

Stated Session Meeting Minutes for May 17, 2021

Session convened at 6:00 p.m. via Zoom and opened in prayer.

A quorum was noted with the following Session members present: Elizabeth Barge, Dave Breen, Ron Fritch, Mark Fulton, Natt Gantt, Valena Hoy, Rashell Matthews, Joel Phillips, Kathy Stine, Jim Thomasson, Page Weaver, Jim Wood

Examination of Potential New Members: None

Guests:

Shelby Howard, FPC Administrator

Hunter Johnston, Preschool Director and Director of Children and Family Ministries

Devotional: Joel Phillips shared thoughts on Acts 2:1-13. He compared the events of Pentecost vs. the account of the Tower of Babel. Am I making a name for myself or pointing toward the Gospel of Christ?

Financial Report: The financial report was reviewed by Shelby Howard. She reported that both FPC and FPP continue to be in a good financial position.

Clerk's Communications and Reports:

- Attendance Figures for April 18, 2021 through May 9, 2021.
- Membership Gains and Losses Figures
- Upcoming Session Meetings and Calendar Reminders
- Births and Deaths Information
- Baptisms and Weddings Conducted
- New Members and Transfers/Removals Noted

Minutes for Stated Session Meeting for April 19, 2021: Reviewed by Session and ordered by common consent.

Minutes for Congregational Meeting for May 2, 2021: Reviewed by Session and ordered by common consent.

Consent Agenda: The Consent Agenda for May 17, 2021 was approved and ordered by common consent.

Staff Reports:

Hunter Johnston reported that Jackson Cooper continues to do a great job with the youth and young adult ministries. There have been a lot of programming advances. Vacation Bible School plans are moving forward with special activities and a special meal in the parking lot planned for July 11 – 13. The preschool continues to see enrollment success. Teacher appreciation week was a success. Kindergarten graduation coming up.

Joel Phillips reported that the all-church survey will be published to the congregation. He is working with the AV team to solve the technical glitches that occurred during the Easter services. He is working on a strategy for the overall online presence of FPC. FPC Masterclasses were a huge success and will be part of programming going forward in the fall.

PEVA Commissioner Report:

Joel Phillips reported that the July PEVA meeting may be in-person. He reported positive remarks from General Presbyter Rev. Elizabeth Hendricks regarding FPC's engagement with NEST and the city's homeless shelter plans.

Team Reports / Committee Minutes, URC/N.E.S.T. Report: Attached at end of docket.

New Business:

MOTION: That Session approve the Ministry Position Description for the Assistant to the Preschool Director/Director of Family and Children's Ministries. The motion was approved by unanimous consent.

MOTION: That Session approve the Ministry Position Description for the Director of Online Ministry. The motion was approved by unanimous consent.

MOTION: That a Nicaragua Service Mission Trip be added to the church calendar for 2022. The motion was approved by unanimous consent.

Pastors' Reports:

Valena Hoy

Master classes have gone very well. Summer program planning is underway. The sermon series will focus on the Book of John. The number of baptisms is picking up. Valena's Commission on Ministry work is moving forward. She expressed deep thanks for her 20th anniversary gift from the congregation.

Jim Wood

The staff is in the process of discerning what will happen as FPC returns to full in-person worship. We continue to wait for more clarification from the governor. Parking lot parties have been a great success and will continue. URC is doing well, particularly in its work with the Center homeless program, which is a temporary solution until the city creates a permanent shelter. Congratulations to Joel Phillips upon his graduation from seminary. Jim's new grandson's name is Silas. Jim noted that May 16, 2021 marked the 22nd anniversary of his ministry at FPC. We are contemplating an in-person Session meeting for June.

Adjournment: Meeting was closed in prayer and adjourned at 7:25 pm by common consent.



Mark Fulton, Clerk of Session



Rev. Jim Wood, Senior Pastor

Church Administrator and Treasurer Report Monday, May 17, 2021

- FPC Operating Revenue and Expenses (as of April 30, 2021; 4 of 12 months or 33.3%)

	Budget YTD	Actual YTD	Remaining	FY21	FY20	FY19
*Revenue	\$706,667	\$723,103	+\$16,436	34.1%	34.1%	29.0%
Expenses	\$719,869	\$580,017	+\$139,852	26.9%	27.4%	30.0%
Net Total	-\$13,202	+\$143,086	+\$156,288			

*PPP revenue in the amount of \$203,805.87 is omitted to show better comparison between fiscal years. PPP revenue can be seen in P&L Summary Report and is discussed in Financial Summary below.

- FPP Preschool Operating Revenue and Expenses (as of April 30, 2021; 4 of 12 months or 33.3%)

	Budget YTD	Actual YTD	Remaining	FY21	FY20	FY19
*Revenue	\$333,333	\$415,862	+\$82,529	41.6%	32.4%	38.2%
Expenses	\$322,000	\$354,645	-\$32,645	36.7%	33.3%	32.3%
Net Total	+\$11,333	+\$61,217	+\$49,884			

*PPP revenue in the amount of 160,133.19 is omitted to show better comparison between fiscal years. PPP revenue can be seen in P&L Summary Report and is discussed in Financial Summary below.

- Financial Summary (as of April 30, 2021; 4 of 12 months or 33.3%)

- The church ended April 2021 in a net positive position, with a net total of \$143,086 w/o PPP revenue; w/ PPP revenue, the church ended April 2021 in net positive position with a net total of \$346,892
- Pledges & Contributions at the end of April 2021 surpassed those of April 2020 (by \$18,927) & April 2019 (by \$110,054)
- Overall church expenses at the end of April 2021 were up by \$10,240 compared to this time in 2020 and down by \$104,396 compared to this time in 2019
- The preschool ended April 2021 in a net positive position, with a net total of \$61,217 w/o PPP revenue; w/ PPP revenue, the preschool ended April 2021 in a net positive position with a net total of \$221,351
- Preschool revenues at the end of April 2021 are up by \$72,053 compared to this time in 2020 (due to preschool COVID shutdown) and are comparable to revenues of the same time in 2019

- Preschool expenses at the end of April 2021 are up by \$17,361 compared to the same time in 2020 and up by \$26,945 compared to the same time in 2019 (this is partially due to March 2021 and April 2020 having 3 pay days in the month, 2019 only had two pay days per month during this timeframe)

First Presbyterian Church - CURRENT
Analysis of Revenues & Expenses - Summary
Church Operating Fund
January to April 2021

Accounts	This Year YTD Actual	This Year YTD Budget	This Year Annual Budget
Revenues			
Church Operating Fund			
Administrative Committee			
Facilities	\$30,050.00	\$31,666.68	\$95,000.00
Business/Finance	\$0.00	\$3,333.32	\$10,000.00
Ministries/Operations	\$885,449.28	\$657,333.36	\$2,175,805.87
Total Administrative Committee	<u>\$915,499.28</u>	<u>\$692,333.36</u>	<u>\$2,280,805.87</u>
Spiritual Growth Committee	\$246.00	\$0.00	\$0.00
Bless the Children Committee	\$2,437.81	\$3,333.32	\$10,000.00
Government Committee	\$0.00	\$0.00	\$0.00
Outreach Committee	\$0.00	\$0.00	\$0.00
Personnel Committee	\$7,787.00	\$9,999.96	\$30,000.00
Worship Committee	\$939.00	\$1,000.00	\$3,000.00
Total Church Operating Fund	<u>\$926,909.09</u>	<u>\$706,666.64</u>	<u>\$2,323,805.87</u>
Total Revenues	<u>\$926,909.09</u>	<u>\$706,666.64</u>	<u>\$2,323,805.87</u>
Expenses			
Church Operating Fund			
Administrative Committee			
Facilities	\$98,329.40	\$100,666.72	\$302,000.00
Business/Finance	\$91,458.81	\$97,666.64	\$293,000.00
Total Administrative Committee	<u>\$189,788.21</u>	<u>\$198,333.36</u>	<u>\$595,000.00</u>
Spiritual Growth Committee	\$680.95	\$4,666.64	\$14,000.00
Bless the Children Committee	\$3,910.82	\$14,999.96	\$45,000.00
Government Committee	\$0.00	\$0.00	\$0.00
Outreach Committee			
Special Offerings Per Session	\$0.00	\$0.00	\$0.00
Benevolences/Offerings	\$0.00	\$0.00	\$0.00
Benevolences to Presbytery	\$18,333.32	\$18,333.32	\$55,000.00
International Outreach	\$17,333.32	\$23,666.72	\$71,000.00
C4C (Local Outreach)	(\$359.62)	\$12,333.36	\$37,000.00
Total Outreach Committee	<u>\$35,307.02</u>	<u>\$54,333.40</u>	<u>\$163,000.00</u>
Personnel Committee			
Pastor Salaries	\$34,705.62	\$46,131.68	\$138,395.03
Lay Personnel Salaries	\$181,802.52	\$230,667.60	\$692,003.00
Administrative Benefits			
Housing Allowances	\$28,505.25	\$35,782.84	\$107,348.53
FICA Support	\$21,751.60	\$26,414.36	\$79,243.00
Annuity/Insurance	\$29,961.62	\$39,333.36	\$118,000.00
Professional Expense	\$4,478.20	\$12,230.40	\$36,691.12
Continuing Education	\$1,327.76	\$4,820.92	\$14,462.79
Health/Disability	\$23,592.28	\$22,843.64	\$68,530.84
403(b) Contributions	\$916.78	\$1,911.28	\$5,733.87
Other Admin Benefits	\$19,002.92	\$19,066.64	\$57,200.00
Total Administrative Benefits	<u>\$129,536.41</u>	<u>\$162,403.44</u>	<u>\$487,210.15</u>
Total Personnel Committee	<u>\$346,044.55</u>	<u>\$439,202.72</u>	<u>\$1,317,608.18</u>
Worship Committee	\$4,285.90	\$7,666.72	\$23,000.00
Evangelism Committee	\$0.00	\$666.68	\$2,000.00
Total Church Operating Fund	<u>\$580,017.45</u>	<u>\$719,869.48</u>	<u>\$2,159,608.18</u>
Total Expenses	<u>\$580,017.45</u>	<u>\$719,869.48</u>	<u>\$2,159,608.18</u>
Net Total	\$346,891.64	(\$13,202.84)	\$164,197.69

First Presbyterian Church - CURRENT
Analysis of Revenues & Expenses - Summary
Preschool Fund
January to April 2021

Accounts	This Year YTD Actual	This Year YTD Budget	This Year Annual Budget
Revenues			
Preschool Fund			
Preschool Revenues	\$575,995.66	\$333,333.36	\$1,160,133.19
Total Preschool Fund	<u>\$575,995.66</u>	<u>\$333,333.36</u>	<u>\$1,160,133.19</u>
Total Revenues	<u>\$575,995.66</u>	<u>\$333,333.36</u>	<u>\$1,160,133.19</u>
Expenses			
Preschool Fund			
Preschool Expenses	\$354,644.52	\$322,000.04	\$966,000.00
Total Preschool Fund	<u>\$354,644.52</u>	<u>\$322,000.04</u>	<u>\$966,000.00</u>
Total Expenses	<u>\$354,644.52</u>	<u>\$322,000.04</u>	<u>\$966,000.00</u>
Net Total	\$221,351.14	\$11,333.32	\$194,133.19

First Presbyterian Church - CURRENT
Analysis of Revenues & Expenses - Summary
Session Designated Fund
January to April 2021

Accounts	This Year YTD Actual	This Year YTD Budget	This Year Annual Budget
Revenues			
Session Designated Fund			
Administrative Committee	\$0.00	\$0.00	\$0.00
Government Committee	\$0.00	\$0.00	\$0.00
Personnel Committee	\$0.00	\$0.00	\$0.00
Total Session Designated Fund	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Revenues	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Expenses			
Session Designated Fund			
Government Committee	\$0.00	\$0.00	\$0.00
Personnel Committee	\$0.00	\$0.00	\$0.00
Administrative Committee	\$12,500.74	\$0.00	\$0.00
Outreach Committee	\$0.00	\$0.00	\$0.00
Total Session Designated Fund	<u>\$12,500.74</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Expenses	<u>\$12,500.74</u>	<u>\$0.00</u>	<u>\$0.00</u>
Net Total	(\$12,500.74)	\$0.00	\$0.00

First Presbyterian Church - CURRENT
 Balance Sheet
 April 2021

Accounts

Assets		
Current Assets		
Checking Accounts		
BB&T Checking Account		
10-00-1021 - BB&T - Church Operating Checking	\$1,157,346.24	
50-00-1021 - BB&T - Preschool Checking	\$267,853.67	
70-00-1021 - BB&T Session Designated Checking	\$131,082.12	
Total BB&T Checking Account	\$1,556,282.03	
Other Checking Accounts		
10-00-1032 - BB&T - Flexible Benefit Plan	\$11,588.99	
30-00-1061 - BB&T - Restricted Funds	\$632.75	
30-00-1065 - BB&T - Restricted Savings	\$634,843.33	
Total Other Checking Accounts	\$647,065.07	
Total Checking Accounts	\$2,203,347.10	
Investments Held by Trustees		
60-00-1010 - VIC - Capital Account	\$5,307,250.17	
Total Investments Held by Trustees	\$5,307,250.17	
Total Current Assets		\$7,510,597.27
Total Assets		\$7,510,597.27
Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
Current Liabilities		
Intrafund Balances		
10-00-2000 - Due TO (FROM) Restricted Fund	\$16,636.00	
30-00-2000 - Due TO (FROM) Operating Fund	(\$16,695.33)	
50-00-2000 - Due TO (FROM) Operating Fund	\$59.33	
Total Intrafund Balances	\$0.00	
Payroll Deduction-Church Staff		
10-00-2032 - Flexible Benefit Plan Deductions	\$8,037.61	
10-00-2040 - Pension Plan Deductions	\$1,458.19	
10-00-2041 - Health Insurance Deductions-Optima	\$6,662.19	
10-00-2046 - Dental Plan Deductions	\$1,699.41	
Total Payroll Deduction-Church Staff	\$17,857.40	
Tuition & Deposits-Preschool		
50-00-2056 - Prepaid Registration Fees	\$11,600.00	
50-00-2058 - PS Tuition Deposit	\$84,602.82	
Total Tuition & Deposits-Preschool	\$96,202.82	
Other Liabilities		
10-00-2071 - Credit Card Charges	\$19,723.42	
Total Other Liabilities	\$19,723.42	
Total Current Liabilities		\$133,783.64
Total Liabilities		\$133,783.64
Fund Principal		
10-00-3999 - Balance-Church Operating Fund	\$718,067.15	
60-00-3999 - Balance-Trustees Fund	\$5,307,250.17	
70-00-3999 - Balance-Session Designated Fund	\$143,582.86	
Excess Cash Received	\$555,742.04	
Total Fund Principal and Excess Cash Received		\$6,724,642.22
Restricted Funds		
Total Temporary Restricted	\$652,171.41	
Total Restricted Funds		\$652,171.41
Total Liabilities, Fund Principal, & Restricted Funds		\$7,510,597.27