

November 28, 2006  
The Meeting Room

The Webster Presbyterian Church Session held its stated meeting on Tuesday November 28, 2006 in the Meeting room. The meeting was opened with prayer by the Moderator, Reverend Mark Cooper at 7:00 PM.

A quorum consisting of the following was present: Moderator Reverend Mark L. Cooper, Associate Pastor Reverend Helen P. DeLeon; Ruling Elders: Carl Allen, Susan Anderson, Carol Bachtel, Karla Bradley, Jennifer Carr, Kathy Dixon, Watson Dupont, Johnny Jones, Diane Kane, Phyllis Koenig, Ross Looney, Al Manson, Stacey Menard, Chuck Moede, Carlos Noriega, Judy Ota, Roy Phillips, Marjorie Seiter, Reese Terry, and Clerk of Session James E. Paden. Treasurer Priscilla (Pat) Koester was also present  
Elder Evan Lapka was absent

The minutes of the stated meeting held on October 24, 2006 were approved.

**CORRESPONDENCE:**

Several pieces of correspondence were received from presbytery and relayed to the Session; including an invitation to attend an Open House at Presbytery on December 7, a letter informing the church of the misdirected Presbytery funds and a letter from the *Mission Initiative: Joining Hearts and Hands* fund thanking WPC for their contribution designated to support Vickie Smith in Jamaica.

**Clerk's Report**

	Members	Families
Statistical information as of October 24, 2006	700	398
Gains:		
Transfer of Letter	+ 1	+ 1
Reaffirmation of Faith	+ 1	+ 0
Profession of Faith & Baptism	+ 0	+ 0
Losses:		
Transfer of Letter	- 0	- 0
Removal from Roll	- 0	- 0
Death	- 0	- 0
Membership as of November 28, 2006	702	399
Baptized persons who have not made Professions of Faith:	143	
Total children, youth and adults:	845	

**Communion** was celebrated at both worship services on November 5, 2006

**Baptisms:**

Vincent Patrick Cianchetti, born September 2, 2003, son of Rachel Kaye Boeckenhauer and Paul Anthony Cianchetti, II was baptized on November 26, 2006 by Rev. Mark L. Cooper.  
Maria Estella Cianchetti, born March 19, 2006, daughter of Rachel Kaye Boeckenhauer and Paul Anthony Cianchetti, II was baptized on November 26, 2006 by Rev. Helen P. DeLeon.

The Session suspended its order of business to meet with Norlyn L. (Bud) and Jeanne M. Allison and T. Stewart (Stew) and Shirley W. Coffman to be received as new members. The Session members introduced themselves and the Coffman's and Allison's relayed some of their background. Following this

exchange the Session voted to receive Norlyn L. (Bud) and Jeanne M. Allison and Shirley Coffman into the full fellowship of Webster Presbyterian Church by transfer of their letters from St. Luke Presbyterian Church, Houston, TX. T, Stewart Coffman is a retired Presbyterian Minister and was received as an Associate member. The right hand of fellowship was extended to each of these new members.

Having accomplished this business the session returned to its agenda.

### **Treasurers Report**

Treasurer Pat Koester presented the financial status of the church year to date through October 2006. WPC is currently \$64,277 in deficit. The report was received by Session.

### **Financial Report**

Mr. Phillips led a discussion on ways to make up the projected year end deficit of \$67,702. He projected that the total revenue for 2007 could be \$748,132 and that 1/3 of the deficit could be reduced during the year leaving a projected spending budget of \$725,565. Currently there is a \$64,458 difference between this projected available revenue and the Session committee's *wish list budget*.

Mr. Noriega suggested a plea to the congregation to dig deeper into their pockets to help alleviate some, or all, of the deficit before the end of the year. To that end, after much discussion, it was decided that Mr. Noriega would make this plea at both Worship services on December 3, 2006, explaining how the deficit occurred and what could be done to erase it.

Mr. Noriega requested that the ordained staff excuse themselves from the meeting so that the Session members could discuss a recommendation for the staff Call revisions. The clerk assumed the Moderation. A recommendation for a change of Call for the Senior Pastor was made and after discussion, the Session voted to recommend this Change of Call to the Congregation at their annual meeting in January. A recommendation for a change of Call for the Associate Pastor was made and after discussion an amendment to the recommendation was made. The Session voted to pass the amended recommendation and to recommend this Change of Call to the Congregation at their annual meeting in January. The Ordained staff was invited back to the meeting and the Order of business resumed.

### **New Business**

1. The personnel Team recommended that the Session employ George Gray as the Interim Director of Music on a month to month basis for a period of six months at the same salary and conditions as that of the former Director of Music. The Session voted to employ George Gray under these terms.
2. The Session voted to call a Congregational meeting on Sunday December 17 following the 11:00 AM worship service for the purposes of:
  - Electing Church officers for the 2007 year, and
  - Electing an Associate Pastor nominating committee.
3. The Session voted to call a meeting on January 9, 2007 at 7:00 PM for the purpose of discussing the 2007 budget.
4. The Session Voted to call a Congregational meeting on January 14, 2007 for the purpose of receiving the annual report, acting on the recommendation of Session concerning Changes of Call for the Ordained Staff and taking such other action that may be properly brought before it.
5. The Session voted to provide an emblem similar to the Church Logo to Clay Anderson for his journey to the International Space Station.

The children's Ministry Committee made the following motion:

Request that CMT be allowed to liquidate furniture and materials that are no longer appropriate for CMT needs. Funds raised will be used to purchase furniture and materials that are appropriate.

The Session voted to approve this request.

The Worship Committee requested Session to approve the following Wedding fees of \$500 for members and \$1,250 for non-members. The deposit and reception fees remain the same.

- Wedding costs were addressed at the suggestion of the Church Treasurer. It was determined that the WPC wedding fee charged by WPC to members was \$270 less than church expenses (\$450 versus \$720). It was also determined that the WPC wedding fee for non-members was approximately \$250 below the average of other similar size churches in the Clear Lake area.
- It was further discussed that these fees should be distributed as follows:

Wedding Fee Distribution	Reception Fee Distribution
<p><b>For a member:</b>            \$500 refundable deposit (refundable after Inspection of the facility for damage)            \$150 is paid to the Organist            \$70 is paid to the Sexton (assumes two cleanings are necessary)            \$200 is paid to the Wedding Coordinator            \$50 is paid to the Sound Technician            \$30 is for use of the Sanctuary and utilities            Honorarium for Pastor is not included in Fee</p> <p><b>For a non-member:</b>            \$500 refundable deposit (refundable after Inspection of the facility for damage)            \$225 is paid to the Organist            \$100 is paid to the Sexton            \$250 is paid to the Wedding Coordinator            \$300 is paid to the Pastor            \$75 is paid to the Sound Technician            \$300 is for the use of the Sanctuary and utilities</p>	<p><b>For a member:</b>            \$500 refundable deposit (refundable after inspection of the facility for damage)            \$150 is paid to the Sexton</p> <p><b>For a non-member:</b>            \$500 refundable deposit (refundable after inspection of the facility for damage)            \$75 is paid to the Sexton            \$275 is for use of the Fellowship Hall            \$450 will go into the Kitchen Fund for the Fellowship Hall</p>

The Session voted to institute these fees immediately with the exception of those wedding contracts already scheduled.

**BIG ISSUE:** One very serious issue was brought forward and needs attention by Session: Somehow between the Fellowship Luau and the Oktoberfest, one of our expensive chafers was replaced by a cheaper model without any word to Fellowship. The chafers are stored in the Decorating closet. We are working to get a closet that we have exclusive control over but the fact is someone stole from this church and that's intolerable. Let's all put the word out that the items Fellowship controls belong to the church and if anyone needs them, they have but to ask. But Fellowship is accountable for them and needs to know where they are and who's using them.

**Old Business:**

The session discussed the status of Task Force report on the Hispanic Mission. One question raised was the liability of WPC concerning allowing another entity use of the facilities. The Mission committee offered to provide for liability insurance, if necessary, to allow use of the facilities by Juaquin and Yamilet Patino to provide for the ministry *Casa de Oracion Monte Carmelo*. The Session voted to accept the recommendation of the Hispanic Worship Task Force and appointed Rev. Helen Deleon as point of

contact.

- The Mission Committee reported:
  1. ESL received a \$500 grant from Verizon.
  2. 100 children were adopted for the Gifts of Joy plan.
- Fellowship Committee reminded Session that they will host a Christmas Festival on December 10 from 3:00 to 5:00 PM.
- Stewardship Committee will begin calling on those members who have not made a pledge for 2007.

#### **STAFF REPORTS**

Mark reported that he would be taking the following vacation periods:

December 7 to 14, 2006

January 1 to 8, 2007

January 21 to 28, 2007

February 12 to 19, 2007

There being no further business the Session voted to adjourn. The meeting was closed with Prayer by the Moderator at 10:05 PM. The next stated meeting is scheduled for December 19, 2006.

James E. Paden  
Clerk of Session

Attachment: Committee Reports

# Attachment to the Session Minutes of November 28, 2006

## Committee Reports

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### **Administration Committee**

- With Glenn Foster's resignation as Director of Music, should the long term plan be to recruit a full time music director or two part-time directors; one for traditional music services and one for contemporary music services. Can one director excel in both? Will the budget support a full time position? Mark shared his plans to mail a letter to the congregation along with Glenn's resignation letter.
- A potential candidate for the Youth Minister position has been recommended by a contact in Presbytery and has been interviewed by the some members of the Youth Ministry Team. She graduates with a Masters in January, has worked in the Houston area, and likes WPC. If others agree with Mark that she is an outstanding opportunity for WPC, how do we formally organize a search team and proceed with the evaluation and potential offer? Can the budget support this position? Could she be the music director for the contemporary service?
- Other organizational opportunities were discusses, along with the opportunity to purchase a machine to fold the new bulletins. The Committee authorized the purchase of the folding machine, as members appear to like the new format and the cost in time and effort to manually fold the bulletins is probably unsustainable in the long-run.
- Paul Harano left the meeting for choir practice without further discussion on the planning process.
- Pat Brackett and Joyce Sens presented the Communication and Website Team updates.
- Press information for the Christmas activities have been sent to the Chronicle, Citizen, and other local weeklies.
- The November newsletter had been mailed. The next newsletter will be January. Other requests were we should try to stay within size limits for the articles. Jim Young requested that we limit the use of acronyms and/or identify their definition somewhere.
- Each Committee is requested to review the parts of time and talent sheet for their activities and revise and update as needed. Attention should be given to making the form such that information can be easily entered into a database.
- The Website Team is making good progress with the revisions with a goal co completion in January.
- Plans are to submit the letterhead with logo to the next Session.
- Content of the Sunday Bulletin for announcements needs to be brief and well organized.
- The Committee recommended at consideration be made to compile Mark's sermons on the Lord's Prayer into an attractive book.
- India Allen suggested the pew card information be printed on thicker stock paper to make it more attractive in the pews and eliminate the floppy look of the regular paper in the pew holders.

### **Buildings & Grounds Committee**

Following is a summary of B&G activity since the last Session Meeting:

- Installation of a double-sink, garbage disposer, utility sink, hot water heater, and ice maker was completed in the Fellowship Hall prior to the OctoberFest event – Ross Looney
- The upright freezer temporarily set up in the Gallery (a classroom) has been moved to the Fellowship Hall food preparation area – Gene Fisseler
- The overgrown grass and underbrush in alley behind the large parking lot has been mowed and cleaned up – Johnny Jones

- The last remaining stump has been removed from the back of the large parking lot – Jimmy Spivey/Geoff Rorer
- The lights in the church sign on NASA Parkway have been replaced – Dave Cook
- Burned out lights throughout the campus continue to be replaced regularly – Tom Camp/Ed Tobia/Dave Bolon
- The Meditation Garden and surrounding beds have been weeded and trimmed – Fisseler
- The lock on the Decoration Storage Room, first floor of the Education Wing, has been re-keyed to use the same key as the Church Office - Looney
- A lock has been installed on the new Fellowship Closet in the Fellowship Hall (left of the cross) that uses the same key as the Church Office – Looney
- Plumbing repairs have been effected in the Bouton Hall kitchen (signage designed to prevent future damage to be posted)

Projects underway or planned include:

- Extensive Education Wing remodeling is planned for early 2007, perhaps beginning in late December 2006
- A new contract for electricity will be entered before the current contract expires in January

**Care Committee Meeting Minutes**

1. Deacon's Annual Report
  - a. Deacon's have had an all around groovy year.
  - b. League City has experienced the most growth in membership this year.
  - c. Stephen Ministers attended the last Deacon meeting, and Steve Slidell is scheduled to speak at the Deacon's annual Christmas party about Hospital visits and other forms of care
  - d. 1/3 of the church's members are reportedly involved on a regular basis
2. Prayer Chain's Annual Report
  - a. In the process of reorganizing for 2007
  - b. 2 coordinators have resigned and are being replaced by Jeanne Camp (3 year term) and Mary Goeckler (2 year term)
  - c. Alberta Rohlfing will continue for 1 year
  - d. In future, it is planned that the coordinator will rotate off each year, having each coordinator serve for a 3 year term
  - e. Present prayer chain team is asked to inform the office by January 7, 2007 whether they plan to continue or no through the coming year
3. Person Centered Ministry Update
  - a. This team is currently on a natural hiatus
  - b. Possible need for a "care training seminar" to better inform the congregation about this team's activities so as to encourage more involvement by church members
4. Elder's Report
  - a. New members: Joe & Penny Halloin
  - b. Total membership: 841 (including children)
  - c. Constitutes 700 members or 397 families
  - d. Stewardship and Care's budget (average pledges this year have been 15% more than last year's)

**Helen's Report**

1. Roughly 20 new members have joined this year

2. Vision for the coming year: that a Health Ministry will begin, first a small 3-5 person task force, then branching out over time.
  - a. Maybe have a health services fair to create awareness and support
  - b. The Deacon's community service team could provide help and support for the program

### **Children's Ministry**

#### Sunday School:

- Moving forward with Advent curriculum and Spiritual Gifts curriculum
- SS will be conducted on December 24

#### Newsletter:

- Linda is preparing the CMT newsletter information for submittal.

#### Possible Outreach Activities for Children that Correspond to Spiritual Gifts Curriculum:

- Sanctuary Guild
- Fold Newsletters
- Planting seasonal flowers with B&G approval
- Ushering
- Scripture readings: 3-4X/year; Katherine Gragg can help children with speaking/communication
- Mission projects: Webster Patriots (letters during part of SS class), Vicky Smith

#### Education Wing Repairs:

- Volunteers will remove/save furniture and toys that we want on Monday, November 20
- Volunteers will identify items that are no longer appropriate for CMT needs/classrooms
- B&G will start remodeling once rooms are empty

#### Long-Range Planning:

- Meeting to be conducted in January
- CMT representatives will be Richard Koester and Linda Smith-Gregory

#### CMT Strategic Plan:

- The CMT members continued to provide feedback on defining goals for the CMT using the worksheet and questions that Linda developed.

### **Fellowship and Welcoming Committee**

- Thanksgiving Wednesday Night Dinner Planning (Nov 15) - Jennifer has the planning in hand. Joan and Carole will handle decorations. Will be held in Bouton Hall and Gallery. Expect 100+ people.
- Christmas Festival Planning (Dec 10, 3-5 pm) - Activities planned include a variety of crafts for all age levels, Cookie Sampler with recipes, Christmas Caroling and Storytelling, and snacks (no dinner). Stacey and Jennifer will meet to organize crafts. Advertise in Narthex and bulletin beginning Nov 19.
- Wednesday Night Dinner - Blaine Goeckler has agreed to serve as Coordinator. Jennifer will send out email to all cooks about this change. No WND on Nov 22 and the extra fish will be fried on Nov 29. Attendance continues to be lighter than normal.
- New Concept for event - Patty Lusk brought forward an exciting idea to have a "Book Review and High Tea" event. She had recently attended one that was used to support mission work at another church. She provided details and the Fellowship Team liked it and will develop a plan for doing this at WPC. It will need Session approval at the time it is scheduled because there is a charge for it.
- BIG ISSUE: One very issue was brought forward and needs attention by Session: Somehow between the Fellowship Luau and the Oktoberfest, one of our expensive chafers was replaced by a cheaper model without any word to Fellowship. The chafers are stored in the Decorating closet. We are working to get a closet that we have exclusive control over but the fact

is someone stole from this church and that's intolerable. Let's all put the word out that the items Fellowship controls belong to the church and if anyone needs them, they have but to ask. But Fellowship is accountable for them and needs to know where they are and who's using them.

### **Finance Committee**

- Most up to date Pledge numbers are \$637,019.60. 195 members have pledged. Still have members that have not pledged that we need to call and/or visit. Could be an additional \$26,650.00.
- Johnny Jones is conducting a training session on Dec 3 after 2<sup>nd</sup> service for volunteers to call those members. Lunch will be provided before the training session.
- All committees have turned in their 2007 budget requests. **Very** preliminary discussions have begun. We do know that there are \$110K in 2006 expenses for Admin. that will not recur in 2007. At this time, the budget requests are higher than the 2007 income.
- Discussed the 2006 shortfall (-\$72,379.73) and are bringing a plan to Session to cover this. Suggested that this shortfall be paid back over a period of three years (each year there will be a line item for this). Roy Phillips will bring forward more details at the Nov 28 session meeting.
- December 17, 2006 there is a Congregational meeting to elect elders and deacons.

### **Mission Committee**

- *Missionary Report* – We are grateful to report that Vicki Smith received all the funds and pledges she needs to answer her call to the missionary field. This includes a \$5K grant from the Synod of the Sun. We received a warm thank you note from Vicki Smith thanking us for our efforts.
- *ESL* – our ESL partnership with Oasis of Hope is going well. We teach approximately 20 students each week. We ordered additional Level 2 books for Dick Brackett's class.
- *Habitat for Humanity* - Our next workday is 11/18. This house is scheduled to be turned over to the family in December.
- *Christmas Joy Offering*: The materials have been ordered. The offering will be received at the Christmas Eve service. We will have at least 1 bulletin insert during Advent, with a Minute for Mission on 12/17 and 12/24. Announcements will be put in the bulletin on 12/10, 12/17, and 12/24. Envelopes will be placed in the pews.
- *Blood Drive* – A donor coach will come to the church on 12/31/06.
- *Webster Technology Center* – Helen reported that the Webster Technology Center is the recipient of a \$10,000 grant from Verizon for to provide funds for technology to assist in the Center's mission. Our congratulations to Joyce Sens and the other Webster volunteers on this substantial award.
- *Christmas International House* - We were unable to find a volunteer to coordinate this activity for 2006. We may be able to support this in the future with enough advance notice.
- *Gifts of Joy* - Activities are well underway to support this important WPC mission. We discussed keeping a list of volunteers who could be asked to buy specific gifts if needed to “even out” gifts for siblings within the same household. We also approved the expenditure by the Gifts of Joy committee of no more than \$300 if needed to “equalize” the gifts going to the same household.
- *ICM Christmas Store* – A Minute for Mission for both the ICM Christmas Store and Gifts of Joy will be given on 12/3. This will help folks understand the nature of each of these initiatives. ICM Christmas Store gifts will be received on 12/10. The Store will open to clients on 12/12-12/13.
- *WPC Patriots* – An additional mailing including a New Testament was done. We have received notice that some servicemen have returned to the States.
- *Funds Allocation* – We approved the following disbursements:

- If required, no more than \$300 to “equalize” the gifts going to the same household under the “Gifts of Joy” mission
- \$1500 for Community Assistance
- \$1000 to Presbytery as a sign of support and faith in light of recent financial issues
- *Meal Delivery* – Pat agreed to coordinate and prepare 5 meals for shut-ins to be delivered on 12/9/06. Edna will assist with delivery.
- *Newsletter* - Newsletter articles are due by 11/15 (Wednesday).
  - ICM Christmas Store – Kimberly
  - Gifts of Joy – Judy Ota
  - Webster Technology Center Grant - Helen
  - Blood Drive – Jim and Phyllis
  - Habitat – Carl
- *Communication with the Congregation* – We discussed ideas for better communicating our activities to the congregation.
  - Having a monthly mission focus... each month would focus on a specific mission with minutes for mission, Narthex display etc.
  - Asking for 5 minutes at the start of each Deacon meeting to focus on a specific mission.
  - Taking a specific Sunday each month to receive a loose plate offering for mission to keep the focus on mission.

## **Worship Committee**

### Chuck Moede:

- Chuck reported that the new lights have been received. The wiring needs to be ordered and the light housings need to be painted to match the ceiling. Weaver Electric will return and reevaluate the task and then schedule the installation.

### Glenn Foster:

- Glenn announced to the committee that he is resigning and that December 3 will be his last day. The committee members all told him they were sorry he was leaving and thanked him for the tremendous job he has done at WPC.

### Sylvia Scales:

- Sylvia reported that the flower calendar was full and that she would continue to see if there was a way the calendar could be posted on the church web site.

### Susan Anderson:

- Susan reported that the Sanctuary Guild was scheduled to meet on November 18.
- Susan also summarized the decorating plans of the church for Advent. She plans to be in the Narthex Sunday morning enlisting decorators.

### Al Manson:

- Al reported the offer by Pet Tindall to order new candelabras for the church. Many of the committee members agreed that the present candelabras were in bad shape and expressed a wish to look at Pet’s catalogue.

### Mark Cooper

- Mark reported that Glenn’s departure causes us to consider either a full-time Director of Music or two part-time directors. Mark also mentioned that discussions were held with a potential interim Director of Music and the outlook is positive.

## OLD BUSINESS

### Advent

- Poinsettias have been ordered. They will be picked-up and placed in the Sanctuary and Narthex on

Friday, December 15. Al Manson mentioned a need for help delivering the poinsettias to the church.  
Wedding Policy

- Wedding costs were addressed at the suggestion of the Church Treasurer. It was determined that the WPC wedding fee charged by WPC to members was \$270 less than church expenses (\$450 versus \$720). It was also determined that the WPC wedding fee for non-members was approximately \$250 below the average of other similar size churches in the Clear Lake area. It was moved, seconded and the committee voted to ask Session to approve wedding fees of \$500 for members and \$1,250 for non-members. The deposit and reception fees remain the same. Fees are proposed to be distributed as follows:

Wedding Fee Distribution	Reception Fee Distribution
<p>For a member:            \$500 refundable deposit (refundable after inspection of the facility for damage)            \$150 is paid to the Organist            \$70 is paid to the Sexton (assumes two cleanings are necessary)            \$200 is paid to the Wedding Coordinator            \$50 is paid to the Sound Technician            \$30 is for use of the Sanctuary and utilities            Honorarium for Pastor is not included in Fee</p> <p>For a non-member:            \$500 refundable deposit (refundable after inspection of the facility for damage)            \$225 is paid to the Organist            \$100 is paid to the Sexton            \$250 is paid to the Wedding Coordinator            \$300 is paid to the Pastor            \$75 is paid to the Sound Engineer            \$300 is for the use of the Sanctuary</p>	<p>For a member:            \$500 refundable deposit (refundable after inspection of the facility for damage)            \$75 is paid to the Sexton</p> <p>For a non-member:            \$500 refundable deposit (refundable after inspection of the facility for damage)            \$75 is paid to the Sexton            \$275 is for use of the Fellowship Hall            \$450 will go into the Kitchen Fund for the Fellowship Hall</p>

- The committee also discussed non-member weddings and whether they should be discontinued. The committee decided that weddings should continue to be offered to non-members; however, the Pastors should meet with the couple before a wedding was scheduled. Suggested changes to the Wedding Policy will be discussed at the December meeting and, if agreed upon, taken to the Session for approval.

NEW BUSINESS

- Helen suggested the committee considers taking the chancel flowers to members who are in the hospital or homebound, when donating members do not want them. The committee agreed with this and will discuss implementation at the next meeting.
- Communion was celebrated on November 5 and is scheduled next on December 3.