

First Presbyterian Church of Sheridan, Wyoming
Minutes of Regular Session Meeting

November 15, 2016
MEETING

The Session of First Presbyterian Church of Sheridan, Wyoming convened a regular meeting on Tuesday, November 15, 2016 at 7:03 p.m. in Westminster Fellowship Hall. Pastor Doug Melius moderated the meeting.

QUORUM

Ex Officio: Pastor Doug Melius, and Financial Secretary Dennis Heizer, CJ Clem, Minister to Youth and Children

Visitor: Pastor Jeffrey Baxter, Powell, WY

Elders present: John Lundberg, Mary Ludemann, Jon Botten, Linda Luegge, Janis DeVore and Kim Kozel, Aaron Gray, Jerry Saunders, Tracey Burke, Brooke Holstedt, Carla White, Teresa Williams, Bryan Luedtke, Dennis Schreffler, Sam Herring, Peggy Blaha, Carol Maloy, Dick Birkholz

Elders absent: Bill Porter, Sr., Mark Junek, Mike Stoll

WORSHIP

Pastor Doug opened with a discussion from Isaiah, Chapter 40, and “Comfort, oh my people”, followed by prayer. At this point in the meeting, Pastor Doug introduced Pastor Jeffrey Baxter to the session members. Additionally, Pastor Doug distributed to session members, a letter of his upcoming resignation to be effective April 16, 2017, Easter Sunday. A similar letter was mailed today to all active church members.

Pastor Doug turned over this portion of the meeting to Jeffrey Baxter, the pastor assigned to moderating Pastor Doug’s separation. Pastor Baxter explained the temporary pastoral relationship in some detail. Session will interview, hire and put together a likely contract for an interim pastor. Steve Shive from Presbytery will be our contact and helpmate. After an interim pastor is in place, Presbytery, through Pastor Baxter will do a mission study to see how we want our future to unfold and what we want in a candidate. Only then will we have clearance to elect a Pastor Nominating Committee (PNC).

At the appropriate time, a Church Information Form (CIF) will be developed and this will go to national Presbytery for website posting. This will assist in finding a match for a pastor for us. The field will be narrowed down to three to four, references contacted and we will meet the pastors at a neutral pulpit, not our church. It is from here that we reduce it down, and choose one nominee. Presbytery will also be checking this

candidate. We can only nominate one person. That individual will then come and preach at our church. Once Pastor Doug Melius has announced his date of departure, it cannot be rescinded. He can no longer be a pastor at the church, nor can he perform weddings or preside at funerals. It is considered harmful for a pastor to come back to the church and take any ownership. Pastor Baxter said these are considered to be rules of voluntary separation. Pastor will be in constant contact with us as the steps of the process unfold and will provide us the needed guidance we must have.

After Pastor Baxter's discussion with session, it was moved by Janis DeVore for session to accept with deep regret, the resignation of Pastor Doug Melius. The motion was seconded by Linda Luegge and the motion carried. Pastor came to our church in 1998, and has served our congregation diligently and spiritually for over 18 years. He has been our church's longest serving pastor, and was accepted fully with open arms by our congregation. He and his family will be deeply missed and we are so grateful for his service. Session members extended their thanks and well wishes in retirement.

A motion was made for us to choose the date of Dec. 11th to present Pastor Doug's resignation, and also present the new session members for approval in a congregational meeting at the 10:00 service. The motion was made by Linda Luegge, seconded by Mary Ludemann and carried.

The **AGENDA** was approved.

CLERK'S REPORT

The clerk's report and minutes of the last meeting were approved as presented. A motion was made, seconded and carried.

TREASURER'S REPORT

Dick Birkholz presented the financial reports. He reported a gain for October of \$5,326.28 and a YTD gain of \$10,711.13. The October 2016 Balance Sheet reflects the following:

Total assets:	\$3,793,678.83
Total liabilities:	\$ 77,620.98
Reserves (Retained Earnings):	77,390.16

The Treasurer's Monthly Report also reflected the following:

October 2016 Income:	\$30,863.73
October 2016 Expense:	\$25,537.45
October Net Income:	\$ 5,326.28
YTD Net Income:	\$10,711.13

Dick also passed out the 2017 budget for the church. It reflects a balanced budget in the amount of \$331,386.54. The budget is about \$5,000 less than the budget for 2016. A motion was made, seconded and carried to approve the budget.

COMMITTEE REPORTS

Budget Finance & Stewardship Nov. 8, 2016

Dick Birkholz reported and referred to the written report. He reported an October income of \$30,863.73 with a net gain of \$5,326.28 for the month and a YTD gain of \$10,711.13. Counting and documentation procedures for memorials and Camp Story were outlined as shown in the committee report. A stewardship letter will be sent out soon.

Personnel Nov. 8, 2016

Carol Maloy referred to the written report. She reported that staff evaluations are being returned and that the committee plans to set up review times with staff during the week of Dec. 5th. The staff will get a Christmas monetary gift via the church from the committee.

Fellowship Nov. 8, 2016

Dennis Schreffler presented and referred to the written report. The committee welcomed Gary Joy as a new member. Eight new members were welcomed to the church on Oct. 30th and a potluck followed in the fellowship hall. Christmas tree cutting at the Birkholz cabin will be Nov. 26th. Tree trimming will be Nov. 27th after the 10:00 service, followed by a pie social. A youth Christmas program will be Dec. 11th followed by "Dump Soup" served in the fellowship hall.

Properties Nov. 8, 2016

Bryan Luedtke reported for the committee and referred to the written report. He thanked everyone who came for the recent work day. Wyoming Electric Co. was contacted to check out lighting safety factors in the sanctuary. The lighting and some of the wiring over the pulpit and the choir loft cannot be retrofitted and will need to be replaced. Fixtures will have to be replaced by LED track lighting. Other odd small repairs jobs were reported on and listed in the committee report. It was suggested by Carla White that we contact our insurance agent to increase coverage on our policy (or inquire about) for our new AV equipment. Pastor Doug Melius will follow up on this. A request for use of the fellowship hall was made for Kathy Lundberg on Sunday Nov. 22nd for about 50 people. A motion was made, seconded and carried to allow for this use.

Membership and Evangelism Nov. 8, 2016

Linda Luegge reported and referred to the written report. There will be an upcoming new member's class on Oct. 23rd. The following new members joined the church on Oct. 30th: Gary and Sherry Laughton, Greta Johnson, Jackie McMahan, Michael Browne, David Hackert and Jim and Darcy Lyons. Correspondence with our college students is going well. Committee members will now assume the job of sending correspondence to persons who check sign in church sheets located in pews each Sunday. Often, they request further contact by the church. Previously, this has been taken care of by Mary Holstedt for over 25 years. The committee will design a card for correspondence with church photo(s) on it. Julie Bugher has moved to Salt Lake City, UT, and will be moved to the inactive list.

Mission and Outreach Nov. 8, 2016

John Lundberg presented and referred to the written report. He reported the Little Red School House raised \$649.00. The committee chose to give \$250.00 to the Senior Center for the Thanksgiving dinner they will offer the community. Committee members have talked with the Presbytery of Wyoming and received good information as to where our Mission dollars are spent. This helped greatly to clarify for the committee as to what is done with the contributions. The committee wrote out vouchers for annual giving for many organizations or beneficiaries and they are listed in the written report.

Worship Nov. 8, 2016

Tracey Burke presented an oral report, as well as the written report. The pipe organ and piano were cleaned during clean up recently. The organ was tuned Nov. 15th. Kathy Lundberg has picked the Christmas music. Bell ringers will play on Dec. 4th and Dec. 25th. Our new video equipment is up and running and completed. Tracey presented a listing of Communion dates for 2017. Session is required to approve the dates. A motion was made by Dick Birkholz, and seconded by Mary Ludemann to approve the list of dates. The motion carried.

Christian Education Nov. 8, 2016

Aaron Gray reported and referred to the written report. Sunday School has nine to thirteen children in attendance currently, numbers are down a bit. There will be a mixing of some of the age groups due to numbers. Sunday school teachers will just rotate Sundays. LOGOS has smaller than anticipated attendance, perhaps due to normal fall activities which are sports related. LOGOS will finish this week and start up next year will be January 18th. Adult Bible studies are going well. The committee announced a youth Christmas program for Dec. 11th

Presbyterian Women November 2016

Mary Ludemann reported. The group has voted to hold two ABC/garage sales next year. Also the group voted to keep brunches and lunches the same as last year. A communion guild has been formed to prepare communion. The guild is chaired by Sandy Browne and Jeanette Trohkimoinen.

CJ Clem, Minister to Youth and Children Report November 2016

CJ referred to her written report. She reported LOGOS will finish for the fall and winter session on Nov 16th and start again on Jan. 18th. Sixteen children have been attending. She reported there are 26 youth in the church. There will be a Sunday School Christmas program on Dec. 11th. A possible youth lock-in will be held in December. There will be a youth retreat in Casper Nov. 18-21. Approximately 32 youth total have responded. CJ will be taking several youth from our church.

Pastor Doug's Report November 2016

Pastor Doug presented a written report and referred to it. His report includes activities for the past month, including a memorial service for Ruby Bailey, Camp Story Commission meeting in Gillette and AV training. Many traditional events are listed for the month of December on his report. Pastor Doug discussed his upcoming retirement and told us that he will not/cannot be involved in making any future plans for his replacement. He further explained that we cannot form a Pastor Nominating Committee (PNC) until he is gone. Most likely there will be seven to nine people on the committee. He reported that Steve Shive will be in Sheridan in the next couple of days for a pastor's retreat.

Other Business

Our session meeting minutes are now posted monthly on our church website, www.sheridanfpc.org.

REFLECTION

CAMP STORY DISCUSSION

Dick Birkholz reported for the Commission on Camp Story. Discussion centered around the matching grant from Presbytery in the amount of \$75,000. We have raised \$25,000 so far for the match. The grant money must be used for capital improvements at the camp. A fundraising letter will go out soon to every congregation in the state and many individuals. Dick also reported on recent work and improvements to the women's restrooms, a deck which was built onto the Ryland cabin and insulation to be done in the Gillette cabin.

WORSHIP

CLOSED WITH PRAYER

Carol Maloy closed the meeting in prayer.

SESSION ADJOURNED at 8:35 p.m.

ATTEST:

A handwritten signature in cursive script, reading "Carla J. White". The signature is written in black ink and is positioned above a horizontal line.

Carla J. White, Clerk of Session