

FELLOWSHIP

The Rev. Dr. Stephen D. McConnell welcomed the elders, guests, and staff members at 6:00 PM in the Campus Center for dinner and discussion based on *Fire Road* by Kim Phuc Phan Thi. The elders, guests and staff then moved to Room 206 of the Education Building for the Session meeting that began at 6:50 PM.

MINUTES

PRESENT: Teaching Elders: Senior Pastor The Rev. Dr. Stephen D. McConnell (Moderator), Congregational Life Pastor The Rev. Dr. Lal Hmingliani Browne, and Family Life Pastor The Rev. Laurie Haas. Ruling Elders: Joan Emrich, Andrea Jackson, Cliff McHenry, John McQueen, Marlene Petro, Bill Reynolds, Robin Sego, Sandy Snyder, Lou Stern, Sandi Stewart, and Dotti Tyle. Clerk to the Session Linda Getzen, Executive Director of Operations Pam Gillespie, Music Director Genevieve Beauchamp, and Community Engagement Director Sarah Soboleski.

EXCUSED: Ruling Elder Tom Taylor.

GUESTS: Incoming Ruling Elders: Marcia Baarson, Linda Calvert, Gerry Hailey, and Matthew Straeb.

QUORUM, CALL TO ORDER, AND OPENING PRAYER: A quorum was established. Dr. McConnell served as Moderator. He called the meeting to order and opened with prayer. **MOTION MADE, SECONDED, and PASSED: To approve the Agenda for the Meeting.**

MINISTRY SPOTLIGHT: This month's spotlight shone on Congregational Life. Pastor Hmingi Brown and her assistant Ann Colgan shared the many, many ministries of Congregational Life: From new member classes, adult education, caring and palliative care, outreach, Wednesday Night Life, Stephen Ministers, Deacons and more!

STORYTELLING: Joan Emrich told her story. So thankful to God for providing a friend who lovingly drew her back to church. She ended with her humorous adventure of trying to buy groceries in Japan with no cash and (surprise!) no credit. Prayers were said for the storyteller and for her husband Art.

STAFF REPORTS:

Music Director Genevieve Beauchamp:

- John Rutter Requiem – Presented at 9 AM and 11 AM services on Sunday, March 31.

Executive Director of Operations Pam Gillespie:

- Written report - See page 19 of Session package.

Community Engagement Director Sarah Soboleski:

- Website – Class schedules and service opportunities can be located.
- Connect Magazine – Summer issue in progress.
- Easter services – working on opportunities.

Family Life Pastor The Rev. Laurie Haas:

- Ordination of daughter The Rev. Jordan Goodwin – thank you to all!
- Confirmation Class – To be received by the Session on April 26 at 6 PM. More information to follow.

CORRESPONDENCE AND CLERK'S ANNOUNCEMENTS: *The Clerk to the Session emails to Staff and Elders pertinent correspondence received between Session Meetings. Discussed:*

- Draft roster/calendar of dates for Elders 2019-20. Please review for corrections.

FINANCIAL UPDATE: Administration and Finance Chair Andrea Jackson reported:

- "All good." Too early in the year to review trends. 1st quarter will be reported in April.

OMNIBUS MOTION:

MOTION MADE, SECONDED, and PASSED: To set aside for discussion or clarification, item D.1. of the Omnibus Motion as presented in the Agenda.

MOTION MADE, SECONDED, and PASSED: To pass the following Omnibus Motion (Items A-F), less Item D.1., as presented in the Agenda

A. To APPROVE THE FOLLOWING MINUTES:

1. Stated Session Meeting – 02/25/19
2. Special Session Meeting to Receive New Members – 03/10/19

B. TO APPROVE THE CLERK'S REPORT:

1. Assignments and Meetings:
 - a. Sunday Morning Prayers for the Pastors - Month of April 8:20 AM - Sr. Pastor's office – **John McQueen**
 - b. Session Meeting Storyteller – April – **Cliff McHenry**
 - c. Deacons' Exec. Comm. Meeting – Monday, 04/01/19 at 7 PM – **Dotti Tyle**
 - d. Special Session Meeting to Receive New Members - Sunday 04/14/19 at 11 AM - Chapel Reception Room - **Group 4 Elders (L. Calvert, J. McQueen, L. Stern)**
2. Membership Statistics, Baptisms & Weddings, and Home Communion (see attached Clerk's Report)
3. Change date of April Session meeting to Monday April 15, 2019. Dinner at 6:00 PM.
4. Approve Special Session meeting to receive the 2019 Confirmation Class – Friday, April 26, 2019 in the Campus Center, Dinner at 6 PM.
5. Other dates to note for the record:
 - a. Orientations and training for incoming Elders and Deacons were held in March.
 - b. Ordination is Sunday 04/07/19 at the 9 AM Service.

C. TO RECEIVE REPORTS FROM:

1. Elder attending Deacons' Exec. Comm. meeting on 03/04/19 – **Marlene Petro**

D. TO RECEIVE REPORTS FROM SESSION COMMITTEES:

1. Administration and Finance - Ch. Andrea Jackson - includes Building and Grounds Team and The Generosity Team (**received separately – see below**)
2. Global Mission Partners - Ch. Dotti Tyle
3. Personnel - Ch. Marlene Petro (*see also New Business below*)

E. TO RECEIVE REPORTS FROM MINISTRY TEAMS:

1. Family & Student Ministries (includes Palms Preschool) – *see staff reports above*
2. Contemporary Worship Service Leadership – *no written report*
3. Presbyterian Women - *no written report*
4. Stephen Ministry Leadership

F. TO RECEIVE REPORTS FROM CONGREGATION COMMITTEES:

1. Deacons' Executive Committee - Ch. Marie Bonifield
2. Memorial Garden Board - Ch. Sue Angle – *no written report*
3. Nominating - Ch. Robin Segó

ITEMS FROM OMNIBUS SET ASIDE FOR CLARIFICATION OR DISCUSSION: Item D.1. – Administration & Finance. Added to Old Business Item 1 – Generosity and Extra Mile Campaign (*see below*).

OLD BUSINESS:

1. **Generosity and Extra Mile Campaign.** Minutes of the March 20, 2019 Administration & Finance Committee meeting were distributed. Progress towards the campaign goal was reported by Director Pam Gillespie. Elder Jackson explained the proposed policy motion regarding cash flow to maintain a \$500K minimum balance in the primary checking account (balance sheet account #10005) and allow up to \$300K to be “borrowed” from the church’s general funds during the upcoming renovations while cash continues to come in from the Extra Mile Campaign. **MOTION FROM the Administration & Finance Committee and PASSED: To keep a minimum balance of \$500K in the bank (10005) and the maximum that can be borrowed from ourselves would be \$300K, contingent upon having the above in the bank.**

NEW BUSINESS:

1. **Personnel Committee – Revised Sick Leave Policy and Study Leave Policy for the Employee Handbook.** Personnel Chair Elder Petro explained the rationales behind the changes. **MOTION FROM the Personnel Committee and PASSED: To add the following to the Sick Leave Policy in the Employee Handbook:**

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household, or to care for a parent or child who does not reside in the employee's household. Employees need to let their supervisors know of planned doctor appointments or procedures as soon as possible before the scheduled appointment.

Employees who are unable to report to work due to illness or injury need to notify their supervisor before the scheduled start of their workday. If the employee is unable to do this due to their illness or injury, then a family member should contact the employee's supervisor. The supervisor must also be contacted on each additional day of absence. If an employee is absent for five or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates. Verification may be requested by the Executive Director of Operations for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. For example if an employee has a history of missing a day before or after an approved vacation or before or after a paid holiday, the Executive Director of Operations will ask to meet with him/her.

MOTION FROM the Personnel Committee and PASSED: To amend the Study Leave Policy in the Employee Handbook to read in its entirety as follows:

Study Leave is available to all appointed clergy of Church of the Palms. Study leave is intended to enhance professional skills or knowledge related to a pastor's role at the church. The Head of Staff must approve study leave in advance. Financial assistance for each pastor is included annually in the terms of call.

[Note from the Clerk – This is the new part – to allow “banking” of study leave time] In order to facilitate a more intensive study or course, a called pastor may occasionally need more time than is allotted on an annual basis. Up to two years' study leave and/or the study allowance or a portion of it may be banked

MOTION MADE, SECONDED, and PASSED: To receive Omnibus Motion item D.1. including the Administration & Finance Committee minutes of March 20, 2019, as distributed at the meeting.

ANNOUNCEMENTS: Reading for discussion at April Session dinner: Continue *Fire Road* by Kim Phuc Phan Thi.

There being no further business to come before the Session, **MOTION MADE, SECONDED, and PASSED: To adjourn the meeting** at approximately 8:35 PM to a Circle of Prayer with the laying on of hands with prayers for departing Elders Class of 2019: Marlene Petro, Bill Reynolds, Sandy Snyder, and Tom Taylor.

By: _____
The Rev. Dr. Stephen D. McConnell
Moderator

By: _____
Linda R. Getzen
Clerk to the Session

Attachment to official minutes:
Clerk's Report (statistics)