

**Stated Session Meeting
North Decatur Presbyterian Church
January 22, 2017**

The Session of NDPC met for its regular stated meeting on **Sunday, January 22, 2017, at 12:50 p.m.** in the church parlor.

Elders present: Ginny Bowen, Susan Constantine, Justin Cook, Peter Dickson, Heidi Gleason, Annie Godfrey, Anna Kershaw, Fran Mohr, David Markham, Mary Nevil, Sallie Owens, Martha Osborne, Martha Shepherd and Bob Way.

Elders excused: Genia Cayce, Sherri Godwin and Pam Joyce

Elders absent: John Ellis and Dena Stockton

Elders-elect for Class of 2019 present: Charles Bonner, Kent Haythorn, Mike Johnson, Marion Reeves, Carol Tveit and Holly Williams

Staff present: Co-Pastors David Lewicki and Beth Waltemath; and Clint Miller, Minister of Music

Guest: Roberta Goldbaugh, Chair of Building Committee

Moderator Rev. David Lewicki called the meeting to order at 12:50 p.m. and Fran Mohr, Clerk of Session, provided an opening prayer.

A quorum was declared present and the agenda was adopted.

Examinations of Elder Class of 2019: The following elders provided their faith statements and were examined and approved by the Session.

For Class of 2019 serving a 3-year term

- Charles Bonner
- Kent Haythorn
- Mike Johnson
- Marion Reeves
- Carol Tveit
- Holly Williams

For Class of 2018 serving an unexpired 2-year term

- Kathryn Sandifer

Youth Elder serving a 1-year term

- Bryden Sandifer

Recognition of Outgoing Elder Class of 2016: Revs. David Lewicki and Beth Waltemath thanked and recognized the outgoing class of elders with a letter highlighting accomplishments during their tenure and the book, *Learning to Walk in the Dark* with a personal inscription by author Barbara Brown Taylor.

- Susan Constantine
- Justin Cook
- Fran Mohr
- Peter Dickson
- John Ellis
- Sherri Godwin
- Anna Kershaw

The new elders were invited, but not required, to stay for remainder of Session meeting.

Approval of Minutes: The Session approved the following Session Meeting Minutes

- Stated Meeting, December 4, 2016

Communications: Clerk Fran Mohr shared the following received communications.

- Thank You from El Refugio for donation of \$500.
- Thank You from DCM-Decatur Cooperative Ministry for gift of \$20,000 made possible by the capital campaign.

Matters of Record: The Session approved the following statistical reports presented by Clerk Fran Mohr

- **2016 Annual Statistical Church Report**
- **2016 Clerk's Annual Questionnaire**

The Statistical Reports are submitted online to PCUSA Headquarters in Louisville, Kentucky.

2016 Annual Report Update: Clerk Fran Mohr expressed gratitude to the committee chairs for submitting their committee reports in a timely manner so the church's 2016 annual report could be completed quickly.

2017 Annual Budget, Terms of Call of Co-Pastors: Finance Committee Chair, Sallie Owens, presented three versions of the 2017 budget for the Session to discuss. The three versions were identical except for three options for the Pastors' Terms of Call. Highlights of the 2017 budget presentation include:

- Increased funding for property reserve
- Addition of capital campaign bridge loan
- Adjustments to Property and General Admin based on past year's actuals
- Increase of 3% in salary for all NDPC staff members
- The three *Pastors Terms of Call* options for consideration were
 1. No changes from 2016 Budget
 2. Additional 8 hours for 6 months.
 3. Additional 8 hours for 12 months.

- The increase in hours would be used to:
 - Provide support Adult Ed that currently does not have designated pastor or staff support
 - Increase 1:1 discipleship of lay leaders
 - Promote increased understanding of stewardship

After much discussion, **the Session approved the 2017 Budget as presented that included the additional 0.25 FTE for 6 months (July-December) for the pastors** with a commitment to continue the extra 0.25 FTE throughout 2018 and use undesignated memorial funds if necessary. The commitment of time allows for evaluation of the effectiveness of the additional hours. The approved version will be shared with the congregation during the congregational meeting on January 29, 2017. The approved version is attached.

Election of Treasurer and Clerk of Session

- The Session approve the following:
 - Cathy Fincher to serve as treasurer of NDPC for a one-year term.
 - Mike Johnson to serve as Clerk of Session for a one-year term.

Elder Nominating Committee for 2017: The Elder Nominating Committee is comprised of three currently serving elders, four members from the congregation not currently serving on the Session, and the previous nominating committee chair in an ex-officio role. Rev. David Lewicki asked for three elders to serve on the Nominating Committee for 2016. These elders will be presented and elected at the January 29, 2017, congregational meeting as part of a slate of seven individuals to serve for one year. **Heidi Gleason, Kent Haythorn and David Markham volunteered to serve on the Elder Nominating Committee.**

Selection and Approval of Commissioners for Presbytery Meeting: The next meeting of the Greater Atlanta Presbytery is Saturday, February 4, 2017, 10a – 1:45p (special time) at Trinity Presbyterian Church, 3003 Howell Mill Rd., Atlanta, GA 30327. NDPC sends three commissioners. **Annie Godfrey, Martha Osborne and Bob Way volunteered to serve as NDPC's Commissioners at the February Presbytery Meeting.**

Preaching Approvals for 2017: The Session approved the motion to approve the list of NDPC affiliate minister members and guest ministers to preach at NDPC during 2017 as follows:

- Ordained ministers who have affiliated and regularly attend North Decatur Presbyterian Church and currently serving Seminary Interns may be given opportunities to preach throughout 2017. The church administrator keeps a list of ordained ministers who have affiliated and remain active.
- In deciding who preaches and when they preach throughout our liturgical year, the installed pastor and session will work with the affiliate minister members to provide spiritual balance and continuity as they also celebrate the many gifts present in the congregation and each individual.

Devotion Volunteers for 2017: A sign-up sheet for Session meeting devotion volunteers was circulated.

Elder on Duty sign up reminder: Session members were thanked for their past service and reminded to volunteer to be as the Elder on Duty and supporting the day's pastor in the Narthex after the 11 a.m. worship service.

Staff Reports –

Co-Pastors Rev. David Lewicki and Rev. Beth Waltemath

- Researching use of Presbytery's CAT Congregational Assessment Tool by Russ Crabtree that will assist with our long-range planning for the coming years. The tool measures Critical Success Factors affecting congregational health and vitality which helps a congregation be more successful in moving from stagnation to transformation.
- Will invite the congregation to participate in the long-range planning process.
- Rev. Lewicki just returned from study leave and continuing education with the Moveable Feast. Rev. Agnes Norfleet, former NDPC pastor, sent her greetings to the North Decatur family and expressed her appreciation for the opportunity to help NDPC celebrate its 60th birthday in 2015.
- Rev. Waltemath will preach on Easter Sunday.
- Rev. Waltemath and Cassandra Morrow will work with committee chairs to establish effective and active working groups.

Clint Miller, Minister of Music

- Creating a music committee
- Looking volunteers to assist on Sundays with the sanctuary's new audio/visual system. Volunteers will be trained. He anticipates use of technology will continue to grow.
- Clint shared that movement of the screens is a manual and individual screen process and is not controlled by remote.

Amanda Osenga, Director of Children, Youth and Family Ministries

- Clerk Fran Mohr shared Amanda's written report.
Happy New Year! I am grateful to have been able to enjoy some time off with family and friends and the Rocky Mountains following the Advent and Christmas holidays. It was a particularly enjoyable and meaningful holiday season this year. I am grateful for the many volunteers who helped usher in the season and continue to be amazed by the children of the NDPC community. We had our greatest number of participants in the pageant this year, both rehearsed and unrehearsed parts. Children telling the story of Christ's birth always brings wonder and poignancy along with humor and grace.

The middle school youth had a great weekend on their middle school mystery retreat to Clarkston, GA over the MLK weekend. 10 middle school youth and 2 high school youth participated.

Council and Committee Action Items

- **Financial Committee:** Sallie Owens, Chair stated the financial statements will be distributed when the financial books for FY16 are closed.
- **Building Committee:** Roberta Goldbaugh, shared the following information:
 - The completed roof and AV equipment have been paid.
 - The building committee will ask the congregation at the Jan. 29 Congregational Meeting and meeting of the Corporation to approve a Bridge Loan to cover the Fellowship Hall and Kitchen renovation costs while the Capital Campaign pledges continue to be paid.
 - The loan amount is \$691,400. That is the maximum of the loan, but does not mean NDPC will need to borrow that amount.
 - The Capital Campaign will be reopened to extend current pledges and open it for new members and/or pledgers.
- **Worship: The Session approved the attached 2017 Communion schedule** presented by chair, Martha Shepherd.
- **Property:** Fran Mohr shared the following:
 - The individual who requested to purchase two of NDPC's four request for the purchase decided not to make the purchase. Therefore, NDPC owns two lots that each contain two grave sites at Westview Cemetery in Atlanta, Georgia.

Upcoming Meetings:

Annual Congregational and Corporation Meetings on January 29, 2017

1. Election of Elder to fill unexpired 2-year term
2. Election of Elder Nominating Committee for 2017
3. Presentation of Annual Report
4. Presentation of the 2017 Budget – Sallie Owens, Chair of Finance Committee
5. Presentation of Co-Pastors' Terms of Call for 2017 and Vote – Annie Godfrey, Chair of Personnel Committee.
6. Approve Bridge Loan for Capital Campaign Renovations – Roberta Goldbaugh, Chair of Building Committee

Stated Meeting, Sunday, February 26, 2017, 12:30 in the Church Parlor:

- Lunch organizer volunteer: Ginny Bowen and Bob Way

The meeting was adjourned at 3:20 p.m.

Rev. Lewicki adjourned the meeting with prayer.

Respectfully submitted,
Frances Newbold Mohr, Clerk of Session



Church Report 2016

PIN Number	22117
Presbytery Number	315254

Church	North Decatur
Address	611 Medlock Rd
City/State	Decatur, GA 30033-5510
Phone	404-636-1429
Email	officendpc@bellsouth.net
Web Site	www.ndpc.org
Fax	404-636-6605

Membership			
Prior Active Members	345		
Gains		Losses	
17 & Under		Certificate	
18 & Over	8	Deaths	4
Certificate	9	Other	4
Other			
Total Gains	17	Total Losses	8

Total Active Members	354
Baptized	112
Other Participants	
Total Adherents	466
Female Members	222

Average Attendance	210
Affiliate Members	32

Baptisms		Officers	
Child Baptisms	2	Male Session	5
Adult Baptisms		Female Session	14
		Male Deacons	
		Female Deacons	

Age Distribution of Active Members		Male	Female
25 & Under	40	16	24
26 - 45	92	36	56
46 - 55	51	20	31
56 - 65	70	29	41
Over 65	101	31	70
Total Distribution	354	132	222

Saturday, January 21, 2017

Church

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People with Disabilities					
Hearing					
Sight					
Mobility	6				
Other					
Christian Education					
Birth 3	20		Grade 7	6	
Age 4	7		Grade 8	6	
Kindergarten	13		Grade 9	9	
Grade 1	7		Grade 10	3	
Grade 2	11		Grade 11	6	
Grade 3	9		Grade 12	6	
Grade 4	6		Young Adults		
Grade 5	9		Over 25	142	
Grade 6	9		Teachers/Officers	48	
Total	317				
Racial Ethnic	Membership	Elders	Deacons	Male	Female
Asian	1			1	
Black	10			6	4
African American					
African					
Middle Eastern					
Hispanic	3			2	1
Native American	1				
White	339	19		123	216
Other					
Totals	354	19	0	132	221
Potential Giving Units	163				
Budgeted Income	650,420				
Budgeted Expense	650,420				
Receipts					
Regular Contributions	596,381	Bequests			
Capital Building Fund	273,558	Other Income	39,735		
Investment Income	3,549	Subsidy or Aid			
Expenditures					
Local Program	553,664	Per Capita Apprt	7,491		
Local Mission	26,047	Validated Mission	13,500		
Capital Expenditures	432,213	Theological Fund	5,000		
Investment Expenditures		Other Mission	20,529		

NDPC TERMS OF CALL

To co-pastors Revs. David Lewicki and Beth Waltemath
January 2017

	<u>October 2016</u>	<u>January 2017</u>
July 2017		
<u>David Lewicki</u>		
Base Salary	\$31,209	\$32,145
\$XXX*		
Housing	\$39,140	\$40,314
\$40,314		
 <u>Beth Waltemath</u>		
Base Salary	\$14,008	\$14,428
\$XXX*		
 Combined Income	 \$84,357	 \$86,887
\$106,124		
 Benefits		
Medical, Death & Disability Insurance, Pension	\$37,582 (with FICA)*	* \$35,010 (without FICA)**
FICA)** \$37,319 (without FICA)**		
Dental	\$ 400	\$ 400
\$ 400		
Professional Business Expenses	\$ 1,500	\$ 1,500
\$ 1,500		
Auto Allowance	\$ 2,000	\$ 300
\$ 300		
Education Allowance	<u>\$ 3,000</u>	<u>\$ 2,500</u>
<u>\$ 2,500</u>		
Benefits Sub-Total	\$ 44,482	\$39,710
\$ 42,019		
 Total Compensation	 \$126,839	 \$126,597
\$148,143		
 Additional Benefits		
Annual Paid Vacation	4 weeks	5 weeks
5 weeks		
Continuing Education	2 weeks	2 weeks
2 weeks		

Note: The Terms of Call requires a vote of the congregation.

*Distribution of hours will be determined later.

*2016 FICA = \$6,453

**2017 FICA = \$6,647 (January – June); \$8,118 (July – December)

Actual expenses for FICA in 2017 will be $\frac{1}{2}$ of these amounts for a total of \$7,733.

Change in pastors' calls in July will result in net increase of \$10,773.

	2016 Annual Budget	2017 Annual Budget	Variance vs. 2016 Budget	Percent Variance vs. 2016 Budget
REVENUES				
PLEGGED OFFERINGS	\$575,220	\$603,710	\$28,490	5.0%
NON-PLEGGED OFFERINGS	\$40,000	\$40,000	\$0	0.0%
RENT	\$33,200	\$30,500	(\$2,700)	-8.1%
OTHER RECEIPTS	\$2,000	\$2,000	\$0	0.0%
TOTAL REVENUES	\$650,420	\$676,210	\$25,790	4.0%
EXPENSES				
PROPERTY COUNCIL	\$145,416	\$162,198	\$16,782	11.5%
PERSONNEL	\$371,750	\$379,591	\$7,841	2.1%
GENERAL ADMINISTRATIVE	\$25,900	\$27,030	\$1,130	4.4%
EDUCATION COUNCIL	\$9,300	\$9,300	\$0	0.0%
WORSHIP COUNCIL	\$18,323	\$18,360	\$37	0.2%
COMMUNITY LIFE COUNCIL	\$5,930	\$5,930	\$0	0.0%
TOTAL OPERATING EXPENSES	\$576,619	\$602,409	\$25,790	4.5%
MISSION & SOCIAL CONCERNS				
COMMUNITY MINISTRY	\$20,450	\$20,450	\$0	0.0%
PEACE & JUSTICE	\$7,300	\$7,300	\$0	0.0%
GLOBAL MISSION	\$13,760	\$13,760	\$0	0.0%
CREATION CARE	\$1,500	\$1,500	\$0	0.0%
BLACKMON AFF HOUSING INT EXP	\$4,800	\$4,231	(\$569)	-11.9%
TOTAL MISSION & SOCIAL CONCERNS	\$47,810	\$47,241	(\$569)	-1.2%
DENOMINATION BENEVOLENCES				
005260 - PER CAPITA APPORTIONMENT	\$7,491	\$8,060	\$569	7.6%
005701 - DENOMINATIONAL	\$13,500	\$13,500	\$0	0.0%
005702 - THEOLOGICAL EDUCATION	\$5,000	\$5,000	\$0	0.0%
TOTAL DENOMINATION BENEVOLENCES	\$25,991	\$26,560	\$569	2.2%
TOTAL BENEVOLENCES	\$73,801	\$73,801	\$0	0.0%
TOTAL EXPENSES	\$650,420	\$676,210	\$25,790	4.0%
BUDGETED BENEVOLENCE/TOTAL REVENUES	11.3%	10.9%	-0.4%	-3.4%
BLACKMON HOUSE DEPRECIATION	\$5,592	\$5,592	\$0	0.0%

North Decatur Presbyterian Church Monthly Communion Schedule 2017

8:30 a.m. Service – Every Sunday in which services are in session.

11:00 a.m. Service (10:00 a.m. during summer months):

January 01 - Intinction

February 05 – Communion via Passing

March 05 – Intinction

April 02 – Intinction

April 16 – Intinction (Easter)

May 07 – Intinction

June 04 – Intinction (Pentecost)

July 02 – Intinction

August 06 – Intinction

September 03 – Intinction

October 01 – Intinction

November 05 – Communion via Passing

December 03 – Intinction

January 07 – Intinction (2018)

Special Services

April 13 – Intinction (Maundy Thursday)

December 17 – Intinction (Longest Night)

December 24 – Intinction (Christmas Eve)