**CANYON LAKE PRESBYTERIAN CHURCH**

**STATED SESSION MEETING**

**TYPE OF MEETING:** Stated

**DATE OF MEETING: TIME OF MEETING:** 1:30 PM

**PLACE OF MEETING:** Narthex

**RULING ELDERS PRESENT**: Randy Morgan, Irene Hoey, George Wilkes, Catherine Matier

**RULING ELDERS ABSENT:** Jim Johnson, Dewey Owens

Also, present Doris Menke, Treasurer; Mary Jo McLaughlin, Finance Chair

Guests: Mary Phillips and Bobbie Maness, Evangelism Committee

**QUORUM DECLARED: yes**

**MEETING CALLED TO ORDER BY:** Rev Chad Lawson, Moderator

**OPENING PRAYER AND DEVOTIONAL BY:**  Rev. Chad Lawson; Devotional Psalm 139

**CONSENT AGENDA:**

**AGENDA APPROVED:**  with additions regarding AED, Jackie Selk funeral, training date for greeters and ushers

**APPROVAL OF MINUTES**: Stated Session Meeting June 18, 2019 and Called Session Meeting Aug 4, 2019

**APPROVAL OF COMMITTEE REPORTS: YES**

**Motion to approve Agenda, Minutes and Committee reports by George Wilkes, second Catherine Matier.**

**APPROVED**

**TREASURER’S REPORT:** Provided by Doris Menke, Treasurer.

Treasurer’s Report for July 2019

|  |  |  |
| --- | --- | --- |
| Operations Account | July 2019 | Year to Date |
| Total Revenues | $12,603.56 | $119,328.34 |
| Total Expenses | $14,876.54 | $102,527.49 |
| Surplus/Deficit | -$2,272.98 | $16,800.85 |
|  |  |  |

Offerings were $4,611.77 less than the budgeted amount of $14,919.33 needed each month to cover projected expenses. The revenues above included $200.00 for memorials toward the Capital Improvement Fund, $96.00 toward reimbursement for electricity from the Clinic, $1,240.00 paid for extra principal from a donor, $400.00 from various donors for refugees (Mission), and $360.00 from donors for Stuff the Bus.

The Church has liquid Assets as of the end of July of $168,468.84 and Liabilities of $115,055.46. The Liabilities include a balance of $114,195.84 remaining on the Presbyterian Church Loan.

Doris reported that during June which had a 5th Sunday $21,000 was received and possibly members could have brought their July pledge on the 5th Sunday.

Mary Jo McLaughlin reported on the new manner for budget planning with a” bare bones” type budget and a “dream budget”. (Narrative budget) A question was asked about the endowment fund. She reported that it has been established and donations have been received. Further discussion was had regarding disseminating information to the congregation through information provided during worship and in the newsletter.

**See attached Committee Reports**

**DEACON’S REPORT:** Pastor Chad reported that Ben Lucas and Charlotte Wright are marking the 2 year loss of their spouses, Martha Stevens continues to decline; Neta Brewer is in hospital due pain and receiving pain management; Ellen Sperling fell and has bilateral shoulder fractures; Frank Hoey is in hospital due to elevated blood pressure, weakness and fluid on lungs; Pat Grimmer was in hospital but is at home; Sue Youngs has moved to new apartment in New Braunfels and hopes to return to worship in September.

**BUILDINGS AND GROUNDS**

We have finalized the usage agreement with the Weight Watchers group, we will receive $50.00 per week. We should realize some positive revenue after utilities.  Also, both parties can end agreement with a 30 days notice. The WW will work with the Bridge Club as far as arranging chairs etc. The WW will store a cabinet in the Fellowship Hall,  
it is on rollers and I assume can be positioned for their meeting and then put aside.  
  
I had Bobby Vance, AC guy, to repair an AC unit for the lower floor, cost of $180.00. Repair was made same day the AC unit went out to the delight of the MH folks.  
  
I had two work session with two young men who needed community service hours, we did power washing on patio, sides of building outside sanctuary and along ACT II and  
nursery. Also, weed eating, leaf removal and parking lot cleaning.

**FELLOWSHIP**

Taco Sunday went well, $190.00 in donation for school supplies, so big success.  Fellowship meeting on Aug

21, for next 6 months activity planning

**MEMBERSHIP**

The total attendance for **June 2019** was 289. The average attendance was 32 members, 3 Presbytery, 23 visitors. Each Sunday there was an average attendance of 58. Recording the death of Carl Thompson who served this church well over the years as both an Elder and Deacon. This brings the total membership to 78.

The total attendance for **July 2019** was 225. The average attendance was 32 members, 2 Presbytery, and 23 visitors. Each Sunday there was an average attendance of 56. With sadness, recording the death of Jackie Bilheimer Selk on July 8, 2019. On July 7, 2019 Daniel Scott Burdick was baptized and accepted as a member. On the same day Mary Lynn Phillips was accepted as a member by reaffirmation of faith. Douglas and Dee Jones were also accepted as members by Letter of Transfer.

**CLERK’S REPORT**

Communion was served on July 7 and Aug 4. Homebound Communion was served for Yvonne Dobson on June 8 and July 17 and to Ellen Sperling on July 22 .

The Mental Health clinic MOU has been signed. A copy is available for review in the Church’s Policy Manual.

A copy of the Bylaws is also now in the Policy Manual

A letter was received from Mission Presbytery stating the CLPC had not paid the 2019 Per Capita funds. Laura provided documentation showing this had been paid. The resolution was that Mission Presbytery had not updated their records.

An Email was received from the Clerk of Session at Hope PC in Austin requesting a copy of our Bylaws. Stated Clerk Trish Tedrow suggested she contact us since we had recently worked on ours. Laura sent them a copy.

Correspondence received from Mission Presbytery regarding CLPC’s 2020 per capita. The amount is $8.95 per member for a total of $796.55 based on our reported membership of 89 on December 31, 2018

**PERSONNEL**

Laura Will be on vacation Sept 23-27. She is requesting volunteers to staff the office 9:30 to 12:30 on those days.

**PASTOR’S REPORT**

Homebound communion delivered with Raymond Rapp (June/July) and Linda Wilkes (August). Contemplative prayer continues to meet on Wednesdays from 12:30-1:00. Attended finance, evangelism, and worship committee meetings, as well as deacons meeting. On 6.23 we began the sermon series: *Sowing Holy Questions*. We will conclude this series on 8.25. Another series is TBD. On 6.26, Nancy Ney and I participated on a panel for mental health at the South Texas Mental Health Conference in Kerrville. On 7.7, we baptized Danny Burdick and welcomed him as a new member. We also welcomed Mary Phillips and Doug & Dee Jones. On 7.28, we welcomed Dick Chetter, Ron Robinson & Bob Eaton, and Sarah & Steve Mato as new members. On 8.13 myself and members of the outreach and evangelism committee attended Family Fest at the CRRC where we offered prayers of blessing for students and families. Welcomed the new Methodist minister, Michael Mumme, to Canyon Lake by taking him to lunch. Traveled to McAllen with Jerry Stacey and Sarah Mato on 8.7 to deliver the Act II bears along with other donations.

Attended Presbytery meeting 6.20-21 at Crossroads in San Antonio with Dewey Owens and Jim Johnson. Served as Chaplain at John Knox Ranch Family Camp 7.3-7.6. Traveled to El Paso on 7.28-29 for Moral Monday. I continue to participate in the work of the Mission Presbytery Immigration Task Force.

**What’s Next?**

8.24 attending the Another Way Adaptive Leadership Conference at Woodland Baptist Church in San Antonio from 8am-3:30

Confirmation begins on 9.1

New Sermon Series begins 9.1

Kids’ Hope

**FINANCE AND STEWARDSHIP**

Finance Committee is gearing up for the fall stewardship campaign.  We are proposing that each one who submits a budget request for next year actually submits two proposals.  One a bare bones request as usual, and a second dream budget of what you would like to accomplish if you had the funds.  Think big, think missional, think service.

**MISSION:** No Report

**WORSHIP**

Liturgist for August:

August 4th            Nancy Ney

August 11th         Susan Taylor

August 18th         Marc Matier

August 25th         Raymond Rapp

Ushers for August:

August 4th            Jack, Oliver & Jean Robinson

August 11th         Dee & Doug Jones

August 18th         Eleanor Morris & Sarah Mato

Music:                   Isako will be on vacation from September 23rd to October 7th

August 11th         Isako Johnson solo

August 18th         Woodwind duet

August 28th         Peaches Kelly

Communion:

September 1st   Raymond & Patsy Rapp, Randy Morgan, Catherine Matier

Need to set date for training of ushers, greeters and liturgist.

**EVANGELISM**

We have made progress on the T-shirt selection and are still working on design, logo, etc. Our informational cards are progressing in their design and ideas as well. Planning on going for Fall Music Fest on Oct 16 with food collection for indigent families in the Canyon Lake Community. The committee is looking to refresh the narthex working with Worship. Fellowship, Buildings and Grounds committees.

**NEW BUSINESS:**

1. Evangelism: Mary Phillips and Bobbie Maness (see attached information sheet)
   1. Fall Music Fest: Motion by Randy Morgan with second from Irene Hoey to approve the Fall Music Fest**. APPROVED**
   2. Refresh of Narthex: Request to form a collaborative subcommittee with representatives from Evangelism, Worship and Buildings and Grounds empowered to make decisions that do not go beyond financial requests**. APPROVED**
2. Capital Improvement request for funds to purchase TV. Request from Pastor Chad to have the TV for Confirmation class in order to utilize videos. After classes are completed it can be used for other training, classes and information. Requesting funds from Youth account and matching from Capital Improvement Funds for a total of up to $600.00. Motion by George Wilkes second by Catherine Matier**. Motion Approved**
3. Submission of committee reports and meeting dates: in the future a shift of committee meetings to a date prior to session meeting on the third Wednesday will be helpful so minutes and information can be submitted to Clerk in timely manner in order to prepare Session agenda. Need for a clear concise report about what has been done and what are plans.
4. AED: Warranty will be expiring and to be covered by a continuing warranty the battery will need to be replaced. The cost for Battery, adult and pediatric pads is $286.00 with 10% discount if order by Aug 31, 2019. Motion by George Wilkes to replace battery and pads for AED second Randy Morgan. **APPROVED**
5. Jackie Selk Funeral update by Pastor Chad: requesting ushers/greeters George Wilkes will arrange.
6. Date for greeter and usher training: A presentation during 5th Sunday lunch Sept 29 on best practices for welcoming. After lunch those interested can attend further training.

**OLD BUSINESS:**

1. Weight Watchers Agreement: The clerk will need to sign the agreement and send to WW with letter of Explanation. Some time in the future will add a key deposit. Motion to approve the agreement as written by George Wilkes second by Randy Morgan**. APPROVED**
2. Approval of Financial Policy: motion by George Wilkes second by Irene Hoey**. APPROVED**
3. Electronic payment option: Implementing it into our giving at the church. Finding a place to locate it. **Tabled pending further input from Finance on implementation.**

**NEXT MEETING:** Wednesday Sept 18

**MEETING ADJORNED**: 3:15 PM

**CLOSING PRAYER:** Pastor Chad Lawson

Respectfully Submitted Attested

Catherine Matier Rev Chad Lawson

Clerk of Session Moderator

**NEW BUSINESS ITEM 2**

1. **Financial Review-Audit**

A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members skilled in accounting procedures. Reviewers should not be related to the Church Administrator or Treasurer.

1. **Collection and Money Counting Policies**

**A. Offering**

1. The offering for the service shall be taken to the front of the sanctuary and kept there until the end of the service. The offering will immediately be taken by at least three approved counters to a private room within the Church. These counters are approved by the Session.

2. Two of the three counters present may be related.

3. During the counting process all counters shall be present with the offering.

4. The counters each do an independent count while other counters watch. Checks are to be stamped “For Deposit Only” at the time of counting.

5. The following items are to be recorded on the Offering Tally Sheet:

* Currency
* Total $ amount of currency (coins not included)
* Number of checks

6. The counters are to list the date on the Offering Tally Sheet as well as the counters name.

7. Each counter shall initial the completed Offering Tally Sheet.

8. One copy is made.

9. All notes, envelopes, and/or calculator tapes will be included with the Offering Tally Sheet.

10. The currency, checks, coins, cash envelopes and completed Offering Tally Sheet are then placed in a bank bag and placed in the Church safe.

11. On the following work day, the Church Administrator who has a code to the safe will open the safe and retrieve the bag.

12. The Church Administrator then records the contributions into the Church accounting system.

* 1. The Church Administrator shall prepare a deposit slip.
  2. A copy of the deposit slip and Offering Tally Sheet are placed in a locked drawer for the Treasurer.