

# WESTMINSTER PRESBYTERIAN CHURCH

## Minutes - Stated Meeting of Session

December 1, 2020

### Class of 2020

X Kerri Powell (Y6) CE  
X Matt Loesche (Y5) Fin  
X Marie Hills (Y3) WM  
X Carolyn Weichers (Y2) CE

### Class of 2021

X Mickey Waschkat (Y5) Per  
X Dean Thede (Y5) Prop  
X Jo Broadston (Y5) M  
X Felicia Cass (Y2) Fin  
X Tasha Knight (Y2) CE

### Class of 2022

X Judy Kester (Y4) M  
X John Speas (Y4) Fin  
X Karen Siler (Y4) N  
X Cody Alberts (Y1) Prop  
X Jodi Fabrizio (Y1) Per  
X Ryan Greve (Y1) WM  
X Regina River (Y1) M

X Rev. Dan Voigt, Associate Pastor, Moderator

X Gary Iversen, Clerk

### **The Ministry of Session**

- The Elders gathered by Zoom at 7:02 p.m. for the December Stated Meeting of Session, rescheduled from November 24<sup>th</sup> due to the Thanksgiving holiday week. Rev. Voigt presented a devotion from Isaiah 55. The Stated Meeting of Session was called to order by the Moderator at 7:08 p.m. with prayer

### **Approval of Minutes**

- **Motion Powell/Second Knight** to approve the Minutes of the Stated Meeting of Session of October 27, 2020. Motion passed.

### **Clerks Report**

- Rev. Voigt reported that Susan Wieben had died on November 26, 2020. Clerk will add that information to the Clerk's Report. Clerk's Report was accepted as amended.

### **Motions for Discussion and Vote**

- **Electronic Meeting Task Force** – Clerk briefly discussed the proposed Electronic Meeting Policy distributed with the Docket. The Policy is the next step following the Bylaw amendments passed at the October meeting. The Policy provides flexibility to the Session to adapt future meetings to accommodate the pandemic, satisfy the PCUSA guidance on electronic meetings and permit Congregational meetings to be held electronically, if Session so chooses. Clerk indicated that a Special Session meeting will need to be called later in the month for several matters, one of which will be to call a congregational meeting for the purpose of electing elders, deacon and members of the Pastor Nominating Committee (PNC) to select a new Head of Staff. By the Special Meeting, additional details will be available for the Session to consider regarding the conduct of the congregational meeting, including voting methods. Kester suggested language be clarified to indicate only members would be allowed to participate and vote. Clerk will review

the Policy and correct references to assure participation is limited to members. The Policy will be presented for approval at the Special Session Meeting.

- **Worship & Music - Motion from Committee** to have the Christmas Eve service prerecorded instead of in-person due to COVID 19. Motion passed. Rev. Voigt indicated that candles would be made available to members so they could participate at home in the candle lighting portion of the service.
- **Head of Staff Pandemic Authority** – Clerk reported that he had prepared a possible motion for Session consideration to clarify the authority of the Head of Staff to make decisions between Session meetings as a result of changing COVID conditions; he explained the original Session actions earlier in the year only contemplated resuming more normal operations following the initial period of spread. The recurrence of spread was really not dealt with in those prior actions. Session had not provided many guidelines for staff to follow. Cass suggested that in addition to the proposed motion that a Task Force be assembled to provide more specific guidelines.  
**Motion Cass/Second Kester** to create a Task Force consisting of Fabrizio, Hills and Knight to work with Rev. Voigt to bring specific guidelines back to Session for approval. Motion passed.  
**Motion Powell/Second Weichers** to authorize the Acting Head of Staff to make decisions regarding the COVID pandemic between Session meetings when it is not practical to wait for the next Session meeting, including decisions affecting:
  - 1) when and if worship services shall be held in person (both time and date);
  - 2) whether and in what manner Christian Education classes and youth activities may occur;
  - 3) whether the church may be used for meetings and activities by Committees and outside groups (including weddings and funerals) and set any restrictions as to size and activities permitted;
  - 4) whether the building is open to the public and under what conditions;
  - 5) staff working arrangements, including whether to allow working from home.Motion passed.
- **Wedding Issues** – Rev. Voigt reported that a wedding scheduled for December 12, 2020 had raised questions regarding restrictions on how many guests could attend and possible reception restrictions. Rev. Voigt had been using the 15 person rule since recent State Proclamations. Clerk reported that he had reviewed the State Proclamations and had spoken with the Black Hawk County Department of Health. The Department, after checking with the State, advised that the November 16<sup>th</sup> Proclamation did not place State restrictions on wedding attendance but would limit reception attendance to 15. Those restrictions run through December 10<sup>th</sup> and it is expected that the Proclamation will be extended although specifics are unknown at this time. The State Proclamation does not prevent WPC from adopting its own reasonable safety rules for attendance, masks and social distancing, etc. After considerable discussion, **Motion Cass/Second Fabrizio** to permit wedding attendance of up to 30 persons, require masks on all attendees, require appropriate social distancing of guests and prohibit any reception in the building. Motion passed. The Task Force created previously will address this issue for future events, including weddings and funerals.
- **Transitional (Interim) Pastor PNC** – The Transitional Pastor PNC provided the Session with its proposed Ministry Information Form (MIF); that form is required to be approved by Session and the Presbytery Commission on Ministry in order to post the opening on the PCUSA website. After discussion, **Motion Cass/Second Greve** to approve the MIF. Motion passed. Clerk will sign the MIF verifying Session approval and deliver it to the PNC.
- **2021 Budget Discussion** – Speas and Rev. Voigt presented an overview of 2020 operations to date and 2021 projections. It appears 2020 may end with an approximate \$50,000 carryover, in part as a result of the PPP loan of \$88,000 and reduced expenses from 3 months of reduced

Head of Staff compensation following Rev. Jacobs leaving. As of the current time, it is estimated that 2021 pledges will be \$112,000 lower than 2020. Session had been provided with a preliminary budget showing estimated revenue of \$658,00 (compared to \$775,500 budgeted for 2020). Actual expenditures for 2020 were estimated at approximately \$675,000. Rev. Voigt discussed the preliminary budget showing significant reductions in many areas. No personnel positions were cut for 2021 but a number of part-time hours were reduced. No raises were proposed for the second consecutive year. Fabrizio distributed a corrected Personnel budget that showed a reduction of approximately \$31,000 (which assumed a Transitional pastor for the entire year). If a transitional pastor does not start until March 1, savings could approximate an additional \$20,000. The budget as presented would require approximately \$95,000 from the Endowment Foundation to balance. Session was advised that such amounts were not sustainable long term and that future difficult decisions will need to be made if revenue cannot be increased (probably is an unrealistic expectation for 2021). The preliminary budget estimated other reductions in select areas as follows: Operations & Maintenance (Property) - \$8,750; Christian Education - \$9,500; Mission - \$39,000; and Worship & Music - \$11,500. Committees were asked to review their budgets again. Additional work will be done and a final budget will be discussed at a later meeting.

- **Terms of Call** – Rev Voigt excused himself from the meeting temporarily. Session is required to review annually a pastor's compensation and refer changes to the congregation for approval. Fabrizio advised that Rev. Voigt's compensation will remain the same for 2021 except for a monthly stipend for as long as he serves as Head of Staff for the additional duties he has assumed responsibility for. **Motion Thede/Second Loesche** to approve the Terms of Call and refer them to the congregational meeting for approval as required by the Book of Order. Motion passed. Rev. Voigt returned to the meeting.

#### **Other Business**

- **Transitional Pastor PNC** – PNC has begun meeting and completed the MIF (approved above).
- **Nominating** – Session had previously instructed Nominating to prepare a slate for the Head of Staff PNC to submit to the congregation for approval. Siler reported that 6 of the 7 persons needed had agreed. There remains a spot to be filled by a ruling elder. Elders were asked to let Siler know if they had an interest in serving. The slate will, hopefully, be ready for presentation to the Session at the Special Session meeting to be called later in the month. Session will then call a congregational meeting seeking approval from the congregation.

#### **Committee Minutes and Reports**

**Committee Minutes from Finance, Mission, Worship & Music and Deacons were received with the following comments/additions:**

- **Finance** – **Motion from Committee** to accept the October Financial Statement. Motion passed.
- **Mission** – Kester reported that the voting results from the \$7,000 Blessing would be reported to the congregation in the Newsletter coming out this week and from the pulpit on Sunday. Christmas Dinner planning was ongoing. Plans for possible distribution of frozen meals were being explored. Food Pantry protocols were being reviewed to protect volunteers during the pandemic; however, the project is deemed of sufficient importance to the community and Mission is reluctant to temporarily cease distributions. Mission is meeting on December 7<sup>th</sup> and will review the matter further. The December 5<sup>th</sup> distribution will take place as scheduled. Kester reported a freezer had been purchased with grant funds which will allow the Pantry to distribute frozen meat products.

- **Deacons** – A drive-through Nativity at the church is being planned for December 13<sup>th</sup>.

**Upcoming Meetings**

- December Committee Meetings  
Monday, December 7: Mission – 6:00 p.m.; Christian Education – 7:15 p.m.
- Special Session Meeting – tentatively scheduled for December 15<sup>th</sup> – notice will be given as to time and topics prior to the meeting.

There being no further business, the meeting was adjourned at 9:25 p.m. by the Moderator.

Respectfully submitted,

Gary D. Iversen, Clerk

**Next Session Meeting: January 26, 2021 at 7:00 p.m.**  
**Special Meeting to be called December 15, 2020**

# WESTMINSTER PRESBYTERIAN CHURCH

## Clerks Report, December 1, 2020

- A. Baptisms –
- B. Deaths – Barb Ogden 11.2.20, Barb Smith 11.9.20, Susan Wieben 11.26.20
- C. Membership –
- D. Home Communion –
- E. Communion Dates Served – 11.1.20 (not served, home communion encouraged)
- F. Ordinations and Installations –
- G. Correspondence Received –
- H. Denominational Relations –
- I. Worship Attendance and Offering –

<b>2019</b>				
10/27	136	9:00		\$11,155
	135	11:15		
11/3	170	9:00		\$31,978
	120	11:15		
11/10	175	9:00		\$6,217
	76	11:15		
11/17	149	9:00		\$5,742
	98	11:15		
11/24	139	9:00		\$15,303
	68	11:15		

<b>2020</b>				
10/25	36	9:00 Sanct.	89 online views	\$8,715
	25	11:15 Sanct.	56 online views	
11/1	165	9:00 Online	\$21,791	
	95	11:15 Online		
11/8	103	10:00 Online	\$4,926	
11/15	103	10:00 Online	\$3,711	
11/22	68	10:00 Online	\$8,066	