



MINUTES OF A STATED MEETING OF THE SESSION

DATE: TUESDAY, MARCH 27, 2018

LOCATION OF MEETING: DISCUSSION CLASS ROOM

Class of 2018		Class of 2019		Class of 2020	
<input checked="" type="checkbox"/>	Ed Campbell	<input checked="" type="checkbox"/>	D.R. Beeson	<input type="checkbox"/>	Mike McCalmont
<input type="checkbox"/>	John Grindstaff	<input checked="" type="checkbox"/>	Jerry Cole	<input checked="" type="checkbox"/>	Charles Parker
<input checked="" type="checkbox"/>	Charles Herndon	<input checked="" type="checkbox"/>	Emily Jordan	<input checked="" type="checkbox"/>	Charles Spears
<input checked="" type="checkbox"/>	Jane O'Connor				

Present: X

Absent, excused: Grindstaff, McCalmont

Absent: None

Minister present: The Reverend Dr. Bradley Palmer

Others present: Ms. B. Cummings; Ms. J. Urse, Moderator of the Diaconate

The meeting was called to order at 7:05 P.M. by moderator Bradley Palmer.

The clerk declared a quorum present.

Opening Prayer and Devotional:

The moderator opened the meeting with prayer. Dr. Palmer read from the Scriptures, John 20, wherein the writer describes the morning following the crucifixion when the tomb of Jesus is found empty... ¹ *Early on the first day of the week, while it was still dark, Mary Magdalene went to the tomb and saw that the stone had been removed from the entrance....* ⁸ *Finally the other disciple, who had reached the tomb first, also went inside. He saw and believed.* Dr. Palmer queried members of session, 'Do you believe God will guide you in the journey that lies ahead?'

Pastoral Care:

The clerk encouraged those present to be in prayer for the concerns of the Wondergem family, Dottie Landis, Steve Linder, Ellis Linder, Brenda Brewer, Dorman and Betty Stout, Phyllis Manuel. A prayer of celebration was urged for Mrs. Agnes Yates who will observe her 100th birthday on Wednesday, April 11, 2018.

Events of Note at FPC JC for the period February 26, 2018 through March 25, 2018:

- Dismissal:
None
- Marriage:
None
- New Member:
None
- Pulpit Supply:
 - The Reverend Mr. Tim Meredith (March 11, 2018).
 - The Reverend Mr. R. Alan Chapman (March 18, 2018).
- Sacrament of Baptism:
 - Craven, Andrew Crockett (March 4, 2018).
 - Lowe, Ava James (March 4, 2018).

- Nucci, Aiden Pierce (March 4, 2018).
- Translated to the Church Triumphant:
 - Wondergem, Robert (March 21, 2018).

Approval of the Order of Business:

The clerk put the question to members of session, 'Do you find the agenda for this meeting to be complete?' Session on motion by Dr. Cole, second Mr. Herndon, approved the agenda as prepared.

Review of the Minutes of the Previous Meeting(s) of the Session:

On motion by Mr. Spears, second Ms. O'Connor, session by unanimous voice vote approved as prepared the minutes of the stated meeting occurring March 1, 2018.

Communications from the Staff to Session:

- Mr. Dodd, liaison from staff to the GLORIFY Committee, updated session on the present status of the worship and music programs of FPC JC and outlined the goals of the GLORIFY Committee for the near future. The committee is focusing on increasing the worship service attendance of younger age adults. A significant number of the 20's to 40's age group families attend Sunday School classes but do not attend a worship service.

Communications from the Clerk to Session: The clerk;

- Advised session the creation of written guide lines establishing the parameters of the responsibilities of ministries occupying properties owned by FPC JC remains 'on-hold'.
- Placed on the floor for session's consideration and action communication received from Westminster Presbyterian Church, PCA, Johnson City, Tennessee, dated February 18, 2018, requesting *Certificate of Transfer of Letter* on the memberships in FPC JC of Mr. John Terrell and Mrs. Jennifer Terrell. On motion by Dr. Parker, second Ms. Jordan, session by unanimous voice vote approved the transfer of the memberships of Mr. John Terrell and Mrs. Jennifer Terrell in FPC JC to Westminster Presbyterian Church, PCA, Johnson City, Tennessee.
- Placed on the floor for session's consideration and action communication received from Joh Lybass, co-clerk of session, Dunnellon Presbyterian Church, Dunnellon, Florida, undated, requesting *Certificate of Transfer of Letter* on the memberships in FPC JC of Mr. David Kite and Mrs. Judy Kite. On motion by Dr. Parker, second Ms. Jordan, session by unanimous voice vote approved the transfer of the memberships of Mr. David Kite and Mrs. Judy Kite in FPC JC to Dunnellon Presbyterian Church, Dunnellon, Florida.

Communications from the Moderator to Session: The moderator;

- Gave an in-depth explanation of his 'Terms of Service' to FPC JC in his role as a (supply) Moderator.

Communications from the Diaconate to Session: Ms. Jerry Urse, moderator, reported;

- The Diaconate is seeking volunteers to assist with the preparation and cleanup of the communion elements and service pieces.
- The Diaconate is creating a system to assure regular visitation of members of FPC JC who are in the hospital, homebound, or in care facilities.
- The Diaconate last met March 22, 2018; minutes of the meeting provided.

Committees of the Session:

Administration:

- Personnel Committee: Dr. Richard McGowan, chair, reported;
 - Dr. McGowan advised the Personnel Committee has (modestly) increased the monetary compensation that is paid to Mr. Dodd and to Ms. Cunningham. The increases in salary are to recognize the additional work responsibilities placed on those two staff members; Mr. Dodd for assuming the responsibility of business manager of the church, Ms. Cunningham for assuming the responsibility of membership records manager of the church. The total annual compensation paid to all staff members remains within the amount budgeted for 2018.
 - Dr. McGowan advised the staff has requested the committee make clear the role of a staff member when the staff member is serving as liaison from the staff to a particular committee. Dr. McGowan presented the Personnel Committee's recommendation that staff members serving as liaison to a particular committee shall when requested by the committee chair be available to; assist the committee in the scheduling and announcement of committee meetings, assist with the preparation of the order of business for committee meetings, assist with the preparation of the minutes of the committee's meetings, and perform other assignments as may be determined by the chair of the particular committee. The staff member serving as liaison to the committee will have the right of voice during committee meetings but will not have the right of vote on matters of the committee's business. Session by unanimous voice vote approved the Personnel Committee's recommendation as set forth herein.

- Dr. McGowan presented the 'Ministry Information Form' (MIF) completed by the committee that will be used by the Personnel Committee to assist in its search for an interim pastor. Dr. McGowan reviewed the methodology used by the committee to prepare the document. Dr. McGowan stated the document is required to be submitted to the Committee on Ministry of Holston Presbytery for its review and approval. Dr. McGowan stated when the MIF is approved by the Committee on Ministry the approved document will be forwarded to the Church Leadership Connection office of the Presbyterian Church (USA) for entry into the computer program that is used by the denomination to match churches seeking interim pastors with pastors who are seeking interim pastorates. Dr. McGowan advised that when the Pastor Nominating Committee is formed the Pastor Nominating Committee will prepare a new Ministry Information Form for its use in seeking an installed senior pastor. Dr. McGowan stated the Personnel Committee's recommendation the Ministry Information Form be approved by session as presented. Session by unanimous voice vote approved the Ministry Information Form as presented.
- The committee last met March 20, 2018; agenda for the meeting provided.
- Stewardship Committee: Mr. Charles Herndon IV, chair, reported;
 - The committee is emphasizing in its communications with members of the congregation the importance of weekly or monthly monetary gifts to the church as opposed to 'lump-sum' one-time gifts.
 - The committee has engaged the services of Blackburn, Childers & Steagall, PLC, to reconcile the bank accounts of FPC JC for the periods from March 2014 to current. The required data will be posted to the General Ledger of FPC JC following the completion of the reconciliation.
 - The committee last met February 27, 2018; minutes of the meeting provided.
 - The Budget Report for the period ended 28FEB2018 provided.
 - The Offering Report for the period ended 18MAR2018 provided.
- Long Range Planning Committee: Mr. Ed Campbell, chair, reported;
 - The committee is working with Beeson, Lusk, and Street, Architects, to complete budget estimates for the remediation work desired by the committee to be included in the final phase of the 'FaithLift' project.
 - The proposed exchange of properties between FPC JC and the City of Johnson City, Tennessee is awaiting the approval of the exchange by the city's Board of Commissioners.
 - The committee last met January 31, 2018; minutes of the meeting to be provided.

Glorify:

GLORIFY Committee: Dr. Jerry Cole, chair, reported;

- Dr. Cole advised session the committee recommends the creation of an 'Alter Guild' for the purpose of assisting with the preparation of the communion elements and the service of the Sacrament of Communion. The moderator suggested the committee bring its plan for the 'Alter Guild' to the next stated meeting of session prior to discussion on the committee's recommendation taking place. Dr. Cole agreed to the moderator's suggestion.
- Dr. Cole advised the committee has in place Ministers of the Word and Sacrament to serve as pulpit supply through Sunday, May 20, 2018.
- Dr. Cole advised the committee has in place persons to provide the Wednesday evening Bible study program through Wednesday, May 16, 2018.
- The committee last met March 6, 2018; minutes of the meeting provided.

Grow:

- GROW Committee: Ms. Emily Jordan, chair. No report.
 - The committee has not met.
- Preschool Ministry: Ms. Emily Jordan, liaison from session and board of directors member. No report.
 - The board of directors last met January 17, 2018; minutes of the meeting previously provided.
- Children's Ministry Team: Dr. Charles Parker, leader, reported;
 - The Easter 'Floating Egg Hunt' was held Friday, March 23, 2018 at the indoor swimming pool in the Grindstaff's home. Approximately 30 children and parents participated.
 - The Children's Ministry Team has not met during 2018.
- Student Ministry Team: Mr. John Grindstaff, leader. Mr. Campbell reported;
 - Mr. Campbell advised he has been contacted by Tim Jones, FPC JC Director of Student Ministries, who seeks permission from session for the Student Ministry to solicit voluntary contributions to the ministry from persons attending the 'Blue Plum Festival' who desire to park vehicles on the parking lots owned by FPC JC. The festival will be celebrated June 1 & 2, 2018 in Founders Park. Proceeds from the solicitation will be applied to the expenses of the Student Ministry 2018 mission trip to Alaska. On motion by Mr. Campbell, second Ms. Jordan, session by unanimous voice vote approved

the request from the Student Ministry to solicit voluntary contributions to that ministry from persons attending the 'Blue Plum Festival' and desiring to park vehicles on parking lots owned by FPC JC. The parking lot fronting on Commerce Street is excluded from this approval as the use of that parking lot is offered by FPC JC free of cost to the Johnson City Development Authority for special 'downtown' events in exchange for FPC JC's occasional use of the Pavilion at Founders Park free of cost.

- The team last met January 21, 2018; minutes of the meeting not provided.
- Discipleship Ministry Team: Ms. Emily Jordan, leader, reported;
 - The team is working with the Diaconate to enhance FPC JC's opportunities to connect with visitors to FPC JC worship services and other programs. New visitor information cards have been created and placed in the Worship Center, the Sanctuary, and public spaces.
 - The team is working with the Diaconate to enhance FPC JC's connection with members of the church. Information 'stations' have been created to provide designated locations for printed information on the various ministries of FPC JC and the volunteer opportunities therewith.
 - The names of church officers are now displayed in several locations in the building. Contact information for the officers is provided. The intent of the displays is to improve communication between the members of the congregation and the officers of the church.
 - The Discipleship Ministry Team has not met during 2018.

Go:

- GOING Committee: Mr. Michael McCalmont, chair. No report.
 - The committee last met March 12, 2018; minutes of the meeting provided.
- Local Missions Ministry Team: Mr. Michael McCalmont, leader;
 - The team last met January 21, 2018; minutes of the meeting previously provided.
- Global Missions Ministry Team: Mr. Michael McCalmont, leader;
 - The team last met March 19, 2018; minutes of the meeting provided.
- Community Evangelism Ministry Team: Ms. Jane O'Connor, co-leader, reported;
 - The team is coordinating with the local office of the American Heart Association for FPC JC to provide a hydration station for the 2018 Tri-Cities Heart Walk to take place in Johnson City, Sunday, September 16, 2018. The 'walk' will originate from the campus of East Tennessee State University.
 - A communication outlining staff and officer visits to members in the hospital, members homebound, and members in care facilities during our time without an interim or an installed pastor is being prepared and will be sent to members of the congregation. Mr. Dodd and Reverend Mr. Tim Meredith have volunteered to receive 'after hours' calls reporting member illness or bereavement needs
 - The team last met March 12, 2018; minutes of the meeting provided.

Ad Hoc:

There were no ad hoc committees convened at the time of this meeting.

Unfinished Business:

None

New Business:

None

Member Concerns:

Mr. Herndon asked to be recognized by the moderator and was granted the floor. Mr. Herndon opined that during the time FPC JC is without a senior pastor it will likely be necessary for session to gather in informal setting to deal with the increased demands now placed on the session. Mr. Herndon moved, Mr. Spears seconded, instruction to the clerk of session to arrange 'informal work meetings' that are compatible with the moderator's schedule for the members of session. Session by unanimous voice vote approved the motion placed on the floor by Mr. Herndon.

Adjournment and Closing Prayer:

There being no further business the meeting was adjourned at 8:30 P.M. on motion by Ms. Jordan, second Dr. Cole; closing prayer by Dr. Palmer.

END of MINUTES

THE REVEREND DR. BRADLEY PALMER, MODERATOR

ED CAMPBELL, CLERK OF SESSION

THE NEXT STATED MEETING OF SESSION WILL OCCUR MONDAY, APRIL 23, 2018 @ 7:00 P.M.

ELDERS WHEN UNABLE TO ATTEND A SESSION MEETING ARE TO CALL THE CHURCH OFFICE AND REQUEST AN EXCUSED ABSENCE.