articles from Mark or Children's Ministry.
- External Publications (Newspapers and such)
 - The article for November newspapers will be on our Advent schedule of opportunities.
 - We will explore the possibility of having a reporter from the Citizen and possibly other local newspapers at a planned "Welcome Back" celebration for Clay.
- Brochures
 - Visitor's brochure is ready to print. Should be in the narthex before the Advent season starts.
 - The "Windows" brochure has been located and is undergoing small tweaks.
- Website
 - The reviews on the new website have been positive on the whole.
 - Some discussion on minimizing the number of clicks to get to certain content such as the Youth "Fridge Notes". Possibly add links directly to that content from the "What's New" page.
- Church Photo Directory
 - **MOTION FOR SESSION APPROVAL: To allow the Communications Team to organize and publish a new photo directory.**
 - Details of motion
 - Tina Looney is willing to donate her services for a new photo directory. Tina produced the last one, four years ago, and it was enthusiastically accepted.
 - Last time, there was a substantial delay between when the photos were taken and when the directories were delivered. These problems were related to ACS problems. This time we will not encounter those problems. The directories will be delivered no later than 90 days after the last photo is taken.
 - **Tina will donate ALL proceeds** from this to WPC with the request that the proceeds go into a designated fund for marketing/communication.
 - The team would hold five photo sessions throughout November/December plus 2 dates in January.

- Members would be offered an optional package similar to what was offered last time. The folks that take advantage of that option cover the cost of producing the directory. Last time, more than 100 families purchased such a package.
- For families not purchasing an optional package, they would be charged \$10 for a directory.
- Session Reorganization
 - The team is concerned that if the new Outreach committee takes over external communications (such as marketing), then the existing communications team is responsible for only the newsletter.
 - The team recommends that the Session consider combining all communications (internal and external) in one team, under the new Outreach committee.
- Front Yard Sign
 - Dennis is building a “Sign Task Force” to study the purchase of a new sign.
 - This communications team recommends that the “Sign Task Force” consider a compromise between a monument type of brick/concrete sign and an electronic sign. For example, a brick sign with an electronic component embedded within.
- Dennis closed the meeting with Prayer at 7:15 PM.

Respectfully Submitted,

Dennis Waehner
October 17, 2007

**WEBSTER PRESBYTERIAN CHURCH
PERSONNEL COMMITTEE
SESSION REPORT
OCTOBER 2007**

The Personnel Committee met on Wednesday, October 17 at 7 p.m.

Attendees: Robert Cravens, Janis Edwards, Gene Fisseler, Kim Kinzler, Carlos Noriega, Reese Terry and Dennis Waehner.

Guests: The Music Minister Search Team-Jeanette Chase, Debbie Kidwell, and James Kidwell

- Gene Fisseler opened the meeting with prayer.
- The committee received a report from the Music Minister Search Team.
- The Search Team presented its proposal to fill the open, full-time position. Before Head of Staff Mark Cooper left for vacation, he expressed to the Search Team and the Chair of Personnel his ardent support for the proposal.
- After vetting matters regarding salary, exempt vs. non-exempt status, vacation, other benefits, etc., the Personnel Committee agreed that it will join with the Search Team in recommending the filling of the open position as proposed by the Search Team. While this is a Head of Staff hire, in his extended absence and in consideration of need to get Advent music planning underway, this matter will be placed on the October Session meeting agenda for immediate action.
- The Committee will run the necessary background checks, prepare an offer letter, and review/amend the job description as may be needed.
- The committee reviewed the assignments for staff performance evaluations. Performance evaluations will begin in the coming month.
- Carlos Noriega closed the meeting with prayer at 9 p.m.

Respectfully Submitted,

Gene Fisseler
October 17, 2007