

Session Agenda for Little Chapel on the Boardwalk
April 24, 2023
6:00 p.m. Room 201

The Session of Little Chapel on the Boardwalk Presbyterian Church, PCUSA, met for a stated meeting on April 24, 2023 at 6:00 p.m. in Room 201.

Rev. Dr. John Earl, Moderator, opened the meeting with prayer at 6:00 p.m.

ATTENDANCE

Present: Rev. Dr. John Earl, Moderator; Mary Jo Kohunsky, Elder and Clerk; Elders: Sherri Alexander, Dickson Bridger, Lisa Jordan, Sue Laakmann, Christine McKirachan, Hank Metzger, Terry Paterson, Wilson Rogers, and Martha Shogi.

Excused Absence: Scottie Anderson

Determination of Quorum: The Clerk determined that a quorum was present.

Call to Order

Opening of the Meeting:

Devotional: Update on Discernment Process.

Monday, May 15 is the reporting of each Committee on specific recommendations on advancing the Vision of the church.

A Time of Committee reporting on general direction of idea(s).

CLERK OF SESSION REPORT

Correspondence

Information:

Church Calendar for May from Delores Dyer, Office Administrator
March Financial Information from Joan Denney, Bookkeeper

CONSENT AGENDA

Approval of the Agenda for this stated meeting
Approval of Minutes of Stated Session Meeting of March 20, 2023

Membership:

Baptism:

Marriage:

Removal from Rolls:

SESSIONAL COMMITTEE REPORTS

Finance Committee: Dickson Bridger

Report attached, no recommendations.

Christian Education Committee: Scottie Anderson

Report attached, no recommendations.

Communications and Marketing Committee: Wilson Rogers

No Report, no recommendations.

Membership and Growth Committee: Sue Laakmann

No report, no recommendations.

Mission Committee: Marti Shogi

Report attached, no recommendations.

Personnel and Planning Committee: Lisa Jordan

Report attached, with recommendations.

Property Committee: Hank Metzger

No report, no recommendations.

Stewardship Committee: Christine McKirachan

Report attached, no recommendations.

Worship Committee: Terry Paterson, Sherri Alexander

No report, no recommendations.

UNFINISHED BUSINESS

Officer of the Month update

NEW BUSINESS

Report on Training at Topsail Presbyterian, April 22, 2023

MODERATOR'S REPORT

The next stated meeting of the Session will be on Monday, May 15, at 6:00 p.m. in Room 201.

PASTORAL CONCERNS AND CLOSING PRAYER

STATED SESSION MEETING

WRIGHTSVILLE BEACH, NC
MARCH 20, 2023 6:00 P.M.

The Session of Little Chapel on the Boardwalk Presbyterian Church, PCUSA, met for a stated meeting on Monday, March 20, 2023, at 6:00 p.m. in room 201

Rev. Dr. John Earl, Moderator, opened the meeting with prayer at 6:00 p.m.

ATTENDANCE

Present: Rev. Dr. John Earl, Moderator; Mary Jo Kohunsky, Elder and Clerk; Elders Scottie Anderson, Dickson Bridger, Sue Laakmann, Christine McKirachan, Hank Metzger, Terry Paterson, Wilson Rogers, and Martha Shogi.

Excused absence: Lisa Jordan and Sherri Alexander

Determination of Quorum: The Clerk determined that a quorum was present.

Pastor John Earl distributed a Session Notes handout based on Proverbs 3:5-6. "Trust in the Lord with all your heart, and do not rely on your own insight. In all your ways, acknowledge God, and God will make straight your paths." The session reflected on this and discussed how this applied to the work ahead. The key question as we work to discern what God's plan is for LCOB might be: "What would Little Chapel look like in 3 to 5 years if we took seriously our vision to build a ministry involving all ages?" The financial gift is not the reason we are seeking to define and further the vision. It is an affirmation from God to do the work which has always been before us.

CLERK OF SESSION REPORT

Correspondence

Presbytery Record Evaluator Paul Albritton on March 14, 2023.

Written approval of Session Records Examination: Correction of date of incorporation, and two addresses for our church in State of NC incorporation files.

Positive comments: Legal arrangement for Directors/Trustees was well written

Membership rolls and Registers of Pastors, Elders, and Deacons: well-maintained.

LCOB Operations manual (*Church Guidelines*) is thorough and inclusive.

Information:

Church calendar for April from Delores Dyer, Office Administrator

February Financial Information from Joan Denney, Bookkeeper

Clarification of Vision Statement language:

The VISION statement approved on August 22 by the session reads as follows:

"We believe that God is calling Little Chapel on the Boardwalk to be a congregation welcoming all ages. Our vision seeks to use our God-given resources to offer and build a ministry for all ages."

Our MISSION is "To grow in love and commitment to God, to God's people, and to God's work in the world."

CONSENT AGENDA

Approval of the Agenda of this meeting

Approval of the Minutes of the stated meeting of February 20, 2023

Presbytery Commissioner's Report for meeting of March 4, 2023: Sherri Alexander

Proposed amendments to the LCOB Bylaws, proposed by the Clerk Mary Jo Kohunsky

a. New article regarding requirements for electronic meetings

b. Addendum (i): Change in officers for corporation to be President, Treasurer, and Secretary, who will serve as signatories of the Board of Trustees.

Membership

Five new members were welcomed on Sunday, March 19, at the 10:30 service. All joined by transfer: Lynn Stavely, Jane Player McPhaul, Marian McPhaul, and Pat and Robbie Wittle.

Two others have expressed interest but were not available on this day.

The Consent Agenda was approved.

SESSIONAL COMMITTEE REPORTS

Christian Education: Scottie Anderson

John Earl and Scottie have been meeting with parents to learn how to best minister to the needs of young families in the congregation. The committee is now working to determine the top priorities, and to plan to develop programs to fit those needs.

The final Anchors Away of the season will take place on Sunday, March 26, with a bowling party.

Communications and Marketing Committee: Wilson Rogers

New control room equipment is being installed after Easter worship, and several hours of training will be provided to all volunteers. The committee has met to begin the discernment process for best use of the recent financial gifts.

Finance Committee: Dickson Bridger

A QR code has been created and will enable persons without cash to make a donation to Little Chapel by using their phones. This code will be printed on cards for the beach service, and is already on the website (under the Donations tab).

Membership and Growth: Sue Laakmann

The new member gathering on March 18 was successful, and the prospective members are very enthusiastic about becoming part of our fellowship. They asked lots of questions and made a number of informative comments and suggestions. Many are seeking a pictorial directory, and publication of such a booklet is being investigated.

Mission: Marti Shogi

The next meeting of the committee will be next Sunday, and three key proposals will be presented: an alternative newsletter about Mission only, expanded use of Matthew House, and further commitment to work at Eden Village.

Property Committee: Hank Metzger

The elevator (actually the “lift”) is now in excellent working order, and a maintenance contract is in place. The total expenditure for the repairs was less than the amount requested, and the difference will be returned to the general budget. The dishwasher and refrigerator continue to be problematic, and repairs thus far have not addressed the issues. The committee will investigate next steps toward repair or replacement.

Stewardship: Chris McKirachan

Two additional stewardship booklets have been received, and all moderators have received lists of members interested in their committees, along with contact information where possible. A newsletter article is being prepared to keep stewardship in the minds of the congregation outside of the traditional stewardship season, and another Minute for Mission will be coming soon.

Worship Committee: Terri Paterson and Sherri Alexander

Worshippers at the 10:30 service will process carrying palms from the Matthew House to the sanctuary. Those at the 8:30 service will celebrate “King Jesus” with a special cake during the service. Elders are reminded to arrive at least ten minutes early on Maundy Thursday, as each will be assigned a role as one of the disciples. On Easter, there will be three opportunities for worship: the 6:30 ecumenical sunrise service on the beach, the 8:30 Arise service, and the 10:30 traditional service.

UNFINISHED BUSINESS

Officers of the Month: The clerk reported that four retired elders from the more than thirty in attendance at the College of Elders meeting on Wednesday, March 15, volunteered to serve as Officer of the Month for at least one Sunday, leaving many opportunities for current ruling elders to serve. A sign-up sheet was circulated, and much of the first half of the year is now covered. Dickson offered to handle the offering at the beach service (the only real “Officer of the Month duty that applies to the beach service) for the entire summer, and is now assigned for May, June, and July. Choir members are taking responsibility for all August services.

NEW BUSINESS

Due to the pastor’s prior commitment, he will be unable to serve as Moderator for the session meeting on April 17. The session voted to reschedule the meeting to Monday, April 24, at 6:00 p.m.

Little Chapel has been selected to nominate a ruling elder to serve as an Alternate Commissioner to the General Assembly of the PCUSA, to be held in Salt Lake City, Utah, from June 29, 2024 - July 6, 2024. This person would then be nominated to serve as an Elder Commissioner to the 2026 General Assembly (dates and location TBD). All elders present submitted a confidential nomination, with Mary Jo Kohunsky receiving the greatest number of nominations. She has agreed to complete an application packet to be submitted to the presbytery for further consideration.

MODERATOR'S REPORT

The work of discernment is not a quick process, but we now have a tentative schedule to use as a guide. Challenging work lies ahead, and we must pray and meet to seek God's guidance as we discern how to best fulfill the vision we have adopted.

Mary Jo Kohunsky, Clerk

Accepted April 24, 2023

May 2023

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 8:00 Beach Service 9:30 Choir 10:30 Worship 11:45 CE - Nursery	1 6:30 Scouts	2 10:00 Circle #2 - Library 10:00 Circle #4 - B. Warwick 10:00 Circle #3 - Parlor 2:00 Writing Group #102	3 9:00 Home School #201 9:30 Knitting - Parlor 10:00 Bible Study. - F.H. 6:30 PNC #102	4	5 Cinco de Mayo	6 8:30 Men's Breakfast
7 8:00 Beach Service 9:30 Choir 10:30 Worship 11:45 CE - Nursery	8 9:00 Worship Committee #102 6:30 Scouts	9 9:30 Prayer Group - Library	10 9:00 Home School #201 9:30 Knitting - Parlor 10:00 Bible Study. - F.H. 4:00 Finance #102 5:00 P&P - Parlor 6:30 PNC #102	11	12 MS Walk - Long Leaf Park	13
14 Mother's Day 8:00 Beach Service 9:30 Choir 10:30 Worship	15 6:30 Scouts	16 9:30 Prayer Group - Library 10:00 Writing Group #102	17 9:00 Home School #201 9:30 Knitting - Parlor 10:00 Bible Study. - F.H. 6:30 PNC #102	18	19 Newsletter Deadline	20 8:30 Men's Breakfast
21 8:00 Beach Service 9:30 Choir 9:30 Breakfast 10:30 Worship 11:30 Membership #102 11:45 Property #201 1 - 4 Jane Davis Recital	22 6:00 Session #201 6:30 Scouts	23 9:30 Prayer Group - Library	24 9:00 Home School #201 9:30 Knitting - Parlor 10:00 Bible Study. - F.H. 6:30 PNC #102	25	26 Office Closes at noon	27 M-O-W Parking Lot
28 8:00 Beach Service 9:30 Choir 10:30 Worship Parking Lot	29 Memorial Day CHURCH OFFICE CLOSED Parking Lot	30 9:30 Prayer Group - Library 2:00 Writing Group #102	31 9:00 Home School #201 9:30 Knitting - Parlor 10:00 Bible Study. - F.H. 6:30 PNC #102			

March 2023 Financial Summary

	March			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
INCOME							
Pledges & Contributions	26,267	37,219	(10,952)	101,901	111,658	(9,756)	446,570
Open Offering	1,060	1,100	(40)	3,478	3,300	178	13,200
5th Sunday	-	-	-	430	-	430	-
Sunday School	-	17	(17)	-	50	(50)	200
Use of Building/Miscellaneous	1,375	1,542	(167)	4,575	4,625	(50)	18,500
TOTAL INCOME	28,702	39,878	(11,175)	110,384	119,633	(9,249)	478,470
EXPENSES							
Christian Education Committee	150	354	(204)	775	1,062	(288)	4,250
Diaconate Committees	(94)	575	(669)	520	1,725	(1,205)	6,900
Personnel Committee	21,152	20,936	216	62,824	62,809	15	266,125
Property Committee							
Utilities	2,377	2,633	(257)	5,909	7,900	(1,991)	31,600
Repairs/Maint/Landscaping	(2,279)	1,750	(4,029)	1,961	5,250	(3,289)	21,000
Office	1,315	1,742	(427)	4,181	5,225	(1,045)	20,900
	1,412	6,125	(4,713)	12,051	18,375	(6,324)	73,500
Finance Committee							
Insurance	3,278	6,480	(3,201)	16,578	19,439	(2,861)	96,355
PCC - Per Capita/Mission	542	542	0	1,625	1,625	0	6,500
Office Supplies/Postage	385	742	(356)	2,629	2,225	404	8,900
Other Office Expenses	202	267	(65)	706	800	(94)	6,200
	4,407	8,030	(3,623)	21,538	24,089	(2,551)	117,955
Mission Committee	-	-	-	-	-	-	6,000
Worship Committee	491	313	179	684	938	(253)	3,750
TOTAL EXPENSES	27,518	36,332	(8,814)	98,391	108,997	(10,607)	478,480
NET INCOME/(LOSS)	1,184	3,545	(2,361)	11,993	10,635	1,358	(10)

Little Chapel on the Boardwalk
Finance Committee Meeting Minutes
April 12, 2023

Members Present: Abe Walston, Al Wordsworth, Beth Price, Dickson Bridger, Dean Cobble, John Copeland, and Neale Turlington

Members Absent: Jack Homestead and John Earl

Opening Prayer: Dickson Bridger opened the meeting with prayer

New Business:

Minutes of the March meeting were approved via email

Reviewed March Financials

Income was down by \$11,175 and expenses were under budget by \$8,814 for a loss of \$2,361 for the month of March. Since committees are holding their expenses in check, we still have a small surplus YTD of \$1,358.

Our committee is concerned that we know the committees' expenses will increase and we only hope the income will start to come in at the budgeted level.

Dickson has submitted a memo to the May Church bulletin reflecting the above.

Neale Turlington gave a very enlightened report concerning having an outside consultant come in and prepare a reserve study for the church. After much discussion, it was approved by the committee to invite up to 3 companies to make a presentation via the OWL for this committee's education of what the process would entail. The cost of such an engagement to prepare this reserve study would be in the \$5,000 range. It appears this Owl meeting will be at our next scheduled meeting of May 10th.

Dickson reported he sent a letter to the Executrix of the Nancy Rosselot's estate to acknowledge and thank the estate for the very generous gift.

Dean Cobble will check with First Citizens in regards to our current line of credit. This line of credit is on an annual renewal and we want to make sure we have the ability to renew this line.

Dean also asked to make sure that Joan was getting a copy of the MM funds holding the Rosselot funds and also asked about the rate. I spoke to John Guggenheimer at Wells Fargo Advisors and he will make sure Joan gets the past 2 MM statements as well as future statements will be mailed to her. The current yield is 4.52%

Old Business:

John Copeland reported that the VANCO payment system is up and running. At the early stages, it appears it not being utilized but we hope that will increase. John has figured out how to add additional tiles to the QR code so that individuals having a special request for funds can have a tile set up to handle. This will cover donation groups as in the One Great Hours of Sharing, general giving and even the parking lot. We are looking at setting up a subcommittee of Finance, Stewardship and the Web Master to handle VANCO.

The financial statement consolidation subcommittee came back to the committee for some clarifications of how they will be able to proceed. The committee answered their questions and they will start the process. This could be a 4 to 6 month process.

The Investment accounts subcommittee were tasked to look at all of the ways the different funds of the church are currently being held and come to the by this the finance committee with some recommendations. There recommendations are below: We currently have over \$600,000 in New Covenant Presbyterian account in a mutual fund. While over the past 5 years, this fund has been working well over the last year it has not performed well. It was decided to move the \$600,000 in the mutual fund to a New Covenant Presbyterian Money Market fund. This fund is currently paying 4.59%. We also agreed to move the current balance of the memorial fund (\$75,706) which was in a checking account to the money market account. This movement of funds was unanimously approved by the finance committee and the moving of these funds will take place as soon as possible. We will monitor these funds and when the rates start dropping will see if they need to be reinvested.

We discussed the Rosselot use of funds and felt from the finance committee's standpoint we would rather focus our efforts on how the funds going into the capital improvement side will be set up and administered.

The next meeting will be held on May 10th at 4:00.

Dickson adjourned the meeting at 5:45.

Submitted by Dickson Bridger

Christian Education

April 2023 Notes

- CE did not meet in the month of April. Our next scheduled meeting is for the FIRST Sunday in May-5/7/23. **This is a change from the master calendar.** Future CE meetings will be on Sunday-June 4th, NO meeting in July, Sunday-August 13th, Sunday-Sept. 10th (which will be Rally Day hopefully), Sunday-October 1st, Sunday-November 5th, and Sunday-December 3rd. Please note these calendar changes on your personal calendars.
- The children had a lot of fun hunting Easter eggs on Easter Sunday. Due to the weather the hunt was held in the Sunday School wing. Thank you Delores, Riley, Ashley and Margie Annis for a successful Easter egg hunt!
- Vacation Bible School is planned for the week of June 26-30th from 9-12 pm each day. There will be an online registration for folks to register their children. Mary Jo is going to advertise VBS on FaceBook and Gary K. is helping with the online registration. We will be looking for volunteers to help with VBS!
- Per John's request via email on April 8th, the *GENERAL* direction that the CE committee is leaning towards in using the generous Rosselot funds, is to hire a person to minister to and to lead ALL ages of our congregation. Since the LCOB vision is that "We believe that God is calling Little Chapel on the Boardwalk to be a congregation welcoming all ages" and since "Our vision seeks to use our God-given resources to offer and build a ministry for all ages", it makes obvious sense that we need to hire someone dedicated to working with and helping ALL of us share in and live out this vision. At the May 15th Session meeting I will have a more detailed job description for what CE envisions for this staff position.

Notes submitted by Scottie Anderson

4/17/23

LITTLE CHAPEL ON THE BOARDWALK
Mission Committee Minutes
March 26, 2023

Meeting was called to order by Marti Shogi. She opened with prayer.

Present: Leita McCormick, Kathy Blizzard, Bonnie Warwick, Ada Legg, Joan Welsh, Janice Willetts, Jeannie Willetts, Mary Louise Ramsey, Susan Long, Joyce Zimmerman, Patty Rogers, Wendy Grimes, Lynn Stavely, Lynn McIver, Gail Miller, Delores Myers.

Introduction of new members of the committee.

Minutes of January 22, 2023 meeting approved by email.

Handouts – List of members; calendar; Time and Talent responses; agenda.

Recorder – Jeannie Willetts took notes during the meeting.

Marti referred to the change in agenda to save time. The mission areas of responsibility were listed in four categories:

1. Need items all the time.

Lynn Criner volunteered to manage new collections for The Healing Place.

2. Specific times when collecting items.
3. Special offerings, collections, and disbursement.
4. Continuous activities.

Patty Rogers reported that they prepared 84 meals last Saturday, cost per person was \$3.58.

Comments were made by mission leaders about various collections.

Marti will write a separate Mission newsletter to be distributed on Sunday/s to “tell the Mission story.” It will update the congregation on all the missions this church supports. It is hoped that people will keep this newsletter as a handy resource.

Marketing

Marti asked that each committee member focus on how we can best market each mission. We need to stimulate interest in ongoing missions as well as developing a plan to grow our outreach to the church and our community. Marti pointed to the new QR code capability which will assist during the Beach Service as well as special, sometimes spontaneous gifts, to our missions. More work needs to be done with our Finance Committee to develop broader capabilities.

New ideas included coffee shop for loop walkers, caregivers support group, visits to shut-ins, college student outreach, second loaf, and mission trips (US). All these ideas need to be fleshed out with details of how many people/volunteers would be needed to support the activity, and what funds would be necessary as well as the source of these funds.

During the next meeting ideas will be brought to develop a marketing plan for each area or groups of missions. Marti challenged everyone to spend time thinking about this. Any ideas should be sent to the Mission Committee members for discussion before the next meeting.

Church gift

Pastor John described the large gift that has been given to the church and how the funds could be used. Marti suggested that Matthew House be expanded to include a large meeting room which could add to house's utility as a retreat center for groups throughout the year. This would also require an additional staff member to manage this property as well as the church property. Matthew House would continue to be used by mission groups who work on Wilmington area mission projects.

Committee members were challenged to come up with ideas for the use of this gift.

Final reminder to all committee members, please send photos and blurbs for additions to our Face Book page (to Mary Jo Kohunsky). Also please go to the FB page often to increase interest and add a "like" when visiting.

The meeting was closed with prayer by Pastor John Earl.
Next meeting: April 22, 11:45 am.

Delores Dyer

From: Lisa Jordan <lj@myekos.com>
Sent: Tuesday, April 18, 2023 3:42 PM
To: Delores Dyer
Subject: P & P Session 4/24

Good afternoon Delores,

Personnel & Planning had no scheduled meeting in April and will meet again on May 10th.

Recommendation:

- Work to implement the Vision approved by the Session.
- It is appropriate for us to benchmark staffing organizations of comparable sized churches within our Presbytery and assess the results versus our current organizational structure.
- We favor the model of adding a Parish Associate (typically a retired minister working 20 hours a week) to focus on specific work to be done such as the adult ministry, youth ministry or some other area which relates to the vision.

Have a wonderful day and thank you so much!

Take care,

Lisa



Lisa Jordan
Bulk Fuel & Fuel Card Module Manager
GE Software
Office: 910-762-5802 Opt. 1
Email: lj@myekos.com
servicedesk@myekos.com



April 24, 2023

Stewardship Committee: Christine McKirachan

Time and Talent Booklets were sent to the new members with a cover letter inviting them to get involved in the various church activities and asking them to fill out the booklets and return them to the church office.

A Minute for Stewardship will be planned to be presented during worship in the near future.