

**Saint Mark Presbyterian Church**  
**Stated Meeting of the Session**  
**December 16, 2014**  
**Minutes**

The stated meeting of the session of Saint Mark Presbyterian Church was held on December 16, 2014, at Saint Mark Church. The Session and Deacons shared dinner at 6:30 p.m. in Room 105/106. Elder Teddy Ferguson led us in prayer. At 7:05 p.m. Pastor Howard convened the Session meeting with prayer. A quorum was present. The Session examined and approved officers for 2015. Deacons held a separate business meeting.

**Rolls**

**Present:** Moderator, the Rev. Dr. Roy W. Howard and Associate Pastor the Rev. Shelby Etheridge; Elders Jennifer Carr, Mary Casper, Alison Dewey, Teddy Ferguson, Mike Lutz, Meisie Roberts, Sharon Tarr, Mike Welsh, Diane Wirono, Clerk of Session George Huggins

**Excused:** Elder Suzanne Lofhjelm

**Guests:** Elders-elect Stephanie Laguna and Michael Lai; Deacons-elect Jeremy Fleisher, Jean Muir, Felicite Nkonabang, Guy Roberts, and Antonia Sandoval.

Pastor Howard introduced Elders-elect Stephanie Laguna, Michael Lai, Teddy Ferguson, and Karl Kaufmann; and Deacons-elect Jeremy Fleisher, Jean Muir, Felicite Nkonabang, Guy Roberts, and Antonia Sandoval.

The Session posed questions to the officers-elect concerning their understanding of the tenets of the reformed faith, the meaning of the ordination questions for them, their understanding of the Presbyterian Church (USA) polity, the responsibilities of elders and deacons, and other related questions concerning the life of the Church. All gave very thoughtful and heartfelt answers.

It was **MSC** that these persons be approved for ordination and installation as officers of Saint Mark.

**Holy Cow CAT Scan Introduction:** Pastor Howard introduced the Rev. Dr. Kay Huggins, NCP Interim Associate Executive Presbyter, and Elder Julia Schaefer, representing National Capital Presbytery. Rev. Huggins and Elder Schaefer presented information on the Church Assessment Tool (CAT) for approximately twenty minutes. Elder Schaefer described the CAT, the process and provided examples of questions. After completion of survey questions by members of the congregation, results are interpreted to the Session with recommendations for action. The CAT will become an NCP tool, especially for congregations in transition.

Pastor Howard recognized those Elders and Deacons who had fulfilled their term of office with words and tokens of appreciation.

The Deacons left the common meeting to their own business meeting. Elders-elect Stephanie Laguna and Michael Lai remained for remainder of Session meeting.

It was **MC** to adopt the agenda.

It was **MC** to approve the minutes of the 11/11/2014 stated meeting, the 11/16/2014 special (new members) meeting, the 12/07/2014 special (new members) meeting, and the 12/14/2014 special (baptisms) meeting.

## **CLERK'S REPORT**

**Communion:** 12/07/2014, 9:30am Spirit and Service; 12/21/2014, Christmas pageant.

**Baptisms [G-3.0204b]:** 12/14/2014, Pastors Howard and Etheridge presiding:

- Clara Catherine Domenge b. 01/25/2014, in Washington, DC, daughter of Elodie and Jacques Domenge;
- Reid Robert Matanin b. 03/20/2014 in Olney, MD, son of Annie and Brad Matanin;
- Aya Elizabeth Prince b. 03/09/2009 in Pensacola, FL, daughter of Venus and Jim Prince.

**Deaths:** 11/16/2014 – Gene Newhouse, Riderwood Assisted Living facility, Silver Spring, Maryland

**Funeral/Memorial Services:** 11/19/2014 – Gene Newhouse, Riderwood Chapel, Pastor Roy Howard and Chaplain James Lyons officiating.

**New Members [G-1.0303]:** 12/07/2014 Jessica Sillers by certificate of transfer.

### **Incoming Correspondence:**

- 11/12/2014 – email from Janet Biermann of NCP announcing opening of statistical database, and setting the due date for all reports of 02/01/2015.
- 11/13/2014 – email with letter from NCP Stated Clerk Sara Coe with the timetable for actions on GA overtures:
  - 11/18/2014: first reading of Belhar and announcements of timetable;
  - 01/27/2015: discuss and vote Belhar and amendments 14 A thru E, and first reading of 14-F (marriage);
  - 03/24/2015: discuss and vote 14F (marriage).
- 11/17/2014 – email from Pastor Howard including thread from Theo Albrecht to remove Theo and his family from the rolls of Saint Mark.
- 12/02/2014 – email from Janet Biermann of NCP with more details of the requirements of the Annual Statistical Report for 2015, due 02/01/2015.
- 12/02/2014 – email from Janet Biermann of NCP that includes the Annual Clerk's Questionnaire (ACQ).
- 12/15/2014 – email from Venus Prince expressing great appreciation to everyone for the meaningful experience of her daughter's baptism.

### **Outgoing Correspondence:**

- 12/11/2014 – email to National Presbyterian Church requesting certification of transfer of membership of Jessie Devlin from National to Saint Mark, effective 11/16/2014.

The Clerk has performed the annual review of the roll of members and membership changes are reflected in the Omnibus Motion. [G-3.0201c]

## **OMNIBUS MOTION**

**(Clerk):** to approve resolutions for Authorization to Open, Modify and Close Financial Institution Accounts in Saint Mark Presbyterian Church's Account No. 1537-3236 at Charles Schwab & Co., Inc., as follows:

### **SAINT MARK PRESBYTERIAN CHURCH RESOLUTIONS OF THE SESSION FOR ADOPTION AT ITS REGULAR MEETING ON DECEMBER 16, 2014**

#### **Authorization to Open, Modify and Close Financial Institution Accounts**

**WHEREAS**, G-3.0201 of the Book of Order, *i.e.*, the Constitution of the Presbyterian Church (U.S.A.), provides the Session is the council for the congregation, *i.e.*, Saint Mark Presbyterian Church, and shall have the responsibility for governing the congregation, and G-3.0205 of the Book of Order provides the Session shall determine the distribution of the congregation's benevolences, authorize offerings and account for the proceeds of such offerings and their disbursement;

**WHEREAS**, Section 6 of Article II of the Bylaws of Saint Mark Presbyterian Church provides the Session shall have the powers, duties and responsibilities and follow the procedures provided to it in the Constitution of the Presbyterian Church (U.S.A.);

**WHEREAS**, Saint Mark Presbyterian Church, a Maryland unincorporated religious association, maintains accounts at numerous banks, thrifts, brokerage firms and other financial institutions to facilitate operations and financial affairs and need to open, modify and close various accounts from time-to-time;

**WHEREAS**, the Board wishes to declare, clarify, ratify and reconfirm the approval of the Treasurer or Chair of the Finance Ministry with the concurrence of the Clerk of Session to open, modify and close accounts in the name and on behalf of Saint Mark Presbyterian Church without waiting for the next meeting of the Session to adopt the financial institution's printed form resolutions for the account;

**NOW, THEREFORE, BE IT RESOLVED** that the Session, pursuant to the authority vested in it by the Constitution of the Presbyterian Church (U.S.A.) and the Bylaws of Saint Mark Presbyterian Church hereby declares, adopts, clarifies, ratifies and reconfirms effective as of December 14, 2014, that the Treasurer or Chair of the Finance Ministry, with the concurrence of the Clerk of Session, be and he or she hereby are authorized and empowered to open, modify and close such accounts at various financial institutions in the United States of America as they deem necessary or appropriate to facilitate the proper operations and financial affairs of Saint Mark Presbyterian Church from time-to-time, including but not limited to the designation or removal of one or more

authorized individuals as persons who have the power to make decisions and give or sign orders and instruments with respect to such accounts;

**BE IT RESOLVED, FURTHER,** that the Treasurer or Chair of the Finance Ministry, with the concurrence of the Clerk of Session, are hereby authorized and directed to complete and adopt on behalf of the Session those printed form resolutions required by each financial institution to open or modify one or more accounts and to complete such other forms as may be required or appropriate to open, modify and close such accounts, all of which shall be effective on the date of the officers' actions and these resolutions shall be the full and complete authority and authorization for their actions;

**BE IT RESOLVED, FURTHER,** that the Session hereby specifically approves the addition of Rachel J. Zutshi and Joseph C. Piff, as Authorized Individuals, and the removal of Jon L. Spargur, Sr., as an Authorized Individual, on Saint Mark Presbyterian Church's Account No. 1537-3236 at Charles Schwab & Co., Inc. and adopts the terms, conditions and resolutions in the Change of Authorized Individual for Incorporated and Non-Incorporated Organizations form provided to make such modifications to such account; and

**BE IT RESOLVED, FURTHER,** that the Treasurer, Chair of the Finance Ministry, Clerk of Session, and other officers of Saint Mark Presbyterian Church are authorized and directed to take all appropriate steps to effectuate the above resolutions and to open, modify and close accounts.

**(Clerk) [G-3.0204a]:** to remove Reinetta Albrecht, Theodore Albrecht, and Ulane Albrecht from Saint Mark membership, per their request.

**(Clerk) [G-3.0204a]:** to delete from the roll of the congregation the following members who have ceased to participate actively in the work and worship of the congregation for two years:

Arthur	Beamon
Ramesh	Dial-Maraj
Darryn	DiFrancesco
Stephanie	DiFrancesco
Malala	Edoh
Anna	Ellenbogen
Justin	Ford
Stephanie	Ford
Erin	Hylton
Kelsey	Hylton
Kevin	Hylton
Diane	Lawson
Laura	Lee
Cindi	Lostritto

Margaret Miller  
Emily Pavlin  
Judith Taylor  
Robert Temps  
Jean Thompson  
Pamela Witcher

**(Pastor)** to elect Elder George Huggins as Clerk of Session for 2015.

**(Pastor)** to elect Ms. Rachel Zutshi as Treasurer for 2015.

**(Pastor)** to approve the following dates for communion in 2015:

Sunday January 4 - Epiphany  
Sunday January 18 – Epiphany  
Sunday January 25 - Epiphany  
Sunday February 1 - Spirit and Service  
Sunday February 8 – Epiphany  
Sunday February 15 - Epiphany  
Wednesday February 18 – Ash Wednesday  
Sunday February 22 - First Lent  
Sunday March 1 - Spirit and Service  
Sunday March 29 - Palm Sunday  
Thursday April 2 – Maundy Thursday  
Sunday April 5 - Easter  
Sunday April 12 - Easter  
Sunday April 19 - Easter  
Sunday April 26 - Easter  
Sunday May 3 - Easter + Spirit and Service  
Sunday May 10 - Easter  
Sunday May 17 -Ascension  
Sunday May 24 - Pentecost  
Sunday May 31 - Trinity Sunday  
Sunday July 5 - Spirit and Service  
Sunday August 2 - Spirit and Service  
Sunday September 6 - Spirit and Service  
Sunday October 4 - World Communion  
Sunday November 1 - All Saints’ Day  
Sunday November 22 - Christ the King  
Sunday November 29 - Advent  
Sunday December 6 – Advent + Spirit and Service  
Sunday December 13 – Advent  
Thursday December 24 – Christmas Eve

The clerk reminded Session members to do their Annual Reports and provide information requested for the General Assembly Statistical Reports.

It was **MSC** to receive the Clerk's Report.

## **ORDER OF THE DAY**

It was **MSC** to elect Elder Huggins as 2015 permanent commissioner to NCP.

It was **MSC** to elect Elder Kaufmann as rotating commissioner to the 03/24/2015 meeting of NCP.

It was **MSC** to elect Elder Lai as rotating commissioner to the 05/26/2015 meeting of NCP.

It was **MSC** to approve a stipend for Pastor Howard in the amount of \$3,000 for the purpose of supporting his pilgrimage to the Camino de Santiago during his Sabbatical in 2015; funds to be sourced from an account to be recommended by the Treasurer.

## **OTHER BUSINESS**

### **Pastor Update**

Pastor Howard presented and reviewed the Ministry Team assignments for 2015:

Moderator/Pastor – Roy W. Howard

Associate Pastor – Shelby Etheridge

Clerk – George Huggins

Christian Formation – Jennifer Carr

Finance – Michael Lai (Rachel Zutshi)

Global mission – Alison Dewey

Local mission – Mary Casper (Michael Lai and Teddy Ferguson both indicated as third option)

Nominating – Mary Casper and Karl Kaufmann (Two elders nominated by session, elected by congregation)

Parish Life – Teddy Ferguson (Elizabeth Bono)

Personnel – Mike Lutz (Diane Wirono)

Property – Mike Welsh

Stewardship – Meisie Roberts

Welcoming – Diane Wirono and Stephanie Laguna

Worship –Karl Kaufmann (Jane Karakashian)

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Environmental Stewardship – Alison Bennett

Memorial – Sarah Milholen

Planned Giving – Lee LaRoche

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Parish Associate Kay Huggins

Session discussed the review of the Local Mission Ministry Team. The Elder on Local Mission will review and assess with the Local Ministry Team the Team's focus, goals, and strategies that will be employed to express the mission of Saint Mark to the local community. The Elder will report back to Session in March.

Pastor Howard asked for volunteers to help with CAT Scan planning, promotion, and execution, to begin during the Congregational Annual Meeting 02/01/2015. The initial schedule is to provide interpretation of the survey in March, and to plan some actions in April. Elder Lai and Laguna will discuss Session support of CAT Scan and report back to Session in subsequent Stated meetings.

Elder Wirono will distribute Ministry Team descriptions and request corrections and additions. The descriptions will be incorporated into the Welcoming Brochure.

The Longest Night service on 12/21/2014 will focus on healing and wholeness. There will be a special guest musician, Jesse Palidofsky.

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### **Associate Pastor Update**

Pastor Etheridge previewed the activities of cookie baking, pageant rehearsal, and other important and meaningful activities that will prepare for the Christmas Pageant on December 21. She asked Session to be in prayer for the confirmation class and their parents, teachers, and mentors. The class will begin with eight confirmands on Jan 11, 2015.

### **Finance Ministry Update**

- In addition to the previously submitted report (below) which includes text from the Treasurer, Elder Tarr reviewed the RYG summary report for Session. She noted that the Property Ministry is in Red. The Finance Ministry is in Red, specifically for the expense of the auditor, and the Finance Ministry will try to find a more economical auditor.
- Elder Tarr presented a summary review of the 2015 budget proposal, with the goal of a more thorough review and final approval of 2015 budget proposal during the 01/20/2015 Stated meeting.
- She noted with great thanks that Pledges have increased for 2015 and that Saint Mark members exceeded the pledge goal.

**Motion:** to receive the Ministry Reports. **MSC**

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### **Finance Ministry**

Pledges received for 2015 were well above those in 2014. That is wonderful news!! Attached is the 2015 budget that shows 3 scenarios. The first in Column D is the Session Stated Meeting, December 16, 2014

ideal requests from each Ministry Team. Column F shows the budget when we use internal funds (surpluses built up over the years) and Column H shows the budget scenario where no internal funds are used. Finance Ministry Team is proposing the budget in Column F (highlighted in the attached document). Here are the highlights from that budget:

1. Internal funds of \$26k will be used in order to balance the budget
  2. Increases in the following Ministry Teams: \$2k increase in Worship & Music (budget was decreased in 2014 and more is needed to fund singers), Personnel increase to allow for Presbytery suggested increase for Pastors and other staff, Property increase of \$25k to cover costs of building maintenance
  3. All other Ministry Teams budgets are kept constant from 2014 to 2015 with the exception of the Education Ministry and AST which were decreased a bit from 2014
  4. Any additional pledges that come in will be allocated across those Ministry Teams that requested increases and will also serve to decrease the Internal Funds used.
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It was **MC** to receive the Ministry Reports.

Pastor Howard adjourned the meeting at 8:50 p.m. with prayer.

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**George T. Huggins**  
**Clerk of Session**