

**Session Agenda for Little Chapel on the Boardwalk  
November 15, 2021  
6:00 p.m. in the Sanctuary**

Call to Order  
Opening Prayer  
Attendance

**Clerk of Session Report**

Approval of this Agenda

Consent items:

Approval of Minutes:

Stated Session Meeting of October 18, 2021.

Ratification of E-Mail votes

2021-10-25: Youth from Confirmation class to be accepted as full members of the church on October 31, 2021: Emma Ennis, Ethan Ennis, Molly Kennedy, Keaton Holmes, Miia Backstrom; and Baptism of Miia Backstrom on October 31, 2021.

**Vote was unanimous to approve.**

2012-10-28: Contract with Rev. John Earl to become Interim Pastor.

**Vote was unanimous to approve.**

Correspondence:

From **Presbytery**: October 15, 2021: Per capita and Shared Mission asking for 2022.

E-mail: October 22, 2021: from David Vanderbilt: Next steps in Interim Pastor hiring process

October 28, 2021: from David Vanderbilt: Clarification of contract submission process

E-mail from Laura Lupton: October 25, 2021: Avoid phishing scam on purported email from Presbytery.

E-mail from Nancy Gladden and others: November 3, 2021: News about the passing of Molly Lowry, wife of Jerrod Lowry.

E-mail: to **Rev. John Earl**: October 28, 2021: Contract is approved, will send for his signature; he is delighted.

Mail: October 30, 2021: To JE -Contract and cover letter, requesting signature and return.

E-mail to **Becky Jones**, Presbytery Liaison: October 28, 2021: Presbytery COM meeting in December.

Membership:

Baptism: Mia Backstrom on October 31, 2021.

Removal from Rolls: Nancy Rosselot died November 7, 2021; Sybel Booth died November 9, 2021.

New Members: Emma Ennis, Ethan Ennis, Molly Kennedy, Keaton Holmes, Miia Backstrom.

Other: October Financial Summary from Joan, accepted as information.

**Committee reports and Recommendations**

**Christian Ed: Christine Kennedy and Sarah McLaughlin, Co-Moderators**

Report attached, no recommendations.

**Finance: John Copeland, Moderator**

Report and recommendations attached.

**Mission Committee: Beckey Smith and Marti Shogi, Co-Moderators**

Report attached, no recommendations.

**Personnel & Planning: Ed O'Neil and Barbara Tyndall, Co-Moderators**

Report attached. No recommendations.

**Property: Barry Lindholm and Jim Herren, Co-Moderators**

Report attached. No recommendations.

***Worship: Sherry Lovette and Terry Paterson, Co-Moderators***

Report attached.

Recommendations:

- 1) No communion on Sunday, December 5<sup>th</sup> since this service will be presented by LCOB Youth.
- 2) Starting on Sunday, January 2, 2022, return to two worship services, 8:30 a.m. and 10:30 a.m.
- 3) It is further recommended that the 8:30 a.m. service should be a more casual service to be held in the fellowship hall except on Sunday's when breakfast is being served.
- 4) Continue to have congregants wear masks during worship services.

**UNFINISHED Business**

Distribution and collection of signature sheets for Sexual Misconduct Policy.

Information sent by Rev. John Earl: Church Leadership Connection form; Statement of Faith.

**NEW Business**

Vote to approve Presbytery Per Capita; determine amount of Shared asking for 2022.

Officer of the Month: Duties, sign-ups (hand-out).

Discussion on current COVID-19 protocol and what should be done next.

Formal dismissal of Interim Pastor Search Committee with heartfelt thanks.

Update from Nominating Committee.

Approval for a Congregational meeting on Sunday, December 5<sup>th</sup> to elect the new slate of officers.

*(This is dependent on the report from the Nominating committee.)*

**Moderator's Report**

Nominating Committee.

Communication: Website updates, photos for Facebook, Newsletter.

Scheduling of events with Delores.

Next Stated Session Meeting: Monday, December 6, 2021, at 6 pm.

Closing with Prayer

## STATED SESSION MEETING

WRIGHTSVILLE BEACH, NC  
OCTOBER 18, 2021; 6:00 p.m.

The Session of the Little Chapel on the Boardwalk Presbyterian Church, PCUSA, met for a stated meeting on Monday, October 18, 2021, at 6:00 p.m. in the Sanctuary.

### Opening Prayer

Pastor Pat Rabun opened the meeting with prayer at 6:00 p.m. in the Sanctuary.

### Attendance:

*Present:* The Rev. Patrick Rabun, Moderator; Mary Jo Kohunsky, Clerk; Elders John Copeland, Jim Herren, Christine Kennedy, Barry Lindholm, Sherry Lovette, Sarah McLaughlin, Ed O'Neil, Terry Paterson, Barbara Tyndall. Also present: Brenda Parker and David Heinzman, representatives of the Interim Pastor Nominating Committee.

*Excused absence:* Marti Shogi, Beckey Smith.

The Clerk determined that a quorum was present for this meeting.

### Clerk of Session Report

*Approval of Agenda - Stated Session Meeting of October 18, 2021.* Motion to approve by Terry, with a second by Ed. **Approved.**

*Approval of Minutes – Stated Session Meeting of September 20, 2021.*

Called Congregational Meeting of October 10, 2021.

*Ratification of e-mail votes:* All of these motions were approved unanimously via e-mail.

1) 2021-09-01: Deferral of the date of the congregational meeting to elect the 2022 Nominating Committee to early October

2) 2021-09-24: Approval of the position description for the Interim Pastor, submitted by the IPNC

3) 2021-10-01: Approval of the hiring of Ian Getman as Part Time Youth Director

A motion to Approve Minutes and Ratify E-mail votes by Common Consent was made by Jim, with a second by Christine. **Approved.**

*Correspondence – none.*

*Membership:*

*Baptisms – none.*

*Removal from Rolls – Jim Legg, died October 12, 2021. News has reached us of the death of Florence Lloyd, on October 9, 2021; however, no one from the family has contacted Little Chapel. Pastor Pat will try to learn more.*

*New Members -none*

*Other -- September Financial Summary submitted by Joan Denney, Bookkeeper. Accepted as information.*

**Interim Pastor Search Committee Report:** Brenda Parker and David Heinzman

Brenda briefly described some of the process used to arrive at their recommendation today. The committee consisted of Zoe Laakmann, Gene Auvil, Marti Shogi, Janet O'Neil, Gary Gischel, David Heinzman, and Brenda Parker. After considering several good candidates, the Committee is pleased to put forth the name of Rev. John Earl.

*Rev. Earl* is a Presbyterian minister currently serving as an Interim Pastor in Charlotte, and his term there expires at the end of December. He is the father of Mackenzie Sawyer of our church. He and his wife are looking forward to serving here, and being near Mackenzie and her family.

*The Commission on Ministry* of the East Community of the Presbytery of Coastal Carolina, will conduct a ZOOM interview with Rev. Earl in the coming days, and we shall be notified of their decision. It is expected to be in support of our approval of this candidate.

*The IPSC recommends* to Session the approval of the hiring of Rev. John Earl to be the full time Interim Pastor of Little Chapel on the Boardwalk, beginning on January 1, 2022, at a salary/benefits package to be determined following the interview and approval by the Presbytery. That salary/benefits package will need to be approved by the Session prior to the execution of a formal contract with Rev. Earl. **Approved unanimously.**

*The Session thanked the Committee* for their work on this process. Brenda was excused from the meeting at this time. David Heinzman remained so he could assist the Worship Committee in the presentation of plans for Advent and Christmas services.

**Distribution of Elder Handbook** – Discussion led by Rev. Pat Rabun.

Each Elder received a blue three-ring binder with information to help Elders organize and understand their duties. This is a first step toward creating a handbook for LCOB Elders, to be used as a reference throughout the year. Additional pages will be distributed periodically. Elders are asked to maintain the notebook carefully, and to pass on the book at the conclusion of their terms to the persons who are replacing them.

## COMMITTEE REPORTS AND RECOMMENDATIONS

**Christian Education: Christine Kennedy, Co-Moderator; Sarah Mc Laughlin, Co-Moderator**

Report attached.

*Ian Getman* has begun his work with the Youth.

*Nursery Attendant:* Following several requests from members of LCOB, it appears that there is a desire to have a Nursery Attendant during Sunday worship. Using volunteers in this position has been challenging, and a permanent attendant is needed.

**Recommendation:** Catherine Slany shall be hired to serve as Nursery Attendant from 9:00 – 11:30 a.m. on Sunday, at a rate of \$15 per hour, to begin on October 31. **Approved.**

**Finance: John Copeland, Moderator.**

Report attached.

*September contributions* were light, and did not meet expectations overall for the first time since the pandemic began. November and December have traditionally been good months for contributions, and it is hoped that this year follows that pattern.

*This year's Stewardship* campaign will be much like last year's. Letters, pledge cards, and envelopes will be sent to members, and Pastor Pat will share a message from the pulpit.

*Budget process:* John Explained the report, "2022 Budget Kickoff" which is in the agenda packet, and went through the sample page from Christian Education. If Moderators have difficulty filling out the spreadsheet, please call John, and he will walk you through it step-by-step.

**Mission Committee: Beckey Smith, Co-Moderator; Marti Shogi, Co-Moderator**

Report attached.

The next project for the Mission Committee will be the Alternative Christmas Market to benefit WARM on Sunday, December 5, 2021, and Sunday, December 12, 2021. The Market will a joint project of Mission and LCOB Youth. Christine explained that the Youth would be staffing the event, and she will ask Beckey and Marti to report on revised times for this event.

**Personnel and Planning Committee: Ed O'Neil, Co-Moderator; Barbara Tyndall, Co-Moderator**

Report attached.

The committee has finalized the hiring of Ian Getman, using [www.indeed.com](http://www.indeed.com) as a tool for recruitment.

*A new Benefits program* has been finalized for LCOB Full time Staff.

The committee meets tomorrow, and Ed will provide a report on that at the next Stated Session meeting.

**Property Committee: Barry Lindholm, Co-Moderator; Jim Herren, Co-Moderator**

Report attached.

*Roof:* Barry announced that Flores and Foley has completed needed repairs on the roof, and provided a warranty so that if are any problems with the roof during the next year, repair service will be provided at no additional charge.

*Stucco:* All of the stucco repairs were finally completed this week by Aztec.

*HVAC:* The second floor HVAC system is no longer functioning. The possible cause is failure by the air handler. This is being investigated, and a report will be made at next month's meeting.

*A long-term plan* is being formulated to enable planned and budgeted maintenance as much as possible during the next five to ten years. The committee is working with John Copeland to determine reasonable and practical financial parameters.

*Parking lot chains:* The chains have continued to be placed across the three entrances to the parking lot, and some members are concerned. Ed moved that the chains be removed at this time, and that they only be used from Memorial Day weekend through Labor Day weekend. Terry seconded the motion. **Approved.**

**Worship Committee: Sherry Lovette, Co-Moderator; Terry Paterson, Co-Moderator**

Report attached.

**Recommendations:**

1. That Miia Backstrom be Baptized on Sunday, October 31, prior to the Confirmation of five youth from our congregation. Recommendation from Committee, needs no second. **Approved.**

2. Proposed Worship Schedule for Advent and Christmas:

November 28, 2021; 10:30 a.m.: Hanging of the Greens

Advent wreath lighting at each service by LCOB Family.

December 5, 2021; 10:30 a.m.: Children/Youth program (planning in progress)

December 12, 2021; 10:30 a.m.: Cantata/carols program with Chancel Choir and Narrators

December 15, 2021; 7:00 pm: Longest Night Service

December 19, 2021; 10:30: Modified worship service with tribute to Pat and Marcia

-- special music

-- thanksgiving and reflection by members of the congregation,

-- Reception to follow service with presentation of love offering.

December 24, 2021, 4:00 p.m. and 7:00 p.m.: Two similar Christmas Eve services.

**Approved.**

December 26, 2021: Pat's final sermon to the congregation.

Motion to approve the remaining six worship schedule items by Common Consent was made by \_\_\_\_\_, and this motion was seconded by \_\_\_\_\_.

Discussion: Pastor Pat offered that Advent would be a good time to reunite the members of the congregation, and that several of the annual events, such as the Cantata, were traditionally held at a single service in the past. *Sherry amended the committee recommendations* to change the times of all Sunday events to be held at 10:00, and that there would only be a single service on those days. **Approved by common consent.**

### UNFINISHED BUSINESS

\* Budgets need to be submitted for 2022 by October 31, 2021, as stated in the Finance Committee report.

### NEW BUSINESS

Report on the Presbytery meeting from October 9, 2021. Sarah McLaughlin, attached.

*Sexual Misconduct Policy* discussion and vote.

A Sexual Misconduct Policy is required by Presbytery, and LCOB was found to be deficient when records were checked this summer. The policy sent to Elders for examination earlier this month is modified from the sample policy on the Presbytery of Coastal Carolina website. Several Elders questioned the need for such a policy, or such an exhaustive policy. Ed pointed out that this "policy" was actually a procedure guide, not a policy. Pastor Pat noted that much of this policy is taken from the Book of Order. General sentiment was that we could adopt this policy now, to satisfy the deficiency identified by Presbytery, and work on a revised, more compact policy in the new year. Ed offered to contact Jane Hughes to learn if LCOB had any other policy that might fulfill the requirement by Presbytery. He will report at the next stated meeting. Christine moved that we adopt the policy presented, and Sarah seconded that motion. **Approved.**

A printed *Child and Youth Protection Policy* was distributed to each Elder, with the request that it be examined prior to a vote at the next stated meeting. This, too, is part of a requirement by the Presbytery.

*Officer of the Month*: This position was part of standard procedure prior to the pandemic, but was discontinued when in-person worship was discontinued. The practice is now being resumed. A new

description of duties was distributed for inclusion in the *Elder Handbook*, and members revised it to reflect the new time by which the Officer of the Month would need to be present. The Officer should arrive at church not later than thirty minutes prior to the beginning of the service. A sign-up sheet was passed around, and Elders could sign up for duty on one of the Sundays in November or December.

*December Stated Session* meeting date: Because of the Advent and Christmas events as well as the pending departure of Pat and Marcia, the date of the December meeting will be Monday, December 6. There were no objections to the change.

### **Moderator's Report**

*Nominating Committee:* The following persons were elected on Sunday, October 10, at A Called Congregational Meeting, to serve on the 2021-2022 Nominating committee: Brett Blizzard, Mary Jo Kohunsky, Ed O'Neil, Brenda Parker, Jean Schild, Barbara Tyndall. Their first meeting is Tuesday, October 19, 2021, at 6:30 p.m.

*Communication:* Remember to get your information to Gary each month for the newsletter and to update your committee information on our webpage. Some committees have not submitted anything for several months. Please see what you can come up with. Information is especially important during this time of transition.

*Scheduling of events:* Please remember to clear all meeting schedules through Delores in the church office.

*Next meeting:* Monday, December 6, 2021 at 6:00 pm.

Pastor Pat closed the meeting with prayer at 8:00 p.m.

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Rev. Patrick Rabun, Moderator

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Mary Jo Kohunsky, Clerk

## October 2021 Financial Summary

	October			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>INCOME</b>							
Pledges & Contributions	42,350	37,600	4,750	371,438	376,000	(4,562)	451,200
Open Offering	2,471	625	1,846	7,656	6,250	1,406	7,500
5th Sunday	180	500	(320)	812	2,000	(1,188)	2,000
Sunday School	-	33	(33)	-	133	(133)	200
Open Offering - Beach Service	-	-	-	-	1,750	(1,750)	1,750
Interest Income	-	-	-	10	-	10	-
Marilyn Gray Trust Funds	500	500	-	5,000	5,000	-	6,000
Surplus Fund	833	833	0	8,333	8,333	0	10,000
Use of Building/Miscellaneous	-	97	(97)	55	967	(912)	1,160
<b>TOTAL INCOME</b>	<b>46,334</b>	<b>40,188</b>	<b>6,146</b>	<b>393,304</b>	<b>400,433</b>	<b>(7,129)</b>	<b>479,810</b>
<b>EXPENSES</b>							
Christian Education Committee	456	358	98	2,019	2,908	(890)	3,550
Diaconate Committees	270	225	45	349	2,250	(1,900)	2,700
Personnel Committee	21,863	25,109	(3,246)	228,842	253,708	(24,866)	312,713
Property Committee	4,661	5,488	(826)	61,739	54,875	6,864	65,850
Finance Committee	3,253	2,872	381	66,039	68,082	(2,042)	84,598
Mission Committee	2,700	2,700	-	4,500	4,500	-	5,000
Worship Committee	275	558	(283)	2,076	3,483	(1,408)	4,600
<b>TOTAL EXPENSES</b>	<b>33,479</b>	<b>37,310</b>	<b>(3,831)</b>	<b>365,564</b>	<b>389,806</b>	<b>(24,242)</b>	<b>479,011</b>
<b>NET INCOME/(LOSS)</b>	<b>12,856</b>	<b>2,879</b>	<b>9,977</b>	<b>27,740</b>	<b>10,627</b>	<b>17,113</b>	<b>799</b>



## Delores Dyer

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**From:** Sarahmclaughlin98@gmail.com  
**Sent:** Tuesday, November 9, 2021 8:00 AM  
**To:** Christine; Delores Dyer  
**Subject:** For sessions

Christian education  
No new business  
School age Sunday school started this week Nursery started this week  
Upcoming:  
Children/Youth Sunday  
Alternative Christmas Market

Thanks for all you do Delores!

Sent from my iPhone

**Little Chapel on the Boardwalk**  
**Finance Committee Meeting –**  
**Wednesday November 10, 2021**

**MINUTES**

**Members Present:** Dean Cobble, John Copeland, Hank Metzger, Beth Price, Pat Rabun, Neale Turlington, Al Wordsworth

**Members Absent:** Abe Walston, Kathy Blizzard

**Opening Prayer** – John led us in an opening prayer

**Old Business**

1. No old business

**New Business**

1. LCOB Fund Balance Review
  - a. The total fund balance as of October is \$1,974,213. The fund balance has grown approx. 6% per year since 2019.
  - b. Pastor nominating committee search trips need to be funded. Not to exceed \$10,000.
  - c. Property Capital Improvement fund has been depleted. Funding plan will be established after the session approves upcoming major projects (see below).
2. 2022 Prelim Budget
  - a. Current roll-up is a 2022 loss of \$4,415.
  - b. Budget will be finalized after 2021 total year results are available.
  - c. Wind insurance premium was discussed. The church and contents are currently appraised at \$5.3MM. **Beth and John took an action to do a rough order of magnitude appraisal of the church building.** This will be used to see if there is a chance to lower wind premium.
  - d. **John took an action to determine use of building income generated from the home school group.**
3. Property Committee Proposed Project List
  - a. The 2022 project funding proposal submitted by property stands at \$83,466.
  - b. Finance committee recommends that all projects over \$5,000 be approved by the session.

**Closing Prayer** – Pat led us in a closing prayer.

**Recommendation**

- All 2022 capital improvement projects greater than \$5,000 will require approval by the session. Approval will require a simple majority vote. After approval is granted finance team will recommend a funding plan that may include increased funding from the endowment.

# LCOB – 2021 Income/Expense Forecast

Description	TY19 Actual	TY20 Actual	TY21 Fcst	TY21 Budget	TY21 Variance
<b>INCOME</b>					
PLEDGES	461,740	453,648	446,488	451,200	(4,712)
OPEN OFFERING	16,252	6,913	8,500	9,250	(750)
5TH SUNDAY	3,935	485	812	2,000	(1,188)
SUNDAY SCHOOL	318	117	-	200	(200)
USE OF BUILDING	2,375	107	65	1,160	(1,095)
MARILYN GRAY TRUST	6,000	6,000	6,000	6,000	-
PRIOR YEAR SURPLUS	-	-	10,000	10,000	-
OTHER	6,351	(1,045)	-	-	-
<b>TOTAL INCOME</b>	<b>496,971</b>	<b>466,225</b>	<b>471,865</b>	<b>479,810</b>	<b>(7,945)</b>
<b>EXPENSES</b>					
CHRISTIAN EDUCATION	7,180	1,011	2,143	3,550	(1,407)
DIACONATE COMMITTEES	1,860	1,544	1,030	2,700	(1,670)
FINANCE	77,024	78,098	84,075	84,598	(523)
MISSION	5,000	5,000	5,000	5,000	-
PERSONNEL & PLANNING	319,115	292,195	292,659	312,713	(20,054)
PROPERTY	72,559	67,529	71,109	65,850	5,259
WORSHIP	2,677	1,373	1,950	4,600	(2,650)
<b>TOTAL EXPENSE</b>	<b>485,415</b>	<b>446,751</b>	<b>457,965</b>	<b>479,011</b>	<b>(21,046)</b>
<b>NET INCOME/(LOSS)</b>	<b>11,556</b>	<b>19,474</b>	<b>13,900</b>	<b>799</b>	<b>13,101</b>

- TY21 Surplus used to fund PNC trips at \$8,000
- Residual Surplus to fund Capital Improvements

# LCOB – 2022 Prelim Budget (not approved)

Description	TY19 Actual	TY20 Actual	TY21 Fcst	TY22 Prelim	TY22 VAR to TY21	Comments
<b>INCOME</b>						
PLEDGES	461,740	453,648	446,488	437,733	(8,755)	2% Reduction due to Pastor transition
OPEN OFFERING	16,252	6,913	8,500	8,500	-	Based on 2021
5TH SUNDAY	3,935	485	812	2,000	1,188	Four Sundays in 2022
SUNDAY SCHOOL	318	117	-	200	200	
USE OF BUILDING	2,375	107	65	65	-	
MARILYN GRAY TRUST	6,000	6,000	6,000	6,000	-	
PRIOR YEAR SURPLUS	-	-	10,000	-	(10,000)	
OTHER	6,351	(1,045)	-	-	-	
<b>TOTAL INCOME</b>	<b>496,971</b>	<b>466,225</b>	<b>471,865</b>	<b>454,498</b>	<b>(17,367)</b>	
<b>EXPENSES</b>						
CHRISTIAN EDUCATION	7,180	1,011	2,143	7,000	4,857	Youth Program at 2019 level
DIACONATE COMMITTEES	1,860	1,544	1,030	2,300	1,270	Fellowship programs at 2019 level
FINANCE	77,024	78,098	84,075	93,104	9,029	15% increase in Wind Insurance
MISSION	5,000	5,000	5,000	5,000	-	
PERSONNEL & PLANNING	319,115	292,195	292,659	274,594	(18,065)	Full year Interim, youth director added, 3% pay raise
PROPERTY	72,559	67,529	71,109	73,000	1,891	
WORSHIP	2,677	1,373	1,950	3,915	1,965	Safety/Police adds \$1,160
<b>TOTAL EXPENSE</b>	<b>485,415</b>	<b>446,751</b>	<b>457,965</b>	<b>458,913</b>	<b>948</b>	
<b>NET INCOME/(LOSS)</b>	<b>11,556</b>	<b>19,474</b>	<b>13,900</b>	<b>(4,415)</b>	<b>(18,314)</b>	

## Comments

- Pledges will be updated after Stewardship drive
- Expense per committee submissions
- 2022 youth trip included in Christian education expense
- Approved budget will be balanced

## Delores Dyer

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**To:** Rebecca Smith  
**Subject:** RE: Mission report for Session mtg.

Hi Delores,

Please include this in the packet for the Session meeting on November 15. Thanksssssss!

Beckey

The Mission Committee will hold the Alternative Christmas Market on December 5 and 12. An indoor market will be available in the fellowship hall both Sundays before and after the worship service. This will provide a convenient way for those wishing to donate funds to view the various tools and supplies they can "sponsor" that will be used to help WARM in their efforts to work to rebuild damaged homes in our area. Complete information and a shopping list can be found in the November newsletter.

Patty and Wilson Rogers have answered the call to become the new monthly Meals on Wheels Coordinators for LCOB; the position that will be left vacant upon the resignation of Lisa Jordan, effective December 31, 2021. There is one stipulation however; the Wilsons have agreed to take this on for a 6-month period, therefore, the committee is still in need of, and looking for, a person or persons to fill the remaining 6 months of the year. Beckey Smith will be reaching out to various individual groups within the church to ask for their help and support in providing and packaging meals on a monthly basis beginning in January 2022.

The Mission Committee has reserved one of the three remaining tiny homes to be built at Eden Village! The funds collected in the parking lot during holiday weekends this summer will be used as seed funds of the \$40,000 total required to sponsor this home. The Committee is challenging the congregation to raise the remaining \$25,000 by the end of 2021. Suggestions on how this can be done may be found in the November newsletter. Go to [www.edenvillagewilmington.org](http://www.edenvillagewilmington.org) or [www.edenvillageusa.org](http://www.edenvillageusa.org) for more information on this exciting and worthwhile endeavor. Imagine a city where no one sleeps outside.

**Little Chapel on the Boardwalk  
Personnel & Planning Committee Meeting Minutes 10.25.2021**

Members in attendance:

Larry Honeycutt, Dan Hammond, Ed O'Neil and Rev. Pat Rabun

Absent:

Barbara Tyndall (excused), Brett Blizzard, Pat Vass

Rev. Rabun opened the meeting in prayer

Ed reviewed the P&P Committee activity report from the October 18, 2021 session meeting (attached).

The 2022 Merit Increase for the staff was discussed and Ed will contact the Presbytery for any guidance they may provide. 2020 merit increases were limited to 1% during the COVID pandemic.

Ed updated the committee on the status of Interim Pastor Search Committee. The IPSC has done a great job of finding a strong candidate with intentions to be reviewed and approved at the December 1, 2021 Presbytery Commission on Ministry meeting.

The committee was informed of the action taken by the Christian Education committee at the October 18, 2021 Session meeting regarding the hiring of a Nursery Attendant. All in attendance acknowledged that the process to hire this position was not optimized.

Staff Christmas Bonus solicitation will begin in the Sunday November 7 worship bulletin.

Other Business – staff professional development was discussed, and the committee reinforced the importance of this activity was reinforced. Ed will take action to ensure funding is included for meaningful activity in 2022 for all full-time staff members.

Ed closed the meeting in prayer.



## Property Committee “Team” - Update Report

- for *SESSION MEETING – 11.15.2021*

We commit to being generous stewards of our gifts – time, talents, resources and, *indeed our lives.*

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This report will cover activities prior to - and that were addressed at the Property Committee (PC) meeting held on November 9, 2021.

### ➤ **BUILDINGS**

1. The stucco repairs on our building have been completed.
2. We completed the install of the Air Handler on the 2<sup>nd</sup> floor & repairs on the trunk line.
3. We have discussed the approach of furniture/repairs/improvements to the Manse prior to the Interim Pastor taking residence.
4. We have a team that is evaluating the elevator for short term repairs vs. long term requirements.
5. We are working with John Copeland and David Heinzman on installing additional railings
  - a. 1 on the left side entrance to Dias in the Sanctuary much like the current railing on the right
  - b. 2 smaller railings on the back wall as the bell ringers / choir step up to the back railing
  - c. Also looking at other improvements, as needed

### ➤ **LANDSCAPE**

1. We completed the fall trimming of shrubs that surround our parking lot.

### ➤ **PLANNING:**

1. We submitted our Property Committee approved Budgeting for 2022 to Finance
2. We submitted our Property Committee approved 2022 and Long-Term Funding recommendations to Finance

### ➤ **Session Recommendations/Motions/Common Consent: None**

**Submitted by:** Barry Lindholm, Property Committee Moderator

A handwritten signature in black ink, appearing to read "Barry Lindholm".

## WORSHIP COMMITTEE

### Little Chapel on the Boardwalk

November 8, 2021

The LCOB Worship Committee met at 9:30 a.m., on Monday, November 8, 2021, in the Fellowship Hall.

**Present:** Sherry Lovette, Moderator; Terry Paterson, Co-Moderator; Janice Allen, Harriett Andrew, Carole Coble, Linda Johnson, Margaret McIntyre, Janet O'Neil, Helen Swartz, Barbara Williams, Pastor Pat Rabun, and David Heinzman, Music Director. **Excused Absence:** Sherri Alexander

Moderator **Sherry Lovette** called the meeting to order with a devotional and prayer.

The October Meeting minutes were approved with a motion by **Helen Swartz** and second by **Margaret McIntyre**.

**Barbara Williams and Linda Johnson** reported that the Flower Calendar has donated flowers for Sunday Worship services through December 31, 2021. The plans for Hanging of the Greens are underway and an experienced group of workers are being organized to help decorate the church on Monday, November 22; All decorations will be removed on Monday, January 10, 2022. The decorations will be in place for the Worship Service on Sunday, November 28, 2021, which is the first Sunday in Advent. Sherry Lovette shared that a line item will be added to the Worship Committee budget to include money donated for supplemental flowers used during worship services.

**Sherry Lovette** reported that we have enough disposable communion elements to be used for the next 6 months. We will continue to have the ushers hand out the elements to worshippers along with the bulletins on the days that Communion is being observed.

**Sherry Lovette moved that there should be no Communion served on December 5, 2021, due to the service being presented by LCOB Youth. Terry Paterson provided the second. Motion carried. \*\*** Communion will be served at both services on Christmas Eve, December 24, 2021.

**Harriett Andrew** reported that she has scheduled liturgists through the month of December.

**Terry Paterson** reported that the next wedding being held at LCOB will in March, 2022.

While we continue to have worshippers sign in upon arrival, we will only need 2 ushers to handle the sign in sheets and distribute the bulletins. **Margaret McIntyre** is completing this schedule.

The Sunday worship service on December 5, 2021, will be led by the Youth of the church. **David Heinzman** is helping Youth Director, **Ian Getman** plan and prepare the young people for this service. On Sunday, December 12, David will direct the Little Chapel Choir in presenting a Christmas Cantata.

Discussion was held about the policies and procedures for Funerals and Celebration of Life Services being held at LCOB. We are in the process of updating or tweaking these policies to make sure that the family's needs and desires will be met in the proper manner. Beginning January 1, 2022, **Carole Coble** and **Sherry Lovette** will be the contact persons for the families who are grieving the loss of a loved one and planning a service for the deceased. They will assist the pastor in discussing these situations with



the family. They will only be helping the families with the services and not with any meals, receptions, etc.

**Helen Swartz** is our **Communications Coordinator**; she summarizes the minutes of each meeting and transmits them to Gary Kohunsky to include in the monthly newsletter.

**NEW BUSINESS:**

- Discussion took place about worship services beginning in January and the COVID protocols that would be most appropriate at that time. **A motion was made by Janice Allen to return to the schedule of 2 services in the church at 8:30a.m. and 10:30 a.m. each Sunday. Harriet Andrew seconded the motion which carried. \*\*** After further discussion, **Terry Paterson moved that the 8:30a.m. service should be a more casual service to be held in the Fellowship Hall every Sunday except when breakfast is being served. Janet O'Neil provided the second, and the motion carried. \*\*** In addition, a motion was made by **Carole Coble to have congregants wear masks but have no social distancing (ushers will distribute the bulletins as people sign in); Janice Allen offered the second; motion carried.\*\***
- Pat shared that he would be out of town the weekend of November 15; Durk Steed, a visiting Presbyterian pastor will be the supply pastor.
- In January, we will need someone to change the Paraments in the sanctuary based on the Liturgical Season as noted on the Presbyterian calendar. **Janet O'Neil** was appointed to assume this responsibility.
- **Sherry Lovette** is seeking families to light the Advent Candle each Sunday of Advent and for each service on Christmas Eve.
- **Sherry Lovette** stated that the Advent Devotional books are ready for distribution (one per family) and will be in the narthex beginning on Sunday, November 14, 2021.
- **Pat Rabun** shared that **Nancy Rosselot** passed away Sunday evening. At this time, no service has been planned.

There being no further business, Pastor Pat closed the meeting in prayer.

Respectfully submitted,

Terry Paterson

**\*\* Needs Session approval**

**Church Leadership Connection**  
**The Call System for the Presbyterian Church (U.S.A.)**

<b>Detailed Info for PIF #: 100028552.1</b>		
Professional ID:	100028552	
Name:	John Bouton Earl	
Phone:	(704) 975-7658	
Alternate Phone:	(704) 975-7658	
Fax:	(704) 975-7658	
E-Mail:	johnbear150@gmail.com	
Address:	3621 Henshaw Road Charlotte, NC 28209	
Actively Seeking?:	Not Actively Seeking, but open to a call	
Ecclesiastical Status:	PC(USA) Honorably Retired/Teaching Elder	
Presbytery Membership:	CHARLOTTE PRESBYTERY	
Ordination Date:	9/1/1975	
Formal Education:	Alderson-Broaddus College, Bachelor of Arts Degree, 1972 Princeton Theological Seminary, Masters of Divinity Degree, 1975 Princeton Theological Seminary, Masters of Homelitics Degree, 1976 McCormick Theological Seminary, Doctorate of Ministry Degree, 1987	
Continuing Education:	Alban Institute Montreat Worship and Music Conference Annual Conferences Interim Ministry Training	
Employment Type:	Open to both	
Minimum Effective Salary:	\$50,000 / Year	
Position Types and Experience Level	Solo Pastor	10 Years or more
	Head of Staff (Multi-Staff Pastor, who supervised two or more teaching elders and other staff)	10 Years or more
	Head of Staff (who supervised one teaching elder and other staff)	10 Years or more
	Pastor Interim	2 to 5 Years
Geographic Choices:	North Carolina	

Languages:	English
Other Languages:	

Leadership Competencies:	Compassionate Hopeful Preaching and Worship Leadership
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	Spiritual Maturity Public Communicator Decision Making Initiative Flexibility
Training / Certification:	Interim Ministry Training Week 1 by PC(U.S.A.) at Montreat Conference Center, North Carolina in 2017
Other Training:	
Clergy Couple?	No
Housing Type:	Open to Manse/Housing Allowance
Work Experience:	<p>Pastor, Petersburg Presbyterian Church, Petersburg, W.Va. Congregational Size: 250; Community, Town. Years served: 1976-1987.</p> <p>Head of Staff, Avondale Presbyterian Church, Charlotte, N.C. Congregational Size: 550; Community, City/Urban. Years served: 1987-2017.</p> <p>Interim/Transitional Pastor: Central Steele Creek Presbyterian Church, Charlotte, N.C. Congregational Size: 300; Community, City. Years served: March, 2018-2020.</p> <p>Supply Pastor: First Presbyterian Church, Rockingham, N.C. Congregational Size: 280; Community, Town. Currently serving until 12/21 or until calling of a pastor.</p>
Other Services:	<p>Board Member, Massanetta Springs Presbyterian Conference Center, Harrisonburg, Va.</p> <p>Member of Committee on Preparation for Ministry, Charlotte Presbytery</p> <p>Presbytery Representative on Steele Creek and Pleasant Hill Merger Planning Committee</p> <p>Co-chair and member: Committee on Preparation for Ministry, Charlotte Presbytery (present)</p>
Describe a moment in your recent ministry that you recognize as one of success and fulfillment.	<p>The most significant moment of fulfillment has come with my recent retirement from ministry. While the degree of "success" might best be determined by members of the congregation, a high level of fulfillment is recognized by preaching over 1500 sermons, conducting over 500 funerals, officiating at 203 weddings, serving the Sacraments in traditional and untraditional ways and locations, participating in years of youth and adult work camps, teaching weekly Bible studies at church and at the local retirement community (Merrywood), and being present with members of the congregation in moments of joy, loss and in prayer. In faithfulness to this task and calling I define "fulfillment" more as grace than accomplishment.</p>
Describe the ministry setting to which you believe God is calling you.	<p>Retirement does not bring to an end the sense that one is called by God into Christian ministry. I still awake every morning believing that God will use the talents given me to glorify Christ and to build up the Body of Christ. Believing strongly in God's providence, while not actively seeking a pastoral position, the Spirit continues to open doors which allow the using of my God-given gifts.</p>
What areas of growth have you identified in yourself?	<p>Perhaps more than ever, I now recognize that the church as an institution saves no one and that being part of such a faithful community is a privilege. While I will never regret the hours spent in ministry, I am also more aware of a God who smiles, laughs and disdains boredom. Now in my retirement years I breathe more deeply in God's grace. My days now spent in ministry are more about "being" the person God has made rather than "doing" all the necessary tasks which so often seeks the approval of others and self.</p>
Describe a time when you have led change.	

## Church Leadership Connection

### The Call System for the Presbyterian Church (U.S.A.)

The past four years of pastoral ministry involved preparing the church leadership for my retirement and for a smooth transition. The preparation involved hiring a consultant (TAG Consulting Services) to clarify and define vision and mission. While the cost, both in dollars and hours of time, was significant, upon my departure the church leadership now more clearly holds a sense of direction and a clearer vision for the immediate years to come. The actual process involved honest conversations concerning traditional ministries and an evaluation and identification of programs which were draining life out of the congregation. The change implemented required that leadership view ministry objectively in order to retool and retire programs long held as "sacred" by some within the church. To some, the recommended changes were difficult and painful. Always with prayerful discernment, the overall vision has been embraced by the larger congregation as the path where God is leading.

Serving as an Interim/Transitional Pastor at Central Steele Creek provided numerous opportunities for laity to see unlimited potential. A potential which became reality was in working with key leaders to identify the cultural gap between members and those living within the neighborhood and to create a music school for children of the community. Central Steele Creek School of the Arts still functions today as an outreach ministry open to all.

#### Optional Links:

Sunday morning worship services at First Presbyterian Church, Rockingham, N.C. are broadcast on FM 87.9. (11:00 A.M.)

#### Statement of Faith:

**I believe** God to be the Source of all things created and who continues to create and shape the course of history. Of God it must be said and sung: *'As God was in the beginning, is now, and ever will be.'* All things come of God and to God all things return. I believe that the earth is filled with the wisdom and glory of God and that every day is the beginning of God's first day of creation. Every day and every moment is a Nicodemus moment where rebirth and transformation takes place.

**I believe** in the full incarnational love of God made visible, and specific, in the life of God's only Son, Jesus. In His life is found the fullest spiritual revelation of God. In His life and teachings there is found the blueprint of God for humanity. The expectations of God upon Jesus were both impossible to live and necessarily practical for humanity to survive. The expectations of Jesus upon humanity are both impossible and illogical while also being essential and hope-filled. Living the life of Christ is both our greatest impossibility and our fullest joy. The ambiguities which come from the teachings of Jesus are clear enough for faith and for the confirmation of the true nature of Jesus as God's Son. The practice and teachings of love, forgiveness, reconciliation and grace become core values for any, and all, who strive to live the Christ-like life. The complete and ever-unfolding resurrection of Jesus stands as the final seal of God's redemptive work upon creation. It confirms for me that *'in life and in death we belong to God.'*

The Holy Spirit is the invisible, often undefinable verb of the living, resurrected Christ. The Spirit works both within and among us. The Spirit equips, empowers and enables all people of faith to commune and live within the daily presence of God. It is the unseen presence of the Spirit which becomes visible in living the spiritual truths of the Kingdom taught by Jesus. Joy, creativity, prayer, imagination and vision are a few of the manifestations of the Spirit at work and available to those who live in Christ.

The Scriptures of the Old and New Testament are the unequal testimony of those who sought, and seek, to live in a covenant relationship with God. Scripture continues to exist as the *"rule of faith and life"*. The authority of Scripture is based upon God speaking. The authority given to Scripture is tested by our daily interpretation as to the degree in which we discover Scripture to be useful and effective. The stories found within Scripture emphasize God's concern for humanity and the manner in which God's people might live fully in faith and obedience.

The Church is the community of faith in which I am blessed to be a part. It is a living institution, always changing and being reformed. In this community people of faith are present for each other not only for accomplishing common purposes but also for being present one to another. In the Church all people live out their faith believing that God is not finished with creation.

#### References:

# 1	Name	Rev. Christopher Lee
	Relation	clergy/friend
	Phone	704-806-1513
	Address	605 Wing Foot Lane, Garland, Tx. 75044
	E-Mail	
# 2	Name	Rev. Tempe Lee Fussell
	Relation	clergy/sister
	Phone	336-264-3884

**Church Leadership Connection**  
**The Call System for the Presbyterian Church (U.S.A.)**

	Address	24 Church Street, Franklin, NC 28734
	E-Mail	tempeleeF@gmail.com
# 3	Name	Mrs. Lynn Wilkerson
	Relation	friend/member Avondale Pres.
	Phone	704-965-5757
	Address	7113 Baltrusrol Lane, Charlotte, NC 28210
	E-Mail	lbwilkerson@att.net
# 4	Name	Ms. Judy Corbett
	Relation	friend/member Central Steele C
	Phone	704-451-2853
	Address	279 Rolling Ridge, Rock Hill, SC 29730
	E-Mail	

Sexual Misconduct Self-Certification Statement:	<p>I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.</p> <p>I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.</p>
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*This PIF was last updated at 9/23/2021 1:33:54 PM. John Bouton Earl is a member of the Presbytery of CHARLOTTE PRESBYTERY. As of this date, no allegation or charges are pending against the member, nor is the member currently under judicial censure limiting the ministry or under supervised rehabilitation. The receiving body should always call the presbytery to ask for further information about any applicant, including their ministry and activities within the presbytery of membership.*

*This PIF is in the Church Leadership Connection database*

I believe in God. To make such a bold statement infers that there is a Creator of design and purpose which displaces non-Presbyterian words such as fate, coincidence, luck and chance.

Although I may gaze upon a starry summer night sky as a witness to the majestic mystery of God I am confidently aware that this God seeks me out.

God is of ultimate concern for me not because God is a “supreme being”, a “higher power” and Creator of all humanity. God is of ultimate concern because God has created ME. The cosmic God is of such importance to me that God knows me and meets me within the common places of life.

When all of the adjectives have been put in place I am humbled to realize that I rest in the mystery of the Creator who loves people such as myself.

I believe in Jesus Christ, the Son of God. Jesus is the full face of God. He becomes human from the pure fellowship with God. God becomes completely human, and yet divine, in Jesus Christ. The Christmas story defines the Son of God as one who mysteriously comes to us from outside of anything we know into a dimension where we are completely known and loved.

To talk of Salvation-history without talking about Jesus Christ is to talk of breathing without air. From his earliest years of working within his father’s carpenter shop to His later years of teaching, healing, and loving beyond boundaries He has taught humanity how to most fully live.

In His moments of testing and to his crucifixion He has taught us the path of servanthood, the necessity of forgiveness and how to die. In the fullest moment of the Gospel and His resurrection He has shown us the promise of what lies ahead.

I believe in the Holy Spirit as the active verb of the Risen Christ. It is the Holy Spirit which guides, directs, opens and closes doors, disturbs and becomes the living and active Presence of Jesus Christ. The Holy Spirit is a person, not simply an experience, not an *it* who bestows upon all gifts. (Gal. 5: 20-22)

I believe that the Holy Spirit which guided and granted to the early Church a sense of boldness continues to do so. In the fellowship of forgiven sinners the living Christ is present by His Spirit today. Now, as members of Christ’s Church we become the body by which the Spirit speaks to the world. We become an active demonstration of the transforming grace of Christ.

The Church is no less than the faithful in Christ who hold in their spiritual pockets not a great idea but rather a great, corporate relationship with a Savior. That relationship is shared with others who live in Christ and this exciting interchange keeps the faithful watching and working for a Kingdom purpose larger than ourselves.

However broken and sinful all of us who consist of the Church, we cannot help but to love the church. God has yet chosen this earthly vessel to best reflect our encounters with Christ and our work and witness for peace and justice within the world.

Providence has been the road sign of my faith journey and when I stumble and fall I bleed Presbyterian. My life blessing began being born into a home of Christian parents, my father being a Presbyterian minister. My mother, now 101, resides at Sunnyside Presbyterian Home in Harrisonburg, Virginia. I am one of five Presbyterian clergy with my father and father-in-law (now deceased) being clergy, my sister serving Franklin Presbyterian Church and my brother-in-law serving as co-pastor at Highlands Presbyterian.

Following seminary years at Princeton I was called to Petersburg Presbyterian Church, Petersburg, West Virginia, where I pastored for eleven years. The joys of pastoring in a small town were rich but when the Potomac River overflowed its banks in 1984 this crisis moment for the community also ultimately opened a door for me to receive a call from Avondale Presbyterian Church in Charlotte. I pastored this congregation for a period of 31 years and retired from labors of committee meetings, teaching, preaching and pastoral care in 2017.

After a short three month stint of working for my brother-in-law driving truck for the US Postal Service I was called by Central Steele Creek, Charlotte, to serve as their Interim pastor. A door opened and I found myself wondering what God had in store.

Now another door has opened to serve as Interim at Little Chapel on the Boardwalk. Again, wondering what God has in store.

My life partner is Nadja Sefcik-Earl who is an aquatics instructor and who has a love for music playing flute and handbells. She understands the pastorate well and holds an equal devotion to the Church. Teaching in the public school system for over a decade as a specialist in reading skills she loves reading and, when time allows, gardening. We have been blessed with two children, Mackenzie Sawyer and John Thomas Earl. Mackenzie and her husband Matt, who reside in Wrightsville Beach, will give birth this December to our first grandchild. Just another extension of God's providence and grace at work.

At the end of the day my wife and I have been enormously blessed and how does one say 'thank you'?

**Ordination Questions:** Select two of the nine ordination questions.

**Question:** *Do you trust in the Lord Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?*

At the heart of my belief is the message that Jesus Christ is Lord. Every act of ministry is a witness, directly and indirectly, of this truth. Jesus is the most perfect image of a transcendent God and the full, complete continuation of the love of God. He is mystery who is not only human but divine.

As Truth, He enters into my life and the life of others. He displaces my own ego-driven self and desires with centering upon him within the community of the faithful in all times and places which is His Church.

Any commitment directed to Him is an awareness that God sent his only Son to die for us so that whosoever believes in Him should not perish but have everlasting life. I believe the focus of all ordination questions resides first upon our answer to the question: "Who is Jesus Christ and do you trust in Him?"

**Question:** *Do you promise to further the peace, unity, and purity of the church?*

By the very nature of our call as ministers of Word and Sacrament, and the vows of our ordination, we are charged with the responsibility of working together as the Body of Christ. Christ calls us to a work of unity which addresses and overcomes the fragmentation within our lives and in the world.

While there is a necessity for diversity within the church there is little room for division. Recently I officiated at the funeral of Betty Marshall who is the sister of John Spong. She a very conservative Christian. He not so. Yet it is difficult to explain the love that this sister and brother had for each other. Their differences in theology were not a reason for dividing the love which welded them into Christ and into each other.

It is God who provides the spiritual strength of reconciliation and forgiveness and the dynamic of the New Testament is permeated with the stories and examples of Jesus. The world is fractured which emphasizes the greater need for peace, unity and purity *within* the church. The continued work of all who seek to serve God, and surrender to Christ, holds at its core the promise of a peace within a fractured world and a purity which transforms.