

Stated Session Meeting Minutes for February 15, 2021

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

Examination of Potential New Members:

Susan Vanderwerff – Reaffirmation of Faith

A quorum was noted with the following Session members present: Jeff Abney, Elizabeth Barge, Dave Breen, Mark Fulton, Natt Gantt, Lucy Gates, Susan Girois, Barbara Haga, Valena Hoy, 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: Valena Hoy shared a devotional based on Psalm 27. "The Lord is my light and my salvation; whom shall I fear?"

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 January 25, 2021 through February 7, 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 January 25, 2021: Reviewed by Session.

Consent Agenda: The Consent Agenda for February 15, 2021 was approved and ordered by common consent.

Staff Reports:

Hunter said the confirmand meetings have gone very well. In the preschool, 80% of the staff will be vaccinated. There have been some COVID challenges, such as parents who have tested positive and had to keep their children at home. Preschool enrollment is going very well.

PEVA Commissioner Report: None this month.

Team Reports / Committee Minutes: None this month.

URC/N.E.S.T. Report: Attached at end of docket.

New Business:

Motion: From Building and Grounds Committee

On Sunday January 31, 2021 The B & G Committee made a presentation to Session members for improvements to the church sanctuary which will increase the sanctuary space to allow for more musicians and performers in the services and will allow for elevated staging for these participants as well as allowing the congregation to better see wedding ceremonies and baptisms. We are proposing this work to begin after Easter **2022**. A video of this presentation was made for Session members not able to attend on the 31th.

We request approval of:

(1) \$8,000 for an artist rendering for display to the congregation and

(2) \$30,000 for A&E design drawings and a final estimate of costs to give to two or three construction contractors later this year for prices for this work. These amounts are not to exceed these estimates, as we hope to get these items for less than these proposed amounts.

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Following a discussion on the proposed improvements, a motion to approve the two elements of the Building and Grounds Committee request was made and seconded. The motion passed by a vote of 14 to 1.

Motion: To approve the 2020 annual statistical report to PC(USA) and direct that it be published to the congregation. The motion was made, seconded and approved by common consent.

Motion: To elect PEVA Commissioners for 2021.

- Joel Phillips
- Jim Thomasson

The motion was made, seconded and approved by common consent.

Pastors' Reports:

Valena Hoy

Devotional work for Lent and Easter is underway. Antipas Harris will present a teaching series on "The Beloved Country." Preparations are underway for the Winter Chill event. Valena is overseeing the Commission on Ministry work.

Jim Wood

The Confirmation event went well. The nominating committee will convene soon to create a slate of candidates for elders and deacons. Jim wants to start thinking about and begin vision casting for the fall. We may convene a called Session meeting to do that. Rather than the special fund that Session created last month, Jim suggested a different approach that would celebrate Valena being in her 21st year of ministry at FPC.

MOTION: To rescind last month's vote that established the Support for Medical Expenses Fund. The motion was made, seconded and ordered by common consent.

Adjournment: Meeting was adjourned at 7:40 pm.



Mark Fulton, Clerk of Session



Rev. Jim Wood, Senior Pastor

FIRST PRESBYTERIAN CHURCH, NORFOLK
Session Meeting Docket
Monday, February 15, 2021

**Church Administrator and Treasurer Report
Monday, February 15, 2021**

- **FPC Operating Revenue and Expenses (as of January 31, 2021; 1 of 12 months or 8.3%)**

| | Budget YTD | Actual YTD | Remaining | FY21 | FY20 | FY19 |
|------------------|-------------------|-------------------|------------------|-------------|-------------|-------------|
| Revenue | \$176,667 | \$151,057 | -\$25,610 | 7.1% | 6.8% | 6.4% |
| Expenses | \$179,555 | \$117,692 | +\$61,863 | 5.5% | 7.1% | 6.6% |
| Net Total | -\$2,888 | +\$33,365 | \$36,253 | | | |

- **FPP Preschool Operating Revenue and Expenses (as of January 31, 2021; 1 of 12 months or 8.3%)**

| | Budget YTD | Actual YTD | Remaining | FY21 | FY20 | FY19 |
|------------------|-------------------|-------------------|------------------|-------------|-------------|-------------|
| Revenue | \$83,333 | \$103,441 | +\$20,108 | 10.3% | 9.8% | 9.6% |
| Expenses | \$80,500 | \$77,880 | +\$2,620 | 8.1% | 7.5% | 7.4% |
| Net Total | +\$2,833 | +\$25,561 | +\$22,728 | | | |

- **Financial Summary (as of January 31, 2021; 1 of 12 months or 8.3%)**
 - Ended January 2021 in a net positive position, with a net total of \$33,365
 - Pledges & Contributions for January 2021 actually surpassed those of January 2020 (by \$22,211) & January 2019 (by \$4,026)
 - Overall church expenses for January 2021 were down by \$29,414 compared to this time in 2020 and down by \$30,896 compared to this time in 2019
 - The preschool ended January 2021 in a net positive position, with a net total of \$25,561
 - Preschool revenues and expenses at the end of January 2021 are comparable to revenues and expenses of the same time in 2020 and 2019
-
- **PPP Loan Amount = \$363,939**
 - **Eligible loan forgiveness 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

FIRST PRESBYTERIAN CHURCH, NORFOLK
Session Meeting Docket
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- **Stewardship 2021 Update**

- Third letters soon to be mailed, which includes 2021 pledge card
- Commitment Sunday: February 28, 2021
- Will be offering an online pledge card option this year so that those worshipping at home may participate in Commitment Sunday. May also make commitment in person on the 28th or by mail.

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Time : 3:25:55 PM

First Presbyterian Church - CURRENT
Balance Sheet-Consolidated
Funds: Church Operating Fund, Emergency Aid Funds, Preschool Fund, Restricted
Fund, Session Designated Fund, Trustees Fund
January 2021

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Note: The Report Option to include Open Transactions is selected.

Accounts

| Assets | | |
|--|-----------------------|-----------------------|
| Current Assets | | |
| Checking Accounts | | |
| BB&T Checking Account | | |
| 10-00-1021 - BB&T - Church Operating Account | \$1,375,932.85 | |
| Total BB&T Checking Account | \$1,375,932.85 | |
| Other Checking Accounts | | |
| 10-00-1032 - BB&T - Flexible Benefit Plan | \$14,610.74 | |
| 30-00-1061 - BB&T - Restricted Funds | \$632.75 | |
| 30-00-1065 - BB&T - Restricted Savings | \$633,562.77 | |
| Total Other Checking Accounts | \$648,806.26 | |
| Total Checking Accounts | \$2,024,739.11 | |
| 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 | | \$7,331,989.28 |
| Total Assets | | \$7,331,989.28 |
| Liabilities, Fund Principal, & Restricted Funds | | |
| Liabilities | | |
| Current Liabilities | | |
| Intrafund Balances | | |
| 10-00-2000 - Due TO (FROM) Restricted Fund | \$127,236.82 | |
| 10-00-2005 - Due To (FROM) Session Designated Fund | \$79,000.00 | |
| 30-00-2000 - Due TO (FROM) Operating Fund | (\$62,653.96) | |
| 70-00-2005 - Due To (FROM) Restricted Fund | (\$64,582.86) | |
| 70-00-2007 - Due To (From) Operating Fund | (\$79,000.00) | |
| Total Intrafund Balances | \$0.00 | |
| Payroll Deduction-Church Staff | | |
| 10-00-2032 - Flexible Benefit Plan Deductions | \$11,601.25 | |
| 10-00-2041 - Health Insurance Deductions-Optima | \$6,661.95 | |
| 10-00-2046 - Dental Plan Deductions | \$1,067.12 | |
| Total Payroll Deduction-Church Staff | \$19,330.32 | |
| Other Liabilities | | |
| 10-00-2071 - Credit Card Charges | \$24,683.84 | |
| Total Other Liabilities | \$24,683.84 | |
| Total Current Liabilities | | \$44,014.16 |
| Long-term Liabilities | | |
| 10-00-2072 - Payroll Protection Plan (PPP) | \$363,939.06 | |
| Total Long-term Liabilities | | \$363,939.06 |
| Total Liabilities | | \$407,953.22 |
| Fund Principal and Excess Cash Received | | |
| Fund Principal | | |
| 10-00-3999 - Balance-Church Operating Fund | \$568,251.38 | |
| 30-00-3999 - Balance-Restricted Fund | \$36,212.79 | |
| 60-00-3999 - Balance-Trustees Fund | \$5,307,250.17 | |
| 70-00-3999 - Balance-Session Designated Fund | \$21,335.48 | |
| Total Fund Principal | \$5,933,049.82 | |
| Excess Cash Received | | |
| Excess Cash Received - Church Operating Fund | \$58,925.92 | |
| Excess Cash Received - Emergency Aid Funds | \$0.00 | |
| Excess Cash Received - Preschool Fund | \$0.00 | |

Date : 02/13/2021
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First Presbyterian Church - CURRENT
Balance Sheet-Consolidated
Funds: Church Operating Fund, Emergency Aid Funds, Preschool Fund, Restricted
Fund, Session Designated Fund, Trustees Fund
January 2021

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Note: The Report Option to include Open Transactions is selected.

Accounts

| | | |
|--|--------------------|-----------------------|
| Excess Cash Received - Restricted Fund | \$0.00 | |
| Excess Cash Received - Session Designated Fund | \$0.00 | |
| Excess Cash Received - Trustees Fund | \$0.00 | |
| Total Excess Cash Received | \$58,925.92 | |
| Total Fund Principal and Excess Cash Received | | \$5,991,975.74 |
| Restricted Funds | | |
| Total Temporary Restricted | \$696,849.48 | |
| Total Restricted Funds | | \$696,849.48 |
| Total Liabilities, Fund Principal, & Restricted Funds | | \$7,096,778.44 |
| ***** Out of Balance ***** | | \$235,210.84 |

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First Presbyterian Church - CURRENT
SESSION REPORT - Summary for January 31, 2021
January 2021

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| Accounts | This Year YTD Actual | This Year YTD Budget | This Year Annual Budget |
|--------------------------------|-------------------------|-------------------------|----------------------------|
| Revenues | | | |
| Church Operating Fund | | | |
| Administrative Committee | | | |
| Facilities | 7,500 | 7,917 | 95,000 |
| Business/Finance | 0 | 833 | 10,000 |
| Ministries/Operations | 143,587 | 164,333 | 1,972,000 |
| Total Administrative Committee | 151,087 | 173,083 | 2,077,000 |
| Spiritual Growth Committee | 150 | 0 | 0 |
| Bless the Children Committee | (180) | 833 | 10,000 |
| Government Committee | 0 | 0 | 0 |
| Outreach Committee | 0 | 0 | 0 |
| Personnel Committee | 0 | 2,500 | 30,000 |
| Worship Committee | 0 | 250 | 3,000 |
| Total Church Operating Fund | 151,057 | 176,667 | 2,120,000 |
| Preschool Fund | | | |
| Preschool Revenues | 103,441 | 83,333 | 1,000,000 |
| Total Preschool Fund | 103,441 | 83,333 | 1,000,000 |
| Session Designated Fund | | | |
| Administrative Committee | 0 | 0 | 1 |
| Government Committee | 0 | 0 | 1 |
| Personnel Committee | 0 | 0 | 0 |
| Total Session Designated Fund | 0 | 0 | 2 |
| Total Revenues | <u>254,498</u> | <u>260,000</u> | <u>3,120,002</u> |
| Expenses | | | |
| Church Operating Fund | | | |
| Administrative Committee | | | |
| Facilities | 26,992 | 25,167 | 302,000 |
| Business/Finance | 12,015 | 24,417 | 293,000 |
| Total Administrative Committee | 39,007 | 49,583 | 595,000 |
| Spiritual Growth Committee | 0 | 1,167 | 14,000 |
| Bless the Children Committee | 69 | 3,750 | 45,000 |
| Government Committee | 0 | 0 | 0 |
| Outreach Committee | | | |
| Special Offerings Per Session | 0 | 0 | 0 |
| Benevolences/Offerings | 0 | 0 | 0 |
| Benevolences to Presbytery | 0 | 4,583 | 55,000 |
| International Outreach | 0 | 5,917 | 71,000 |
| C4C (Local Outreach) | (25) | 3,083 | 37,000 |
| Total Outreach Committee | (25) | 13,583 | 163,000 |
| Personnel Committee | | | |
| Pastor Salaries | 7,712 | 11,181 | 134,170 |
| Lay Personnel Salaries | 41,785 | 57,667 | 692,003 |
| Administrative Benefits | | | |
| Housing Allowances | 6,334 | 8,946 | 107,350 |
| FICA Support | 4,987 | 6,604 | 79,243 |
| Annuity/Insurance | 7,360 | 9,833 | 118,000 |
| Professional Expense | 25 | 3,038 | 36,458 |
| Continuing Education | 38 | 1,199 | 14,384 |
| Health/Disability | 6,229 | 5,696 | 68,357 |
| 403(b) Contributions | 0 | 458 | 5,500 |
| Other Admin Benefits | 2,768 | 4,767 | 57,200 |
| Total Administrative Benefits | 27,742 | 40,541 | 486,492 |
| Total Personnel Committee | 77,240 | 109,389 | 1,312,665 |

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First Presbyterian Church - CURRENT
SESSION REPORT - Summary for January 31, 2021
January 2021

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| Accounts | This Year YTD Actual | This Year YTD Budget | This Year Annual Budget |
|-------------------------------|-------------------------|-------------------------|----------------------------|
| Worship Committee | 1,401 | 1,917 | 23,000 |
| Evangelism Committee | 0 | 167 | 2,000 |
| Total Church Operating Fund | <u>117,692</u> | <u>179,555</u> | <u>2,154,665</u> |
| Preschool Fund | | | |
| Preschool Expenses | 77,880 | 80,500 | 966,000 |
| Total Preschool Fund | <u>77,880</u> | <u>80,500</u> | <u>966,000</u> |
| Session Designated Fund | | | |
| Goverment Committee | 0 | 0 | 0 |
| Personnel Committee | 0 | 0 | 0 |
| Administrative Committee | 0 | 0 | 0 |
| Outreach Committee | 0 | 0 | 0 |
| Total Session Designated Fund | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Expenses | <u>195,572</u> | <u>260,055</u> | <u>3,120,665</u> |
| Net Total | 58,926 | (55) | (663) |