

Stated Session Meeting Minutes for January 25, 2021

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

Examination of Potential New Members: None

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

Guests:

Shelby Howard, FPC Administrator

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

Devotional: Page Weaver presented a devotional on 2 Corinthians 5:7. "For we walk (live) by faith, not by sight."

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 November 15, 2020 through January 17, 2021.
- Membership Gains and Losses Figures
- Upcoming Session Meetings and Calendar Reminders
- Births and Deaths Information
- Baptisms and Weddings Conducted
- New Members and Transfers Noted

Minutes for Stated Session Meeting for November 16, 2020. Reviewed by Session.

Consent Agenda: The Consent Agenda for January 25, 2020 was approved and ordered by common consent.

Staff Reports:

Hunter said that COVID-19 affects virtually all aspects of the preschool operations. She thanked Gigi and Shelby for their tremendous help. A chief challenge has been how to handle quarantines. The 2021 – 2022 enrollment season has begun. A new library has been dedicated to the memory of Pat Collmus. A staff in-service went very well. A new preschool coordinator is coming. Confirmation is going well.

Joel Phillips reviewed the highlights of the N.E.S.T. report, which was sent to Session.

PEVA Commissioner Report: Joel reported briefly on the PEVA meeting on Saturday, January, 23, 2021.

Team Reports / Committee Minutes: It was noted that they are attached at the end of the docket.

New Business

The proposed 2021 budget was reviewed by Shelby, who answered questions on various parts.

Motion: To approve the budget as written. Moved, seconded and passed unanimously.

Motion: The International Outreach Team requested a motion to move \$3,000 of the \$3,245 unspent 2020 budgeted funds to the 2021 budget. Moved, seconded and ordered by common consent.

Hal Barge's letter regarding "buying local" when purchasing items for the church was referred to the Generosity Team to study.

The Building and Grounds committee invitation to visit the Sanctuary at 11:15 am on Sunday, January 31, 2021 was discussed by Jim Thomasson.

Jim Thomasson presented a review by the FPC Oversight Team of the team structure concept instituted a year ago. Jim reported that the team structure is working well. He referred to a summary of the Oversight Team's finding at the end of the docket. There was additional discussion regarding the Session's roll in providing oversight and the possible addition of lay people as team members. Further study of these ideas will occur this year.

Pastors' Reports:

Valena Hoy

The subject of convening a congregational meeting to hold elections and terms of call votes was discussed. While COVID restrictions still limit our ability to hold an in-person meeting, the possibility of having a provisional meeting that could be considered later was discussed. The votes from that meeting could be ratified at a later time.

MOTION: To elect Page Weaver as vice-chair of the nominating committee. The motion was made, seconded and passed unanimously.

Valena said she is grateful for a wonderful Advent and Christmas season. The new year with more masterclasses is exciting. We have said a fond farewell to Betsy and Donnie Hussey, who are off to be closer to family in Florida. We are looking for a new parish visitor.

Jim Wood

The staff is doing a great job. Jim said he is both excited and a bit nervous about the way forward. Yet great things are happening. The experience of the last year may become a model for moving ahead in the future. We may be facing membership challenges down the road. How to create opportunities for members of the congregation to engage with each other in person will be a key consideration.

The city of Norfolk is struggling in its response to COVID-19. FPC's participation in the N.E.S.T. program, especially taking on the responsibility to host it into March, has given the church a valuable seat at the table with the city's efforts to address solutions for the homeless. The Easter service will be virtual-only due to the COVID challenge. Jim will not be doing his chili fundraiser this year due to the virus limitations.

MOTION: To establish a "Support for Medical Expenses Fund" that will provide financial assistance to staff members and congregation members with extraordinary medical expenses. The motion was made, seconded and approved unanimously.

Adjournment: Meeting was adjourned at 8:05 pm.



Mark Fulton, Clerk of Session



Rev. Jim Wood, Senior Pastor

FIRST PRESBYTERIAN CHURCH, NORFOLK
Session Meeting Docket
Monday, January 25, 2021

**Church Administrator and Treasurer Report
Monday, January 25, 2021**

- **FPC Operating Revenue and Expenses (as of December 31, 2020; 12 of 12 months or 100%)**

	Budget YTD	Actual YTD	Remaining	FY20	FY19	FY18
Revenue	\$2,102,600	\$2,065,329	+\$37,271	98%	99%	106%
Expenses	\$2,059,837	\$1,838,940	+\$220,897	89%	92%	103%
Net Total	+\$42,763	+\$226,389	-\$183,626			

- **FPP Preschool Operating Revenue and Expenses (as of December 31, 2020; 12 of 12 months or 100%)**

	Budget YTD	Actual YTD	Remaining	FY20	FY19	FY18
Revenue	\$1,062,000	\$915,760	+\$146,240	86%	110%	97%
Expenses	\$1,013,480	\$944,312	+\$69,168	93%	106%	98%
Net Total	+\$48,520	-\$28,552	+\$77,072			

- **FPC Session Designated Funds and Expenses (as of December 31, 2020; 12 of 12 months or 100%)**

	Budget YTD	Actual YTD	Remaining	FY20	FY19	FY18
Revenue	\$210,000	\$210,000	\$0	100%	104%	100%
Expenses	\$210,000	\$172,318	+\$37,682	82%	104%	76%
Net Total	\$0	+\$37,682	-\$37,682			

- **Financial Summary (as of December 31, 2020; 12 of 12 months or 100%)**
 - FPC ended 2020 in a net positive position (net total= \$226,389)
 - 2020 Pledges & Contributions actually surpassed those of 2019 & 2018
 - FPC 2020 expenses were lower in comparison to 2019 & 2018
 - FPP ended 2020 in a net negative position (net total= -\$28,552)
 - September 2020 was the first FPP net positive month since March 2020. Since then, the preschool has continued to have net positive months, reducing the negative net total each month.

FIRST PRESBYTERIAN CHURCH, NORFOLK
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- Anticipate continued net positive months in 2021 as long as FPP remains open
- Combined FPC & FPP ended 2020 in a net positive position (net total= \$197,837)
- This does not include PPP funds, as forgiveness has not been approved (see info below)
- 2020 books not yet closed

- **PPP Loan Amount = \$363,939**
 - PBMares computed our eligible loan forgiveness at up to \$353,939 (97%)
 - Forgiveness reduced by \$10,000 due to EIDL grant
 - FPC/FPP has submitted forgiveness application through BB&T. Awaiting review by SBA
 - Legislation for second round PPP funding was approved, however FPC does not qualify and will not be applying

- **Stewardship 2021 Update**
 - First letters have gone out, second letters go out this week
 - Sermon series and stewardship testimonials in worship continue
 - Commitment Sunday tracking for Sunday, February 14
 - Will be offering an online pledge card option this year so that those worshipping at home may participate in Commitment Sunday
 - Mailing out 2021 Offering Envelopes to those that sign up on connection card

- **Second Reading of 2021 Proposed Budget**

Date : 01/18/2021
Time : 3:34:10 PM

First Presbyterian Church - CURRENT
SESSION REPORT - Summary for December 31, 2020
December 2020

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Accounts	This Year YTD Actual	This Year Annual Budget
Revenues		
Church Operating Fund		
Administrative Committee		
Facilities	93,955	95,000
Business/Finance	7,255	10,000
Ministries/Operations	2,114,201	1,959,600
Total Administrative Committee	2,215,411	2,064,600
Spiritual Growth Committee	898	0
Bless the Children Committee	16,371	12,000
Government Committee	(200,000)	(200,000)
Outreach Committee	0	0
Personnel Committee	30,229	22,000
Worship Committee	2,420	4,000
Total Church Operating Fund	2,065,329	1,902,600
Preschool Fund		
Preschool Revenues	915,760	1,062,000
Total Preschool Fund	915,760	1,062,000
Session Designated Fund		
Administrative Committee	10,000	10,001
Government Committee	200,000	200,000
Personnel Committee	0	0
Total Session Designated Fund	210,000	210,001
Total Revenues	3,191,089	3,174,601
Expenses		
Church Operating Fund		
Administrative Committee		
Facilities	273,199	280,250
Business/Finance	297,209	293,000
Total Administrative Committee	570,409	573,250
Spiritual Growth Committee	7,593	16,900
Bless the Children Committee	23,420	48,350
Government Committee	0	0
Outreach Committee		
Special Offerings Per Session	175	0
Benevolences/Offerings	0	0
Benevolences to Presbytery	55,000	55,000
International Outreach	66,755	70,000
C4C (Local Outreach)	26,913	37,000
Total Outreach Committee	148,844	162,000
Personnel Committee		
Pastor Salaries	98,245	134,913
Lay Personnel Salaries	591,372	631,420
Administrative Benefits		
Housing Allowances	83,579	108,000
FICA Support	68,050	78,904
Annuity/Insurance	92,776	118,000
Professional Expense	24,432	33,900
Continuing Education	5,925	13,200
Health/Disability	60,117	42,400
403(b) Contributions	5,958	5,500
Other Admin Benefits	33,456	56,200
Total Administrative Benefits	374,292	456,104
Total Personnel Committee	1,063,910	1,222,437

Date : 01/18/2021
Time : 3:34:10 PM

First Presbyterian Church - CURRENT
SESSION REPORT - Summary for December 31, 2020
December 2020

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Accounts	This Year YTD Actual	This Year Annual Budget
Worship Committee	24,511	33,900
Evangelism Committee	254	3,000
Total Church Operating Fund	<u>1,838,940</u>	<u>2,059,837</u>
Preschool Fund		
Preschool Expenses	944,312	1,013,480
Total Preschool Fund	<u>944,312</u>	<u>1,013,480</u>
Session Designated Fund		
Government Committee	0	0
Personnel Committee	0	0
Administrative Committee	92,318	130,000
Outreach Committee	80,000	80,000
Total Session Designated Fund	<u>172,318</u>	<u>210,000</u>
Total Expenses	<u>2,955,569</u>	<u>3,283,317</u>
Net Total	235,520	(108,716)

FIRST PRESBYTERIAN CHURCH
OPERATING BUDGET - CHURCH AND PRESCHOOL
CALENDAR YEAR 2021

Funds/Accounts	2020 Budget	2021 Budget	\$	%
			Increase / (Decrease)	

CHURCH OPERATING INCOME

Pledges	\$1,325,000	\$1,375,000	\$50,000	3.77%
Contributions	\$600,000	\$575,000	(\$25,000)	-4.17%
Loose Offering (Cash)	\$17,500	\$6,000	(\$11,500)	-65.71%
Building Use/Custodial Fees	\$95,000	\$95,000	\$0	0.00%
Food Services	\$10,000	\$10,000	\$0	0.00%
Memorials/Honorariums	\$2,100	\$2,000	(\$100)	-4.76%
Trustees Unrestricted Distribution	\$15,000	\$14,000	(\$1,000)	-6.67%
Trustees Designated Revenues	\$38,000	\$43,000	\$5,000	13.16%
Session Designated 2019 Net Surplus	\$200,000	\$100,000	(\$100,000)	-50.00%
TOTAL INCOME	\$2,302,600	\$2,220,000	(\$82,600)	-3.59%

CHURCH OPERATING EXPENSES

Facilities	\$280,250	\$302,000	\$21,750	7.76%
Business and Finance	\$293,000	\$293,000	\$0	0.00%
Spiritual Growth	\$16,900	\$14,000	(\$2,900)	-17.16%
Bless the Children	\$48,350	\$45,000	(\$3,350)	-6.93%
Outreach - PEVA Annual Pledge	\$55,000	\$55,000	\$0	0.00%
Outreach - C4C	\$36,700	\$37,000	\$300	0.82%
Outreach - International	\$70,500	\$71,000	\$500	0.71%
Pastors' Salaries	\$134,913	\$134,170	(\$743)	-0.55%
Lay Personnel Salaries	\$631,420	\$692,003	\$60,583	9.59%
Administrative Benefits	\$456,104	\$486,492	\$30,388	6.66%
Worship	\$33,900	\$23,000	(\$10,900)	-32.15%
Evangelism	\$3,000	\$2,000	(\$1,000)	-33.33%
Session Designated 2019 Net Surplus	\$200,000	\$50,000	(\$150,000)	-75.00%
TOTAL EXPENSES	\$2,260,037	\$2,204,665	(\$55,372)	-2.45%

CHURCH NET INCOME **\$42,563** **\$15,335**

PRESCHOOL

Tuition and Fees	\$1,062,000	\$1,000,000		
Operating Expenses - Preschool	(\$1,013,480)	(\$966,000)		
PRESCHOOL NET INCOME	\$48,520	\$34,000		