

The session of Westminster Presbyterian Church (“WPC”) convened for a stated meeting at 5:15 P.M. on 17 February 2008 in Room 105 of the Holderness Mission Center. Moderator Jack Walchenbach was present and called the meeting to order. Clerk of Session Doug Wellemeyer was present.

Associate Pastors Betty Berghaus and Paul Ransford were present.

Elders Kathryn Bunch, Claudia Draffin, John Graham, Susan Landis, Sara Pottenger, Shayne Ruffing and Holly Huffman Schmidt were present. Elders Bruce Cunningham, John Dancy, Alex Denson, June Jones and Eric Wolf were absent and excused.

Elder Don Heagren was present to deliver a report from the Personnel Committee.

WPC staff members Barbara Fletcher and Nancy Rozak were present.

The meeting was opened with a reading in unison of the WPC Mission Statement, followed by voluntary prayers of those assembled and the Lord’s Prayer in unison, led by the Moderator.

The Moderator declared a quorum present.

MINUTES

The Clerk reported that draft minutes of the Stated Retreat of the Session on January 18-20, 2008 are not yet complete.

The draft minutes of the Called Meeting of the Session on 12 February 2008 and the Called Meeting of the Congregation on 17 February 2008, distributed at the beginning of the meeting, were read.

Motion: On a motion by John Graham, the minutes of the Called Meeting of the Session on 12 February 2008 and the Called Meeting of the Congregation on 17 February 2008 were approved as read.

COMMUNICATIONS

The Clerk reported that Elder Chuck Byrd, President of Durham Congregations in Action, wrote to express thanks to WPC for hosting the annual DCIA dinner on Tuesday 15 January.

The Clerk reported that he had received a request for the session’s permission for the ashes of Bob Ramsey, son of former WPC member Jan Ramsey and nephew of former members Ross and Lee Denison, to be placed in the WPC memorial garden upon his death. The Clerk was advised to respond affirmatively.

A notice regarding Verne and Dean Lanier’s plans for their upcoming mission work in Africa and instructions for financial donations came to the attention of the Moderator, who suggested that the session might consider a general authorization of the Laniers’ request for funding support, and for communication of this request at WPC.

Motion: On a motion by Claudia Draffin, the session authorized general circulation and communication of the notice, and forwarded the notice to the Global Missions Committee for further review.

The Clerk reported that he received a request from Presbytery for two WPC representatives to serve on Presbytery committees. The session asked that the Clerk forward the request to the College of Elders soliciting interest in such committee work, and to notify Presbytery that a response to their request is forthcoming.

OLD BUSINESS

Personnel Committee Report to Session:

The Moderator extended privileges of the floor to Elder Don Heagren to report on the recent work of the Personnel Committee. Don Heagren then circulated a handout entitled "Personnel Committee Report to Session" (copy attached), and discussed in some detail the Personnel Committee's progress on 1) preparations for Associate Pastor Paul Ransford's retirement, 2) staffing of the Interim Youth Director and temporary part-time Associate Pastor positions and 3) the implementation of an annual written performance review process for all staff as previously directed by the session.

Following the planned presentation, Don Heagren requested an audience with the session in executive session for a brief report on what he represented as further business of the Personnel Committee. There was discussion about the structure and operation of the Personnel Committee going forward, after which Don tendered his resignation as Chair of the Personnel Committee. No action was taken by the session. Don Heagren was then excused, and the general meeting was reconvened.

Ways & Means Committee Report on the Cost of Proposed Staff Changes:

Shayne Ruffing circulated a handout entitled "Calculating Salary for PR Replacements ..." (copy attached) and discussed the Ways & Means Commission's current rationale and salary planning data. There was discussion about the expected cost of the two new staff positions, and the parameters for the part-time Associate Pastor position including whether two days per week would be sufficient or if three days per week will be required.

Motion: On a motion by Holly Schmidt, the session requested that the Personnel Committee make an offer to the Youth Director by 1 March 2008, and arrange for a Temporary Associate Pastor to be in place not later than 1 April 2008.

PNC:

John Graham reported that the PNC is continuing to receive candidate applications and referrals, and that the PNC will soon broaden its search with ads in The Presbyterian Outlook and elsewhere.

REPORTS

Worship: (Kathryn Bunch) The Worship Committee's 6 January 2008 meeting minutes were distributed via the Session Packet mailing.

Holy Communion will be celebrated on Sunday 2 March 2008. Kathryn Bunch will coordinate for the 8:30 A.M. service, and Alex Denson will coordinate for the 11:00 A.M. service.

Ways and Means: (Shayne Ruffing) The Ways and Means Commission's 13 February meeting agenda, 16 January meeting minutes and WPC Financial Statements for January 2008 were distributed via the Session Packet mailing.

Youth Council: (Susan Landis) The Youth Council's 3 February 2008 meeting minutes were distributed via the Session Packet mailing.

Motion: On a motion by Susan Landis, the session authorized an auction and luncheon fundraising activities to be organized this spring by and for the Youth mission groups.

Assimilation: (Sara Pottenger) The Assimilation Committee's 6 February 2008 meeting minutes were distributed via the Session Packet mailing.

Fellowship: (Holly Schmidt) The session was reminded that the Wednesday evening Lenten fellowship dinner and Bible study program is set to begin on 20 February.

NEW BUSINESS

Report of Elder Commissioners to 16 February Presbytery Meeting:

Sara Pottenger and Shayne Ruffing reported briefly on the events of the Presbytery meeting the day before. The Presbytery received James McKinnon III and Susan Sexton as candidates. The Reverend Jimmie Hawkins preached, and the Presbytery was treated to a celebration of African American Presbyterian life and in particular the work of the twelve African American churches in the presbytery.

Four resolutions were presented: by The Church of Reconciliation regarding peace in Iraq (disapproved); by The Outreach Division regarding the Withdrawal of Troops from Iraq (approved); by The Church of Reconciliation for changes to G-6.0106(b) (approved); and a Resolution from nine churches in the presbytery (withdrawn).

Ransford Retirement Celebration:

Claudia Draffin reported that a committee has been formed to plan the 30 March celebration of the ministry of Paul Ransford. The committee will meet on Tuesday 19 February.

Motion: A motion to adopt the attached Resolution of the Session Westminster Presbyterian Church of appreciation for the ministry of Associate Pastor Paul Ransford was made, seconded and approved.

Women's Retreat 13 April – Holy Communion:

There was discussion about the desire of those who are planning this year's Women's Retreat to be able to include the celebration of Holy Communion at worship, as is the tradition for this event, but this year there will apparently not be an ordained minister present to administer.

Motion: On a motion by John Graham, the session gave its approval for the celebration of Holy Communion at this year's Women's Retreat to be administered by WPC elders subject to the pertinent rules and procedures prescribed by the Book of Order.

STAFF REPORTS

Nancy Rozak expressed her gratitude for the session's support for WPC's participation in the recent APCE conference in San Diego, and reported that it was a fruitful experience for all who attended. Nancy also reported great anticipation for the upcoming Lenten evening program, and also that the Vacation Bible School application process is underway.

CONCERNS AND CELEBRATIONS

Celebration: Susan Landis's father is recovering well following recent surgery.

The Session's current business having been completed, the Moderator declared the meeting adjourned.

The meeting was closed with a prayer by Sara Pottenger at 7:40 P.M.

Respectfully submitted,

Doug Wellemeyer
Clerk of Session

Jack Walchenbach
Moderator

SO21708 Stated (Approved 20 Apr 2008)

Personnel Committee Report to Session
February 17, 2008

1. Paul's Retirement:

- A. Meetings with Paul and communicating with Presbytery.
- B. Letter to Congregation.
- C. Paul's day of celebration and retirement gifts
- D. Terms of Call

2. Positions to fill:

A. Youth Director

- a. Met with Youth Council.
- b. Establish a Job description (Susan Landis)
- c. Establish compensation
 - (1) Spoke with Presbytery Rev. Marylyn Heins Pay scale information
 - (2) Checked with area churches on pay for similar positions
 - (3) Spoke with applicants on their financial and benefit needs
- d. Interviewing process
- e. Interested applicants
 - (1) Rebecca Mattern
 - (2) Mary Todd Peters
 - (3) Others? Close application Feb 24.

B. Stated Supply Position:

- a. Establish hours, job description, and compensation.
- b. Would the person hired be able to apply for full time position later on?
 - (1) Barbara Campbell Davis - depends upon how is structured.


3. On going Project – Yearly Review of Staff

- A. Barbara Fletcher had end of year review with.
Barbara Schmidt, Gail Reynolds and Tracy Fletcher

B. Establish procedures for best way to review.

- 1. Asked Jack to meet with each of staff members one on one before years end
- 2. Asked Bruce to take each of staff members to lunch for a one on one meeting.
- 3. Book "Completing the Circle" (page 14)

Respectfully Submitted,


Don Heagren Chair, Personnel Committee

2/17/2008
6:36 PM

Calculating Salary for PR Replacements based on current 2008 budget line items

FYI	2008	cost per hr	cost @ 24 hrs/week
Paul's Effective Salary for 40 hrs/week-39 yrs ordained	68,278	32.83	40,967
Betty Effective Salary for 40 hrs/week-9 years ordained; 20+ in ministry	56,430	27.13	33,858
Package-Ordained			
Annual PT, Ordained Salary-includes salary&housing, for 24 hrs/week, based on 60% BB salary	33,900		
FICA 7.65% of effective salary	2,593		
Med dues= 33,900x35 divided by 24=49,437 X 19.5%=	9,640		
Pension dues=33,900x35 divided by 24=49,437 X12%=	5,933		
Professional Expense	1,000		
Package-Ordained	53,066		
Package-Youth Director			
Annual FT Youth Director Salary for 40+ hrs/week	30,000	35,000	
FICA	2,295	2,678	
Health Insurance	4,248	4,248	
Retirement =4.75% x30000	1,425	1,663	
Professional	3,000	3,000	
Package-Youth Director	40,968	46,588	
Amt left from Paul's package	74,438	74,438	
60% of Suggested Ordained pkg	(39,799)	(39,799)	
60% of Suggested Youth Pkg	(30,726)	(34,941)	
Celebration	(7,000)	(7,000)	
pension dues on 10,000 love offering	(3,150)	(3,150)	
Current Placeholder-Salary	(6,498)	(6,498)	
Current Placeholder-Pensions	(2,613)	(2,613)	
Net overage/(Shortage) to current budget	(15,348)	(19,563)	

-75%

**RESOLUTION OF THE SESSION
WESTMINSTER PRESBYTERIAN CHURCH**

WHEREAS Paul Ransford was called to be Associate Pastor for Youth and Family of Westminster Presbyterian Church on September 1, 1997 and remained more than 10 years until his retirement on April 3, 2008; and

WHEREAS he has informed and inspired us through his sermons, often slipping into the role of a Biblical character to offer us another path to insight and understanding; by leading weekly Bible studies, training church officers, and teaching inquirers; and

WHEREAS he has served the Durham community and beyond with great dedication in many organizations including: Rotary International, the March Fifth Group, Durham Habitat for Humanity, CROP walk, Housing for New Hope, the Durham Presbyterian Council, the Community Shelter for HOPE, Camp New Hope, and Urban Ministries; and

WHEREAS he has organized and supported mission work in Honduras, Haiti, and Mexico and earned the title "Disaster Pastor" through his tireless efforts organizing, supporting, and working in disaster areas in eastern North Carolina, Florida, and Mississippi; and

WHEREAS he has led and carefully nurtured our youth in Christian faith through activities that encourage love of God and service to others including: weekly meetings and prayer, retreats at Presbyterian Point and Montreat, mission trips to Mexico and to disaster sites to build churches and homes, myriad other adventures, leadership in the Love Feast, and participation in worship; and

WHEREAS he has loved us, married us, baptized our children, buried our dead, comforted us, shared in our joys and in our sorrows, and touched our lives;

NOW, THEREFORE BE IT RESOLVED BY THE SESSION OF WESTMINSTER PRESBYTERIAN CHURCH, on behalf of the congregation, that we express our thanks to God and our appreciation to Paul Ransford for his ministry, and that, as an expression of our gratitude and love we hereby establish the Paul Ransford Youth Ministry Fund for the support of youth activities of Westminster Presbyterian Church.

Adopted unanimously by the Session, this the 17th day of February, 2008.

Doug Wellemeyer, Clerk

Jack Walchenbach, Moderator