

**Session Agenda for Little Chapel on the Boardwalk  
May 15, 2023  
6:00 p.m. Room 201**

**Call to order**

**Opening of the meeting with prayer and teaching moment.**

**ATTENDANCE**

Present

Excused absence: Hank Metzger

Determination of Quorum

**CLERK OF SESSION REPORT**

Handout – Securing the Offering

Handout – Officer of the Month Responsibilities

**Correspondence:**

**Information:**

June Church Calendar from Delores Dyer, Office Administrator

April Financial Information from Joan Denney, Bookkeeper

**Membership:**

New Members: Dick and Diane Gongaware, received Sunday, May 7, 2023, 8:00 Beach Service

Removal From Roles: Bob Avent, died May 9, 2023; Scott Willetts, died May 9, 2023

**Other Business:**

- Request for a single day parking by a PCA church called "Downtown Pres." Date unknown.

**CONSENT AGENDA**

Approval of this agenda

Approval of the minutes of the Stated Session Meeting of April 24, 2023

**COMMISSIONER'S REPORT**

Report from Dickson Bridger, Commissioner to the Presbytery meeting of Saturday, May 6

**SESSIONAL COMMITTEE REPORTS**

**Christian Education Committee: Scottie Anderson**

Report attached, no recommendations.

**Communications and Marketing Committee: Wilson Rogers**

Report attached, no recommendations.

**Finance Committee: Dickson Bridger**

Report with recommendations attached.

**Membership and Growth Committee: Sue Laakmann**

Report attached, no recommendations.

**Mission Committee: Marti Shogi**

Report attached, no recommendations.

**Personnel and Planning Committee: Lisa Jordan**

No report, committee did not meet.

**Property Committee: Hank Metzger**

No report, committee did not meet.

**Stewardship Committee: Christine McKirachan**

Report attached, no recommendations.

**Worship Committee: Terry Paterson, Sherri Alexander**

Report attached, no recommendations.

**UNFINISHED BUSINESS**

Discernment recommendations by each committee for the use of gifts to Little Chapel on the Boardwalk to support the vision of our church.

Christian Education:

Communications and Marketing:

Finance:

Membership and Growth:

Mission:

Personnel and Planning:

Property:

Stewardship:

Clerk:

Idea from the Moderator:

**NEW BUSINESS**

A revision of the list of responsibilities of the Officer of the Month will be sent via e-mail in the coming days.

The Clerk makes the following recommendation: That a task force be established to act as a coordination team for recommendations by all committees, including changes to facilities and procedures.

## **MODERATOR'S REPORT**

### **REMINDERS**

The next stated meeting of the Session will take place on Monday, June 19, 2023, at 6:00 p.m. in Room 201.

Committee reports for agenda packet are due to Delores by Tuesday, June 13.

Elders are reminded to check the white board near the mailboxes for announcements and assignments.

### **PASTORAL CONCERNS AND CLOSING PRAYER**

Helen Swartz

# June 2023

July 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	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 8:00 Beach Service 9:30 Choir 10:30 Worship	29 6:30 Scouts - Court of Honor	30 9:30 Prayer Group - Library	31 9:30 Knitting - Parlor 10:00 Bible Study - Sanctuary 6:30 PNC #102	1	2	3 8:30 Men's Breakfast
4 8:00 Beach Service 9:30 Choir 10:30 Worship	5 6:30 Scouts - Court of Honor	6 9:30 Prayer Group - Library	7 9:30 Knitting - Parlor 10:00 Bible Study - Sanctuary 6:30 PNC #102	8	9	10 Noon - PW Gathering Fellowship Hall
11 8:00 Beach Service 9:30 Choir 10:30 Worship 11:45 Property #201	12 9:00 Worship Committee #102	13 9:30 Prayer Group - Library 2:00 Writing Group #102	14 9:30 Knitting - Parlor 10:00 Bible Study - Sanctuary 6:30 PNC #102	15	16 4:30-6:30 DiLoreto Recital  Newsletter Deadline	17 8:30 Men's Breakfast
18 Father's Day 8:00 Beach Service 9:30 Choir 10:30 Worship 11:30 Membership#102	19 6:00 Session #201	20 9:30 Prayer Group - Library	21 9:30 Knitting - Parlor 10:00 Bible Study - Sanctuary 4:00 Finance 6:30 PNC #102	22	23	24 M-O-W
25 8:00 Beach Service 9:30 Choir 10:30 Worship 11:45 Mission #102	26 9-12 Vacation Bible School	27 9-12 Vacation Bible School 9:30 Prayer Group - Library 2:00 Writing Group #102	28 9-12 Vacation Bible School 9:30 Knitting - Parlor 10:00 Bible Study - Sanctuary 6:30 PNC #102	29 9-12 Vacation Bible School	30 9-12 Vacation Bible School	1
Staff Appreciation Week June 12 - June 18						

## April 2023 Financial Summary

	April			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>INCOME</b>							
Pledges & Contributions	38,151	37,219	932	140,052	148,877	(8,824)	446,570
Open Offering	3,097	1,100	1,997	6,575	4,400	2,175	13,200
5th Sunday	-	-	-	430	-	430	-
Sunday School	-	17	(17)	-	67	(67)	200
Use of Building/Miscellaneous	1,375	1,542	(167)	5,950	6,167	(217)	18,500
<b>TOTAL INCOME</b>	<b>42,623</b>	<b>39,878</b>	<b>2,746</b>	<b>153,007</b>	<b>159,510</b>	<b>(6,503)</b>	<b>478,470</b>
<b>EXPENSES</b>							
Christian Education Committee	476	354	122	1,251	1,417	(166)	4,250
Diaconate Committees	197	575	(378)	717	2,300	(1,583)	6,900
Personnel Committee	21,557	20,936	621	84,381	83,745	636	266,125
Property Committee							
Utilities	2,612	2,633	(21)	8,521	10,533	(2,012)	31,600
Repairs/Maint/Landscaping	5,490	1,750	3,740	7,452	7,000	451	21,000
Office	2,412	1,742	670	6,592	6,967	(375)	20,900
	10,514	6,125	4,389	22,565	24,500	(1,935)	73,500
Finance Committee							
Insurance	984	7,380	(6,396)	17,562	26,818	(9,257)	96,355
PCC - Per Capita/Mission	542	542	0	2,167	2,167	0	6,500
Office Supplies/Postage	791	742	49	3,421	2,967	454	8,900
Other Office Expenses	394	267	127	1,100	1,067	33	6,200
	2,711	8,930	(6,219)	24,248	33,018	(8,770)	117,955
Mission Committee	-	-	-	-	-	-	6,000
Worship Committee	39	313	(273)	723	1,250	(527)	3,750
<b>TOTAL EXPENSES</b>	<b>35,494</b>	<b>37,232</b>	<b>(1,739)</b>	<b>133,885</b>	<b>146,230</b>	<b>(12,345)</b>	<b>478,480</b>
<b>NET INCOME/(LOSS)</b>	<b>7,129</b>	<b>2,645</b>	<b>4,484</b>	<b>19,122</b>	<b>13,280</b>	<b>5,842</b>	<b>(10)</b>

## STATED SESSION MEETING

WRIGHTSVILLE BEACH, NC  
APRIL 24, 2023 6:00 P.M.

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.

### ATTENDANCE

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

*Excused Absences:* Scottie Anderson, Sue Laakmann

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

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

### Report on Special Discernment for gifts given

Each moderator gave a brief report on the general direction of his or her committee regarding the hopes for use of gifts to support the vision of the church. Nothing was formal, although there will be a report by each committee on specific recommendations on advancing the vision.

On Monday, May 15, each committee will make specific suggestions for use of gifts in supporting our church vision.

### CLERK OF SESSION REPORT

#### Correspondence

From Nancy Gladden, Presbytery of Coastal Carolina: training, zoom Presbytery meeting; East Community Gathering (June 10) at St. Andrews-Covenant Presbyterian Church in Wilmington -- a time of service.

#### 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:

Pastor John Earl presented the names of Dick and Diane Gongaware for reception as members by Little Chapel. All present voted to approve this action.

Consent Agenda **approved.**

## **SESSIONAL COMMITTEE REPORTS**

### **Christian Education Committee: Scottie Anderson**

Report attached, no recommendations.

### **Communications and Marketing Committee: Wilson Rogers**

No report, no recommendations.

### **Finance Committee: Dickson Bridger**

Report attached, no recommendations. Dickson reported that the committee is continuing to be concerned by the decline in donations. He has submitted an article for the May newsletter.

### **Leadership and Growth Committee: Sue Laakmann**

No report, no recommendations.

### **Mission Committee: Marti Shogi**

Report attached, no recommendation.

The Committee has created its own newsletter supplement to highlight all of the mission activity by Little Chapel. The Session has directed the Clerk to send letters of appreciation to Krispy Kreme for the donuts provided for the Wrightsville Beach Easter sunrise service and to Lewis Nurseries for the fresh strawberries for the April 22 Meals on Wheels.

### **Personnel and Planning Committee: Lisa Jordan**

Report attached, with recommendations.

### **Property Committee: Hank Metzger**

No report, no recommendations.

The committee is researching the purchase and installation of hurricane shutters for the Manse and Matthew House, and will prepare information for session consideration at a later meeting.

### **Stewardship Committee: Christine McKirachan**

Report attached, no recommendations.

### **Worship Committee: Terry Paterson, Sherri Alexander**

No report, no recommendations.

The Beach service will begin on Sunday, May 7.

## **UNFINISHED BUSINESS**

Officer of the Month update: Thanks to all who have signed up to serve as an Officer of the Month. We still need someone for 8:30 April 30.

## **NEW BUSINESS**

Report on Training at Topsail Presbyterian, April 22, 2023: Sherri Alexander, Mary Jo Kohunsky, Chris McKirachan, Terry Paterson. Each of these elders highlighted specific observations and ideas for our church, while agreeing that our congregation is not alone in many of the challenges we are facing, particularly with membership. Sharing conversations with members of other churches was beneficial. The presenter, Ann Jahnes, was excellent, and made relevant suggestions for all present. She is available for work with individual congregations.

The East Community will be having a Gathering (Official Presbytery Meeting) at St. Andrews-Covenant PC on Saturday, June 10. We are required to send a commissioner. Mary Jo volunteered to attend for LCOB, and was elected by acclamation. The meeting will be short, and following routine business, the attendees will go out into the community to serve on various projects. Each church is asked to send items to be used in bags for the homeless, and Mary Jo distributed a list of items, asking each elder to bring at least one item to the May 15 session meeting.

It is customary at Little Chapel to allow the session to have a "break" during the summer, and to cancel one of the monthly meetings to allow for easier travel and time with family. The month of July was selected by common consent, so there will be no July 17 stated meeting.

## **MODERATOR'S REPORT**

**All were encouraged to pray for discernment as to how we can best use gifts to further the vision of the church. Each committee is to present specific proposals for that purpose on May 15.**

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**

Pastor Earl concluded the meeting with prayer and the group sang our final prayer.

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Mary Jo Kohunsky, Clerk



## CE Minutes for May 7, 2023 Meeting

Members present: Scottie Anderson, Delores Dyer and John Earl

- VBS will be held the week of June 26-30<sup>th</sup> from 9-12 pm each day. We have decided to use the same curriculum we used in 2019 entitled “ROAR: Life is wild...God is good!” There is a volunteer signup sheet in the narthex. Gary Kohunsky has graciously set up an online registration form for parents to access to register their children.
- The nursery staff has been cut back to two staff members as one of our UNCW students, Ashley, has gone home to Charlotte for the summer. Nursery staff will be working from 9:30am until 12 pm for the summer months.
- Discussion was had about what the CE committee would like to see happen with the generous monetary gifts that were recently given to LCOB. A formal recommendation will be given to Delores by Friday, May 12, 2023, per the time line set by the Session.

No recommendations.

Minutes submitted by Scottie Anderson 5/7/23

## Delores Dyer

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**From:** Graham Rogers <gwilsonrogers@gmail.com>  
**Sent:** Tuesday, May 9, 2023 2:43 PM  
**To:** Delores Dyer  
**Subject:** Communication and Marketing Committee Report for Session meeting 5-15-23

Members of this committee; Mary Jo, and Gary Kohunsky, Robert McIver, Duncan McIver, Hugh Armstrong, and Patty and Wilson Rogers.

We have not met since last session meeting, but the committee has been working quite hard on several projects, that are listed below:

Gary, in the past week or so has live streamed, Bible study, first time ever, and our Beach service, first time ever, to his normal duties at the 10:30 service. Expansion of our video coverage and the reliability and quality of this coverage is a major step forward. We are breaking in new equipment for both the beach service and the 10:30 service, and so far, so good.

I hope you have noticed the increased numbers of post Mary Jo has put on Facebook. The number of views our page has received is increasing. You can help by sharing our page with your friends. The video from this past Sunday's Beach service is currently available on the site. Thanks again Mary Jo and Gary.

I want to thank Robert for his efforts to get us a \$5,000.00 donation that mainly covered all the installation and instructions of the new mixer and revamp of the sound system in the sanctuary. We still have some lighting issues and two very ugly mics to address.

Also, over the last few months, I've worked with John, David and others to update the beach service sound equipment. This past Sunday was our first with it. So far so good. The process continues.

Our next communication / marketing comm. meeting is Thursday, MAY 18

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Sent from Gmail Mobile

Little Chapel on the Boardwalk  
Finance Committee Meeting Minutes  
May 10, 2023

Members Present: Al Wordsworth, John Earl, Jack Homestead Dickson Bridger, Dean Cobble, John Copeland, Neale Turlington and Beth Price (via OWL-Zoom)

Members Absent: Abe Walston

Opening Prayer: Dickson Bridger opened the meeting with prayer

New Business:

Minutes of the April meeting were approved via email

Reviewed April Financials

Better month, income over budget by \$2,746 and expenses were under budget by \$1,739 for a gain of \$4,485 for the month of April.

We had zoom meetings with two different representatives to discuss Little Chapel entering into an agreement to have a reserve study done. A reserve study is used as a financial planning tool to assist our church in developing and organizing a capital expense budget.

Kevin Giles-Giles Flythe Engineers was the first representative we met with. He reiterated that a reserve study helps plan for future expenses. They recommend a study going out 20 years and updating every 5 years. Reserve funds are set up to handle maintenance that falls outside the annual budget. That would be anything that does not happen every year. Their corporate office is located in Raleigh NC and is a family-owned business. The father might be our project manager if we contract with them. Their cost is estimated to be \$4,800 for the first year and \$4,000 in year five.

Debbie White-Global Solutions Partners was the second representative we met with. They recommend a study going out 30 years and updating after year 1. Had much of the same conversation as listed above. They are located in Jacksonville FL. Their cost is estimated to be \$4,225 but with follow-up's annually for the first couple of years, their total cost would be around \$9,900.

Peter Miller-Miller Dodson Associates was our third representative. Unfortunately, illness prohibited him from presenting. We will get additional information for him as we move forward.

After much discussion, the committee feels that this is the direction that we should start moving in. This will put a 3<sup>rd</sup> party non objected outsider looking at the capital expenses of the church. This will help not only the finance committee but the property committee as we move forward. We have asked that the different companies provide sample reports that were done for a church property as well as references from some churches.

**The finance committee would like to recommend to the Session that \$5,000 from the Rosselot funds be allocated to fund this study. We also ask that this \$5,000 come from the portion of the funds that will to given to the property committee for capital improvements.**

Old Business:

Dean Cobble gave an update with his meeting with First Citizens concerning the line of credit. They are giving him the run around. They are also pressing him to have the corporative account changed to a digital account. Dean has asked for guidance from this committee on how to proceed. Jack Homestead, John Copeland and Dean will have a follow-up meeting with First Citizens in the hopes of firming up the \$200,000 line of credit as will has the proper way to set up our corporate accounts.

There has not been any progress to date in the financial statement's consolidations. This is a work in progress.

The consolidation and moving of funds into high yielding money market accounts in in process. These funds are being moved from accounts paying very little to a money market with New Covenant Presbyterian money market now paying 4.90%.

The committee thanked Neale for all the work she had done in getting the information together for the reserve studies and for setting up the presentations.

There being no more discussion, John Earl closed the meeting with prayer at 5:40.

The next meeting will be held on June 14<sup>th</sup> at 4:00.

Submitted by Dickson Bridger

## Delores Dyer

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**From:** Susan Laakmann <susiehomemaker4@gmail.com>  
**Sent:** Tuesday, May 9, 2023 1:01 PM  
**To:** Delores Dyer  
**Subject:** Re: Sand Dollars

The Membership and Growth Committee did not meet this month

- We are meeting with young members to gather information that will help us fulfill our vision for LCOB
- We continue to compile contact information from the red folders, and reach out to guests
- We are looking at various options for name-tag distribution
- We made a bulk order of sand dollars for guests to make it easier to keep up with the demand

SESSION REPORT  
MISSION COMMITTEE  
MAY 15, 2023

Committee Report – None

Members – Marti Shogi, Moderator; Rebecca Smith, Leita McCormick, Kathy Blizzard, Ann Martz, Susan Long, Bonnie Warwick, Ada Legg, Joan Welsh, Janice Willetts, Jeannie Willetts, Mary Louise Ramsey, Joyce Zimmerman, Patty Rogers, Wendy Criner, Lynn Stavely, Lynn McIver, Gail Miller

Current projects:

- May 14 – Mother’s Day Offering
- May 14-Jun 4 – Migrant Workers Bags
- May 27 – Meals on Wheels
- May 27-29 – Memorial Day Parking Lot Collection
- June 24 – Meals on Wheels
- July 1-4 – 4<sup>th</sup> of July Parking Lot Collection
- July 22 – Meals on Wheels
- August 26 – Meals on Wheels
- September 2-4 – Labor Day Parking Lot Collection

**May 15, 2023**

**Stewardship Committee: Christine McKirachan**

One new member returned the Time and Talent Booklet with her various offerings of help. The committees she chose to help have been notified.

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

# Worship Committee Meeting

May 8, 2023

The Worship Committee met at 9:00 a.m. on Monday, May 8.

Those present were: Terry Paterson, Sherri Alexander, Judy Gibson, Sherry Lovette, Janet O'Neil, Barbara Williams, and Pastor John Earl.

Absent: Janice Allen, Brett Blizzard, Carole Coble, David Heinzman, Jane Millard, Wilda Moore, and Becky Smith.

All aspects of the Worship Committee were discussed appropriately with reflection on Lent and Easter. Each sub-committee is working well with areas of concern discussed and clarified.

Lent and Easter both brought positive comments from the committee with some sharing comments from church members. Most noted in the special comments was how attractive the church appeared with additional lilies and palms strategically placed throughout the worship areas of ARISE and the 10:30 traditional service as well as in the Narthex. All agreed that this should be repeated in future years. We also want to plan the offering of Memorial and Honorarium Lilies during the Easter season in 2024.

Discussion also focused on the beginning of the Beach Service on Sunday, May 7, 2023, using the newly renovated sound system, with attendance being at 72. The sound system worked much better than our previous system with a few tweaks needed in adjusting the volume. All were very pleased with the service, the sound system, attendance, and Communion by intinction. This service will continue throughout the summer season with the last service being on Labor Day Sunday.

We continue to discuss and work on improving all areas of worship in both the physical and spiritual realms. With changes and additional needs of all the areas of worship, as well as marketing our church and worship services, we discussed how our budget would be affected in the next fiscal year.

Also noted was the following information concerning the attendance at all Sunday worship services for the following months of **March and April, 2023:**

March 5 -147; March 12– 130; March 19 – 132; March 26 -140.

April 2 – 205; April 9 – 367; April 16 – 122; April 23 – 119; April 30 – 138.

With no further business, John Earl closed the meeting in prayer.

Respectfully submitted,

Terry Paterson, Moderator



# Christian Education Committee

May 11, 2023

Suggestions for expenditure of the God-given resources of the Rosselot and Williams monies:

- CE would like to see the Session approve hiring an Associate Pastor (an ordained minister of the Word and Sacrament) to directly be in charge of ministering to all ages and all families of Little Chapel. This person's focus would be to develop programming for all age groups represented in our congregation.
- A suggestion was made to update our church playground so that it is interactive, educational and reflective of the beach ecosystem of which LCOB is a part.

Submitted by Scottie Anderson

Little Chapel on the Boardwalk  
Finance Committee  
Recommendation for Rosselot Gift

May 10, 2023

**The finance committee would like to recommend to the Session that \$5,000 from the Rosselot funds be allocated to fund this study. We also ask that this \$5,000 come from the portion of the funds that will to given to the property committee for capital improvements.**

## Delores Dyer

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**From:** Susan Laakmann <susiehomemaker4@gmail.com>  
**Sent:** Wednesday, May 10, 2023 5:14 PM  
**To:** Delores Dyer  
**Subject:** Recommendations for the Session Meeting

Hey Delores,  
Here are the Membership & Growth Committee's recommendations for the Rossalot gift:

Playground  
Family Program Director  
Assistant Pastor  
Wednesday Night on the Boardwalk Program (catered)  
Signage on Street  
Trips for All Ages  
Mother's Morning Out/Pre-School Program for Members

thanks,  
Sue

## Mission Committee

### Recommendations for funds expenditure

The Mission Committee proposes that the Matthew House be remodeled, including an extension of the 2<sup>nd</sup> floor (kitchen/dining room level) to create a new area for groups to hold retreats, in addition to the current use as a mission house to sponsor and house visiting mission and school groups.

Feasibility studies should be done on how to arrange the layout of the current house to better accommodate groups. This would include the potential to build an additional large multi-purpose room to the rear of the house for meetings by retreat groups and visitors for mission work. A design could also include garage space on the 1<sup>st</sup> floor to store trailers and other necessary equipment.

As a retreat center, the Matthew House could become self-supporting, after the building phase. Fees would be charged for its use as a retreat and spiritual center by groups year-round when mission groups are not present.

In addition to the extension and increased use of the Matthew House, the funds should be used to hire a church property manager, who would oversee the scheduling and maintenance of the house, as well management of all church properties.

## Delores Dyer

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

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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**  
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**Stewardship Committee Recommendation**  
**For Use of Monetary Gift**

Stewardship committee recommends the following:

1. Hire a part-time coordinator for the formation of an Arts Center to be housed in our building, open to the congregation and community.
2. Hire a part-time coordinator to establish a small group ministry including interest groups which would also be open to the community.
3. Update the Matthew House to be able to use it as a retreat center, as well as mission team housing.

## WELCOME TO LITTLE CHAPEL ON THE BOARDWALK: THE FIRST 30 SECONDS

Suggestions for the Rosselot Gift for our Vision      From Mary Jo Kohunsky, Clerk  
May 10, 2023

The experience of first-time visitors as they enter LCOB is critical. Some speakers and articles say that a decision to truly consider a church as a new faith home is made by these visitors in the first 15-30 seconds. These items in the narthex could go a long way toward making people feel that we are a 21<sup>st</sup> century church, where they can thrive and grow. Many of these items could be addressed by the gift from Nancy Rosselot.

### **Signage: No need to ask!**

Welcome

Fresh, consistent, colorful logo use that fits our brand

Up-to-date, coordinated directional signage (including projecting signs above doors)

Directory of offices, classrooms, restrooms (including family and children's restrooms)

Interactive directory may be on display screen

Mission statement not printed on computer paper

Sign over doors to fellowship hall that says "Fellowship Hall"

### **Members and potential members**

Welcome table with gifts (asking folks to raise their hands for gifts is awkward)

Happy you are here: Photos of our newest members

Gathering together: Easily accessible modern name tags in attractive wall display, *near* the narthex

We care about you: Care notes on a wall rack, News and signups for Congregational Care

### **Who we are**

Mission statement not printed on computer paper, easily visible

Photos of church staff and leaders

Committee descriptions

### **Make yourself at home**

Fresh paint, possibly reflecting beach location

Comfortable, coordinated up-to-date furniture arranged for conversation

Removal of church pews which look like old church pews that are no longer needed elsewhere

### **We are a modern church looking to the future**

Liturgical Banners

Reinstall the art of LCOB buildings in a History Wing or Library, along with the display case

Credenzas Low-key, modern floral arrangements

Consider removal of traditional buffet lamps, replace with something else if needed

### **Information**

Video screen(s) with announcements of events and photos of church activities; Sign-ups for committees (events on screens) via tablets on shelf (and a few clipboards on wall rack)

**Delores Dyer**

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**Subject:** FW: add to Session Agenda

**Idea from the Moderator:**

Building of an Ocean Environment Playground

- Conversations would be held with Wrightsville Elementary School and the Fort Fisher Aquarium in designing and building a small playground which is fun and educational addressing issues facing our ocean; i.e., sea shells, protecting our ocean, sounds in the sea, seawater systems, rescuing that which is endangered, food of the ocean, etc.
- There may be funding available from outside sources to assist
- Location of the Playground would state our priority of a ministry to families and young children. The closer the location to Lumina the better.
- Task Force would be appointed to do the necessary work and report back to Session with recommendations.

Thanks. John



## CLERK OF SESSION RECOMMENDATION TO SESSION

May 15, 2023

Following attendance at Topsail Presbyterian Church on Saturday, April 22, after much research and reading concerning the welcoming church, and after observing and recording the variety of discussions regarding each committee's recommendations on how to best use our gifts to support the church vision, it is clear that many diverse things could be taking place in the future as we strive to become the church that God wishes us to be.

**RECOMMENDATION:** That a task force be established to act as a coordinating team for the many and varied projects which may take place in the coming year and beyond.

This task force would have members who are serving elders, and members who are not currently on the session. The number of members and the leadership of the task force is to be determined. Members will be sought who have special gifts in the areas which will be needed. Those areas will be identified in the next few months, particularly following the August stated session meeting. The task force will directly report to the session, and will act in consultation with the Pastor.

This task force will officially begin its work upon the commencement of the implementation of the vision plans, which may occur with the installation of the new Pastor, although some preliminary work can be done prior to that time. The recommendations of this task force will require approval of the session, both upon the presentation of initial plans and throughout the process.

# OFFICER OF THE MONTH SPECIAL PROCEDURE: SECURING THE SUNDAY OFFERING

Revised May, 2023

## EARLY SERVICE:

1. *Get* the bank bag/envelope and the key on a stick from the bookshelf in the office.
2. *Put* the offering into the plastic bag/envelope, and seal it.
3. *Unlock* the bookkeeper's office door with the key.
4. *Return* the key to the bookshelf where the bank bags are stored **BEFORE**

### **PROCEEDING WITH THE NEXT STEPS.**

5. *Place* the bank bag in the **EARLY SERVICE SAFE** in the cabinet behind the bookkeeper's desk.
6. *Lock* the **EARLY SERVICE SAFE** by turning the knob on the front of the safe.
7. *Close* the door to the bookkeeper's office, and confirm that it is locked.

## LATE SERVICE:

1. *Get* the bank bag/envelope and the key on a stick from the bookshelf in the office.
2. *Put* the offering into the bank bag/envelope, and seal it.
3. *Unlock* the bookkeeper's office door with the key.
4. *Return* the key to the office bookshelf where the bank bags are stored **BEFORE**  
**PROCEEDING WITH THE NEXT STEPS.**
5. *Place* the bank bag/envelope in the **LATE SERVICE SAFE** in the cabinet behind the bookkeeper's desk.
6. *Lock* the **LATE SERVICE SAFE** by turning the knob on the front of the safe. Close the cabinet door.
7. *Close* the door to the bookkeeper's office, and confirm that it is locked.
8. *Return* the offering plates to the Communion table.

***Call the Moderator of the Finance Committee if you have any issues with the safe.***

Dickson Bridger 910 262-8288

## LCOB Officer of the Month Responsibilities

Revised May 9, 2023

Thank you for serving our church family! **First duty: maintain security in the narthex.**  
**Arrive 30 minutes before the beginning of the Service. Bring your cell phone.**

*(Summer duty for the early service only involves handling the offering.  
See separate instructions for that.)*

1. Close the main doors once worship begins, and lock them about 5-10 minutes after worship begins (use the switch in Delores' office for the left door -- as viewed from the inside, and the key on the blue key ring in the work room for the right door.) Then remain in narthex to open doors for late arriving worshippers.
  - Main door from narthex
  - Two back doors near Oxford Street (recheck after worshippers have gone)
  - Door near pastor's office
  - Fellowship hall door to parking lot
  - Door at bottom of exterior steps
2. In general, remain in the Narthex AT ALL TIMES once you check that all doors are locked.
3. Remind beach goers that restrooms are located near Johnny Mercer's Pier.
4. After worship, secure the Offering (See additional instruction sheet).
5. After worship, make sure the ushers have extinguished the candles on the communion table.
6. Set alarm after worship (Instructions will be given)
7. Turn out lights (if a meeting is continuing, tell them to turn out appropriate lights)
  - *Lights in Sanctuary:* These are turned off in the box on the west wall of the sanctuary, except for the spotlights. The three banks of spotlights in the sanctuary are turned off on the dimmer panel on the right wall in the AV room. Master key for that room is needed if it is locked. Avoid key issues by doing this right after worship. Be sure room is locked behind you.
  - *Wall lights and lights over the aisles:* These in the sanctuary are turned off at the wall switch either near the west door from the narthex or near the east or west doors at the front of the sanctuary.
  - Check that all lights in fellowship hall, all classrooms, and office are turned off.
  - If there is a problem with any lights, please leave a note in the custodian's mailbox.
8. Lock the front doors of the church when you leave, unless others are still here. Be sure that someone will lock the doors if they are leaving after you.
9. **Call 911 on your cell phone if there is any security issue. Address is #2 West Fayetteville Street.**