

September 26, 2006
The Meeting Room

The Webster Presbyterian Church Session held its stated meeting on Tuesday September 26, 2006 in the Meeting Room. The meeting was opened with prayer by the Moderator, Reverend Mark Cooper at 7:06 PM.

A quorum consisting of the following was present: Moderator Reverend Mark L. Cooper, Associate Pastor Reverend Helen P. DeLeon; Ruling Elders: Carl Allen, Carol Bachtel, Karla Bradley, Jennifer Carr, Kathy Dixon, Watson Dupont, Johnny Jones, Diane Kane, Ross Looney, Al Manson, Chuck Moede, Carlos Noriega, Judy Ota, Roy Phillips, Marjorie Seiter, and Clerk of Session James E. Paden.

Treasurer Priscilla (Pat) Koester; and Deacons Susan Sterns, Tony LeCara, Laura Grady, Alberta Rohlfing and Coco Motley were also present

Elders Susan Anderson, Phyllis Koenig, Evan Lapka, Stacey Menard and Reese Terry were excused.

This was the annual meeting with the Deacons. Tony LeCara, Moderator of the Board of Deacons expressed his appreciation at being invited to participate in the meeting. He told the Session that the Deacons felt that they were the first line in direct contact with the congregation. The Deacons are going through training and preparing notebooks containing instructions, duties and “how to” accomplish the duties. He affirmed their accountability to the Session and the Board plans to issue quarterly reports. The Moderator thanked the Deacons for their report and asked if any of the others attending had comments or questions. There being none the members were invited to remain or if they chose, to leave. All of the members present thanked the Session for inviting them and left the meeting.

The corrected minutes of the stated meeting held on July 23, 2006 were approved.
The corrected minutes of the stated meeting held on August 27, 2006 were approved
The minutes of the congregational meeting held on August 6, 2006 were approved.
The minutes of the congregational meeting held on September 10, 2006 were approved

CORRESPONDENCE - Several pieces of correspondence were received and communicated to the Session including a letter from Presbytery concerning Minimums for the Calls to Clergy for 2007. A letter of resignation from the Board of Deacons was received from Lesley DiBello. The Session received the letter.

Clerk's Report

	Members	Families
Statistical information as of August 27, 2006	704	400
Gains:		
Transfer of Letter	+ 0	+ 0
Profession of Faith	+ 0	+ 0
Profession of Faith & Baptism	+ 0	+ 0
Losses:		
Removal from Roll	- 0	- 0
Death	- <u>1</u>	- <u>1</u>
Membership as of September 26, 2006	703	399
Baptized persons who have not made Professions of Faith:	140	
Total children, youth and adults:	845	

Deaths:

Mrs. Florence H. Gorman died September 15, 2006. A Memorial Service was conducted by Mark L. Cooper on September 19, 2006

Requests for Transfer:

Allison and Darren Leuing to CL Presbyterian Church, Houston, TX. The Session approved the request.

Removal from Roll:

Kay and Tom Higgins have requested that they be removed from the WPC roll while they search for a more contemporary service. The Session approved their removal.

Communion was celebrated at both worship services on September 3, 2006.

New members:

The Session suspended its business to receive new members. Paul Cinchetti and his wife Rachel Boeckenhauer met with Session seeking membership. The members of Session welcomed them and introduced themselves. Following informal conversation with the couple they were asked the following questions:

Who is your Lord and Savior? (Jesus is my Lord and Savior)

Do you trust Him? (I do)

Do you intend to be a faithful disciple, obeying God's word and showing Christ's love? (I do)

Will you be a faithful member of this congregation and will you seek the fellowship of the Church wherever you may be? (I will)

The Session having heard these affirmations of Faith, voted to receive Paul Cinchetti and Rachel Boeckenhauer into the full fellowship of Webster Presbyterian Church. This family has three minor children who will be entered into the church roll as well. The Session voted to baptize their daughter, Maria, and son, Vincent, on November 26, 2006.

Treasurer's report: Pat Koester, Treasurer, presented the year-to-date, as of August 2006, report. There were questions and answers, and the report was received.

New Business:

Actions by Session – The Session approved the following Motions:

1. The Worship Committee moved that Communion by intinction be celebrated on December 10, 2006 at a "Blue Christmas" worship service.
2. The Youth Ministry Committee moved that the position of "Minister of Children and Youth" be closed effective October 1, 2006, and to notify Presbytery of this action. This will save paying 12% of the salary associated with the position to the GA Board of Pensions.
3. The Buildings and Grounds Committee moved that it be authorized to negotiate and enter into a 12 to 24 month contract with an electricity supplier during the fourth quarter of 2006, the contract to become effective when the current contract with Reliant Energy ends in January 2007.
4. The Mission Committee moved that a "Silent Auction" be held in conjunction with the Choir concert on October 19, 2006 to raise funds for Vicky Smith. Vicky has been called to be a Presbyterian missionary and will teach in Jamaica.

Finance Committee

The Finance Committee requested that all Session Committees turn in their budget requests for 2007 as soon as possible. Given the results of the year-to-date Treasurer's report the Committees were urged to be

realistic with their requests. The Committee delivered 2007 Pledge cards to each Session member in advance of the general distribution to the Congregation. Pledge cards will be mailed to each Deacon soon. The hope is that all pledges by the Leadership of the Church will be in before the annual pledge drive starts.

STAFF REPORTS

Mark Cooper announced that he and Jill will hold an “Open House” on December 17, 2006, at their home.

There being no further business the Session voted to adjourn. The meeting was closed with Prayer by the Moderator at 8:57 PM. The next Stated meeting is scheduled for October 24, 2006 at 7:00 PM in the Meeting Room.

James E. Paden
Clerk of Session

Attachment (September committee reports)

SEPTEMBER COMMITTEE REPORTS

Administration Committee

The meeting opened at 7 PM with a presentation of web site page options by Joyce Sens. Input from the Session is requested. They are found under Other/New Look Prototypes in the Member section of the WPC WEB site. The WEB team is strongly divided between a welcoming page with strong visual appeal and minimal content and the present style of web page with a lot of information.

Joyce proceeded with an update on the progress to upgrade the web site to make it more inviting to prospective members and useful to existing members. Freeman Gregory had given the team a number of good suggestions on web site design. For example, Freeman had suggested a web page for visitors that would have all the essential information needed by a visitor, including maps and church calendar of events. Another goal is have the web site designed so that a representative from each Session Committee would be responsible for content updates. Joyce praised all of the members of the web team for their efforts.

Joyce reported on some confusion that was inadvertently created with the process of updating the website member list and some members were deleted. Although the error was quickly corrected, it points to the need to have an accurate list of members and “active non-members” for the web site and ACS database.

The Committee also discussed the issue of email communications and the need for members to use proper email etiquette.

Reese Terry reported on the Communication Team in Pat Brackett’s absence. The Session is asked to help recruit a new leader for the Communication Team when Pat retires in January to become President Pro Tem of the Bay Area Symphony League. The new WPC logo design details are being finalized and it is being incorporated into new stationary and other materials. Mark has volunteered to work on a new tri-fold Sunday bulletin design. Some existing material will likely need to be eliminated in a tri-fold design, such as names of Deacons and Session members.

Special WPC Marketing Team – The special marketing team still being organized and has not made progress.

In response to the B&G Committee that the Administration Committee investigate the insurance cost change if the alarm monitoring system were disabled, it was determined that the policy does require a monitored alarms system. The B&G Committee is requested to look into ways to minimize the cost and confusion of false alarms.

Administration: Carlos Noriega reported that Carla Yager has been providing valuable support as Computer System Administrator. Linda Smith-Gregory has been providing much needed help as database coordinator and is helping to expand our use of the ACS capabilities. The Committees and Teams are asked to look at the existing Time and Talent worksheets and provide comments that can be incorporated to improve the usefulness of the ACS database.

Carlos also noted that expenses for insurance will likely rise this year and that the cost of flood insurance is being investigated. The church does not presently carry flood insurance.

Carlos proposed forming a team with Jim Paden, a membership committee representative, and others to review the Clerk's records and ACS database in an effort to establish an accurate record of membership rolls and database of members.

Personnel: Carlos reported the personnel evaluation process nearing completion. A number of other personnel related items were discussed.

Adult Education Ministry Committee

1. Team Reports
 - a. Adult Education –
 - i. Tony presented Material on “Adult Education” How to build church leaders. From the web site www.BuildingChurchLeaders.com
 - ii. Fall classes are well attended. 50+ Adults in attendance
 - b. Small Group Ministry –
 - i. Liz Loynes present a list of books previously approved by session.
 - ii. Training Session for new leaders still set for November 12th in the afternoon
 - c. Women's Ministry –
 - i. Women's Retreat – Mary Marcotte has agreed to speak at the 2006 retreat, October 13-15. Forty + participants signed up.
 - ii. Sisters in Faith – Two outings and were well attended. Last gathering will be in December at Helen's House.
2. Rally Day August 27th
 - a. Great Success – Well organized with multiple inputs from various people participating and assisting. Based on “Survivor” theme but calling it “Savior” with a skit based on “Gilligan's Island”.
 - b. Want to make an announcement Sunday August 20th.
3. New Business
 - a. New Series with Steve Spidell assisting Helen in leading the Spirituality Course in October 22.
 - b. Advent Series
 - i. Helen preordered “Thoughtful Christians” who has an Advent Class to review.
 - ii. Mary and Tony are looking into a Sunday School class named “50 questions of Christmas”
4. Old Business
 - a. “Reading the Bible in 90 days” has been a great success and initial members have completed the entire class.
 - b. Tony is the liaison on the Advent Committee – Christmas Eve will be on Sunday but classes will normal.
 - c. Christmas Festival is schedule for 12/10/06.
 - d. Mary will organize the New Year's Eve Intergenerational class. Committee recommends for December 30th 2007 will be an Intergenerational class organized by the Children's Committee.

Buildings & Grounds Committee

The attendees inspected items recently purchased to finish out the food preparation area, including the triple sink and ice maker. A list of needed items was compiled to wrap up this work. We discussed and finalized an arrangement for the installation several items:

The following summarizes other ongoing efforts:

- **Building security** – AJS, the janitorial service, is now locking all building exits every night of the week when its employees complete their other duties. Anyone in the building at the time of lock-up or entering later should lock up as they leave.

- **Technician position** – B&G met with other stakeholders to consider the viability, the pros, and the cons of hiring a technician – minutes were taken by the Administration Committee representative.
- **Carillon** – Repairs will be made. A keyboard and outdoor speaker have been supplied to the Music Director for use in putting together a total equipment plan against which the Committee can execute. The keyboard in the
- **Dumpster** – Republic Waste has been contacted to reduce the number of weekly pickups from 2 to 1, saving \$50 per month.
- **Fire alarm system** – the pros and cons, costs and benefits of continued maintenance and upkeep of the alarm system are being investigated.

Children’s Ministry Committee

Several items required an earlier meeting rather than our regularly scheduled meeting.

Child Protection:

Linda Smith-Gregory renewed the WPC credentials for Child Protection, and it will take approximately two weeks for the credentials to be processed. Both children’s and youth volunteers will need to be submitted for approval under the WPC Child Protection policy. *Watson Dupont will provide the youth information to Linda, who will submit both children and youth.*

Budget: Reviewed the CMT submittals for the 2007 budget.

Quilt: Linda received a quilt, which had quilt squares made by WPC children, from Ryan. *Linda will ask Drew Fixel or Sarah Cowan for which event the squares were made. Wendy will call Donna Magnant to confirm who made the beautiful quilt. Linda will try to get this information in time to write an article for the newsletter.*

ACS: Linda has entered the SS classes into the system. *Linda will also enter GIGL and nursery.* Linda would like to put the children’s attendance in the weekly bulletins.

GIGL: *Diane will write an article describing the program for the newsletter.*

Sunday school:

- *Linda will send reminder postcards to children who have not been attending Sunday school.*
- *Wendy will write a “We missed you” letter to pre-school families who have not been attending.*
- The theme this time of year is welcoming people into our church community.
- Children who attend Sunday school ten times will receive attendance prizes.

Children’s Programs during Women’s Retreat (Oct. 15):

- The children will have an “intergenerational” (pre-K to 5th grade) retreat.
- The program will include breakfast and a Bible Quest video.
- Breakfast: *Diane will get Alvin ISD to bake muffins and cinnamon rolls.* Juice and milk will also be served.
- All nursery staff will be asked to work to teach GIGL and provide nursery care.

Nursery: A new employee has been hired help work the nursery.

Vacation Bible School: *Diane will call Nina about selecting and getting approval for the VBS curriculum.*

Strategic Plan for CMT: Linda has prepared a worksheet to help the CMT develop a strategic plan. Linda will e-mail it to all of us. *The CMT members will provide feedback toward defining a strategic plan.*

Fellowship and Welcoming Committee Meeting

Team Reports

Fellowship Team

- Coffee Fellowship continues. The intention is to begin using “fair trade” coffee soon.

- Wednesday Night Dinners have begun. A Food Preparation Health and Safety training was held for all interested in using the kitchen. Gloves are required for all ready-to-eat food preparation. Also, a policy has been written regarding the use of the kitchen.
- The dishwasher has been repaired and glass was found in the filter. Stacey and others will monitor the filter closely.
- The next potluck dinner will be held October 29. This will be our last potluck of 2006.

Upcoming Events:

- September 30: Shrimp Boil
- October 29: Oktoberfest Potluck
- November 5: FaLaLa
- November 15: Wednesday Night Dinner Turkey Feast (Fellowship Hall)
- December 10: Christmas Festival

New Member Team

- The next Open Door Class will be held on September 20 & 27.
- The next New Member Reception will be held October 22 for all new members who have joined since the last reception, as well as any other new members who haven't been able to attend the previous two receptions.
- Our next meeting is scheduled for Wednesday, October 11, at 6:30 p.m.

Commendations

Many thanks to all who graciously helped in the success of the Fish Fry.

Newsletter

November's Newsletter will include pictures of our new members.

Finance Committee

- The committee is reviewing information concerning the Stewardship campaign.
- Saturday Breakfasts with Mark have been well attended and members seem to be enjoying themselves. One additional breakfast will be held on October 8 at 1:00 PM for those members that could not attend on a Saturday.
- We are still \$21,000 down from where we were last year in receipts.

Mission Committee

- **Mission Month** – A successful mission month is in progress. It will conclude on 10/1, World Communion Sunday. This is the day that we receive the Peacemaking Offering.
 - Each week has a unique focus
 - i. **9/10** – Local focus – Minute for mission addressed our ESL partnership with Oasis of Hope.
 - ii. **9/17** – National focus – Ann Taylor will do a minute for mission on the Crop Walk for both services.
 - iii. **9/24** – International focus - Ryan Stoltz to talk about his experience on a mission in Africa for both services. Vicki Smith will also have a booth.
 - iv. **10/1** – World Communion Sunday – we will receive the Peacemaking Offering. The WPC portion of the offering will be donated to Mercy Corp. Mercy Corp provides emergency relief services, economic development support, and civil society initiatives to areas in need across the globe including Lebanon, East Africa, and the US. Ruth Allen, Carl Allen's daughter works for Mercy Corp. Carl will do a minute for mission at each service.
- **Mission Trip to Metairie, LA** – Fourteen people representing WPC traveled in August to St. Bernard Parish, LA, to assist with houses that were destroyed by hurricane Rita. Helen described how our team helped with demolition activities for some damaged houses – shoveling debris, tearing

out walls and cabinets. Our team gave hope to 3 different families on this trip. Another trip will be planned to assist our Gulf Coast neighbors.

- **WPC Patriots**

We have received a gracious donation of 30 pocket-sized New Testaments from Walter High to be included in our next mail out. In addition to other goodies; we will also include phone cards and a disposable camera so the service men can send us back a picture of themselves for our bulletin board.

- **Habitat for Humanity**

We have scheduled 2 additional WPC workdays – 9/30 and 10/28. The September work will probably be outside activities and the October work will probably be inside activities. We will need food for about 15 workers on each work day.

- **Blood Drive** – The blood drive was held on 9/10/06. Out of 22 donors, 18 successfully donated the gift of life.

- **Presbyterian Central American Trip 2007** – Session enthusiastically endorsed Helen as the leader of the annual Presbytery mission trip to Central America. Additional details such as the date and cost are still being finalized.

- **Request from Hispanic Church** - We have received a request from a non-denominational Hispanic church through Tim Phillips at Presbytery, to hold church services at our facility. A space is needed 1 evening a week for a worship service. A multi-ministry task force has been formed with Session endorsement to investigate this request. Kim Harano will represent the Mission Committee.

- **Newsletter, Bulletin, Minute for Mission**

Newsletter articles are due by 9/13 (Wednesday)

- Blood Drive – Jim and Phyllis
- Louisiana Trip – Helen
- Habitat – Carl
- Crop Walk educational piece – Ann
- Request for leaders for Adopt-a-Family and Christmas International House - Helen

Bulletin notices

- VITAS Organization request for hospice visitors, respite care – Helen

- **Christmas Adopt-A-Family** – We will run a piece in the newsletter requesting a volunteer to coordinate this outstanding and much loved program.

- **Christmas International House** – This is a Presbytery-wide program that provides housing and activities for international students who cannot get home for the holidays. In recent years, WPC has participated by offering a luncheon for students on the day they come out to tour NASA. This year, we are being asked to return to our previous tradition of actually providing homes for students, and the families to open their homes are being asked to provide more of the activities and transportation than in the past. We will run a piece in the newsletter requesting a volunteer to coordinate this program for us.

- **Third Quarter Funds Allocation** – Our third quarter allocation (~\$10K) is due to be distributed. We agreed to send our next installation to Presbytery (\$4000) and allocate \$1000 for Community Assistance. Additional funds distribution will be delayed pending church budget results. We will discuss funds allocation at our next meeting.

- **WPC Missionary – Vicki Smith**

Vicki's fund raising is picking up steam. She will need to raise \$48,000 to fund her activities for 2 years. (Vicki actually needs to raise half of this plus 10% - \$26,400 - by November of 2006). The money will be used to support Vicki and pay for medical insurance and pension. The session authorized the Mission Committee to coordinate Vicki's fund raising activities. On Thursday, October 19th @ 7:00 pm, the Faith Choir & Instrumentalists of WPC will present a concert to celebrate & support Vicki's call to the mission field. A love offering will be received. We also

discussed the Mission Committee writing a letter to the larger churches in our Presbytery requesting that they consider making a donation to Vicki if they haven't done so already.

2006 Devotion Assignments

- October 8 – Phyllis Koenig
- November 12 – Arland Actkinson
- December 10 – Ann Taylor

WORSHIP COMMITTEE

REPORTS OF TEAMS

Chuck Moede:

- The Youth have held three worship services to date with approximately 35 in attendance. As a result of Ryan's departure the Youth Ministry Team, along with Glenn Foster, will plan the Youth worship services. Chuck will discuss this plan with Mark to see what degree of oversight he would like to provide.
- On August 27 the Youth worked on pew cards as a service project for the church.
- Chuck also reported a high pitch sound during worship. The Audio-Visual Team will troubleshoot this noise and try to find the source.

Glenn Foster:

- Twelve members of the WPC Faith Choir participated in the "Meet the Composer" concert at the Clear Lake Methodist Church on September 8 – 10.
- The choir is preparing for a benefit concert to support our new missionary, Vicki Smith. The choir concert is scheduled for 7:00 P.M. on Thursday, October 19. An offering will be taken with the proceeds going to support Vicki's financial requirements.

Jackie Allen:

- Proposed that we address new ideas for worship services. It was decided that we would ask Mark to schedule a special task force meeting to discuss this item.

Jackie Hart:

- Addressed the subject of collecting pew pads after the 8:30 service.

Joyce Sens:

- Reported that three individuals were working on more permanents.

Susan Anderson:

- Proposed, and the committee agreed, that the Sanctuary Guild would meet on November 18.

Al Manson:

- Reported that Pet Tindall has ordered new mechanical candles and they should be here next week.

NEW BUSINESS

Advent:

- Decorations: It was decided that we ask the Youth to decorate the sanctuary and facilitate finding additional groups to decorate the other areas of the church this year.

Communion Schedule:

- The Advent Planning Team proposed a Blue Christmas Service on December 10. Since this date is not on our current schedule the Session will be asked to approve that communion be celebrated, by Intinction, on this date.

COMMUNION

- Communion was celebrated on September 3 and is scheduled next on October 1.

Youth Committee

The minutes of the Jr. High Youth Planning Team (JHYPT) and the Sr. High Youth Planning Team (SHYPT) were reviewed for questions and coordination.

- Veteran's Day Parade on 11/11 – A combined event for both youth groups. Jr. High Team is planning to go to lunch after the parade - agreement on making part of event for both groups. Watson

will be point of contact for Jr. High on event, and James will check with Nancy Spivey on Sr. High POC.

- AD Players “Rock Nativity” on 12/2 – A proposed combined event. Cost of tickets for youth would be \$20; committee agreed to use YMC budget to offset cost by \$10/ticket. Adult price is \$34 each and sponsors/others will be asked to pay full price with option to provide help.
- Crop Walk on 10/1 – Ann Taylor is checking on commissioning the walkers in worship. Need to ensure we have youth assigned to support Crop Walk table in the Narthex on 10/1.

The committee discussed plans and recommendations with regard to Ryan are pending departure. Watson and Chuck will assume staff liaison responsibilities in the interim. Watson and Chuck also proposed that the committee begin planning and working toward defining a Youth Director Staff position to take forward to Mark, Personnel, and Session. Nina and James were asked to obtain inputs from their teams on what such a Youth Director position’s responsibilities and expectations would be. The committee agreed that we will consider these inputs at the October meeting with the intent of drafting a description for the position that can be submitted for consideration. Cost of the position was also identified for estimation. The committee agreed that the 2007 budget should include some level of funding for a Youth Director, and there was general agreement to use 6 months of funding as the target – acknowledges some amount of time will be involved in locating the person called to this ministry.

The YMC will have responsibility for planning and presentation of the monthly Youth Worship Services. Chuck reported this has been coordinated with Worship & Music, and with Mark. James suggested that we might “invite” the Young Adults to attend, and possibly participate, in the services, noting this might encourage interaction between the groups. There was discussion about encouraging ideas and participation for worship from the youth, noting the impact that Elissa Loynes’ media presentation had made. Inputs should be submitted to Chuck as the point of contact.

Action: Chuck will contact Mary Lawrence, Adult Sunday School Team Chair, with this idea.

Chuck presented a status on the request for the youth to facilitate the Advent Decorating, and to have responsibility for putting up the decorations in the Sanctuary. The committee, and teams, had agreed to this request. Watson noted that a donation to the Youth Trip funds has been offered for the youth’s service. The committee declined to accept a request for additional responsibility in this effort. Chuck will respond with the committee’s decision.

James reported that the PYCC had met the previous Saturday and that it was the first detail oriented meeting for the group, with concentration on theme development and building the plans for Conclaves. Regarding the upcoming Presbytery Youth Rallies, the Sr. High efforts are focused on the planned concert with the representatives showing up and helping. Jr. High is working small team development. James had spoken with Mary Marcotte about information on the rallies, and she said that flyers had been sent out (we did not receive any). He also discussed the fact that there had been no “bump” e-mail to the PYCC reps reminding them about the PYCC meeting (that went out after James’ question). There was strong agreement that Presbytery distribution of information (particularly on the website) about youth could benefit from some additional efforts, and there was agreement that inputs to Presbytery on potential improvements (and the issues they address) could be useful.

Action: Chuck will send reminder e-mail about Sr. High Rally to WPC youth.

Chuck presented some questions, and examples, about language usage at youth events, our thoughts, and response. James added that actions are also a part of this consideration. There was a good discussion on this topic, and it will be taken to the teams for their consideration.

Action: James will address with the appropriate people one instance that was discussed.

The committee discussed people who might be involved in the Youth Ministry programs, and how they might be invited into some activities to provide them, and the leaders, opportunities to experience the program.

Action: James will talk with Nancy about inviting a potential candidate that was discussed.

Chuck reported on the WPC website update efforts and that soon the YMC will be responsible for the layout and content of the Youth Ministry page (and its associated pages). The committee agreed we want to ask the youth who might have the talents and interest in working on this. Chuck noted that other committees might be interested in having youth support their web page development also.

Action: Chuck will send a note to all youth asking for those who are interested to contact him.