

**Stated Session Meeting**  
**Presbyterian Church of the Master**  
Tuesday, April 18, 2017

The Session of Presbyterian Church of the Master met in the Library at 6:30 PM for its stated meeting.

The meeting was opened with prayer by the Moderator, Rev. Robert Keefer at 6:32 PM.

Session members present were:

Andy Cook, Cindy Denton, Margo Forsythe, Mark Frans,  
Moderator Rev. Robert Keefer, Kathy Koslosky, Debby Marsh, Chuck McGavren,  
Michael Osborn, Katie Petersen, Sue Skeans, Rev. Sara Tonje, Rita Wright

Session members absent were:

Tyler Foster

Membership present constituted a quorum.

Others present were:

- Eric Bremers, Treasurer

***Agenda***

The agenda was approved as presented.

***Report of the Clerk***

**Minutes approved:**

- Minutes of Stated Session Meeting, held March 21, 2017

**Record of Homebound Communion:**

- April 9, 2017, twenty-one residents, family, and staff of Prayer Meadows, Rev. Robert Keefer officiating, assisted by Elders Lisa Cook, and Margo Forsythe, and confirmands Paige Christensen and Puka Jock
- April 10, 2017, Mary Molacek, Rev. Sara Tonje officiating, assisted by Cathy Heitmann and Suzie Payne
- April 10, 2017, Virginia and Laura Graham, Rev. Sara Tonje officiating, assisted by Darla Holycross
- April 11, 2017, Don Delashmutt, Rev. Sara Tonje officiating, assisted by Doug Wise
- April 11, 2017, Bob and Betty Corry, and Shirley Cook, Rev. Sara Tonje officiating, assisted by Mary McClean
- April 12, 2017, Mel Frame, Rev. Sara Tonje officiating, assisted by Amanda Wise
- April 12, 2017, Jeanne Snell, Marge Adey, Barbara Soseman, Barb Dasenbrock, and Dawn Dewey, Rev. Sara Tonje officiating
- April 13, 2017, Ruth Anderson, Rev. Sara Tonje officiating, assisted by Suzie Payne and Loren & Lynn Ilg
- April 13, 2017, Rod and Karen Rodgers, Rev. Sara Tonje officiating
- April 13, 2017, Jo Browning, Rev. Sara Tonje officiating

- April 13, 2017, Ron Meyer, Rev. Sara Tonje officiating, assisted by Suzie Payne
- April 14, 2017, Carol Meyer, Rev. Sara Tonje officiating, assisted by Suzie Payne

### ***Miscellaneous Reports***

Reports were received from

- Eric Bremers, Treasurer
- Rev. Robert Keefer, Pastor
- Rev. Sara Tonje, Associate Pastor
- Chuck McGavren and Margo Forsythe, Sudanese Fellowship liaisons

### ***Ministry Reports***

Reports were received from the following committees:

- Administration and Personnel
- Building and Grounds
- Education Ministries
- Mission and Interpretation Ministries
- Outreach, Nurturing, and Evangelism
- Technology
- Worship, Sacraments and Music

### ***Actions Taken By Session:***

- The Session approved the Director of Music job description, as proposed by the Administration and Personnel committee (Attachment A).
- The Session approved the Building and Grounds Committee's request to increase its budget by \$25,000, to be funded from the Building sinking fund, for the purpose of building a detached storage building.
- The Session postponed, to the May Stated meeting, a decision regarding modifications to the Building Use policies.
- The Session adopted new Internet and Social Media policies, as proposed by the Technology Committee (Attachment B).
- The Session called a meeting for Sunday, April 23, 2017, following the 10:30 AM worship service, in the Library, for the purpose of meeting with confirmands and new member inquirers, and considering them for membership.
- The Session scheduled a Visioning Session (not a formal Session meeting) for Wednesday, May 3, 2017, 7:15 PM to 9:00 PM

### ***Unfinished Business***

- Appoint two Elders to the Congregation's Nominating Committee
- Modification of Building Use policies

### ***New Business***

- None

The meeting was closed with prayer by Elder Mark Frans at 8:26 PM.

The next Stated Session meeting will be held Tuesday, May 16, 2017, at 6:30 PM.

A handwritten signature in black ink that reads "Andrew J. Cook". The signature is written in a cursive style with a large initial "A". A horizontal line is drawn across the signature, starting from the left edge of the page and ending under the "C" of "Cook".

Andrew J. Cook  
Clerk of Session

***Presbyterian Church of the Master***  
**Job Description**

**Position:** Director of Music

**Accountable (Reports) To:** Pastor/Head of Staff

**Purpose:**

**To provide a variety of music opportunities for congregational sharing and fellowship as well as to provide weekly offerings to aid in the worship of God**

**Education and Experience:**

- College degree in the field of music
- Previous experience in religious music
- Prior experience directing a church music program is preferred

**Knowledge, Skills, and Abilities Required:**

- Knowledge of a variety of religious music
- Active Christian person with an appreciation of the Reformed Tradition and PCM's forward-thinking expression of that tradition
- Creative, imaginative, and a highly motivated self-starter
- Strong recruitment skills and ability to gain the support of volunteer musicians
- Good verbal and written communications skills
- Ability to organize, plan, and supervise
- Piano proficiency preferred but not required

**Responsibilities:**

- Coordinate the overall music program of PCM including maintaining music staff
- Direct the Chancel Choir and direct/supervise the other PCM choirs
- Attend committee meetings and staff meetings as needed
- Supervise music for Sunday school and other children and youth opportunities
- Plan a monthly schedule with a detailed schedule of weekly performances
- Maintain music library (traditional and contemporary) and musical equipment
- Submit a music program budget annually to the Worship Committee
- Prepare vouchers for payment of substitute musicians and music expenses
- Submit information for the weekly bulletin and articles for the PCM Voice as needed
- Perform other such duties as assigned

**Hours:**

**This is currently a 0.75 FTE position**

**Benefits:**

**Paid Days Off (PDO's) as specified in the Personnel Manual**

**Approved:** April 18, 2017

## Internet and Social Media

- I-1  
*Editor-in-Chief*
- The Pastor is the Editor-in-Chief of the PCM web site, and all Internet, electronic, and social media outlets affiliated with PCM. When PCM has more than one installed pastor, the Head of Staff Pastor will be the Editor-in-Chief. The Pastor may delegate management of content as the Pastor deems appropriate.
- I-2  
*Policy Scope*
- The policies relating to PCM's web site and electronic/social media do not apply to personal accounts of PCM staff or members of the congregation
- I-3  
*Mission Statement*
- The Mission Statement for PCM's Electronic Media Ministry:  
PCM's Electronic Media Ministry hopes to *contact and attract* potential attendees and *to support and inform* current members and friends through the current and growing world of the internet and social media
- I-4  
*Internet and Electronic/Social Media Committee*
- There shall be an Internet and Electronic/Social Media Committee, which is a sub-committee of, and appointed by the Technology Committee
- I-5  
*Internet and Electronic/Social Media Committee Staffing*
- The Pastor will staff the Internet and Electronic/Social Media Committee. When PCM has more than one installed pastor, the Head of Staff Pastor will staff the Internet and Electronic/Social Media Committee, or will assign one of the other installed pastors to staff the committee.
- I-6  
*Internet and Electronic/Social Media Committee Duties*
- The Technology Committee, through the Internet and Electronic/Social Media Committee, will
- have creative control of PCM's website and oversight of PCM's other social media outlets
  - be responsible for design (and redesign as needed) of the web site
  - update/maintenance of the website weekly
  - monitor PCM's Facebook page (and other PCM-affiliated electronic/social media outlets)
- I-7  
*Tone*
- The tone and content of all PCM's postings which are accessible to congregation members and the public shall reflect:
- PCM's mission and ministry of an inclusive welcome to all
  - a joy and humor in our lives together
  - an ear for social justice
  - a serious, but casual approach to worship
  - an appreciation for education and science
  - a commitment to seek out and do God's will
  - a Reformed approach to theology, worship, and polity
- I-8  
*Web Site Focus*
- PCM's web site will primarily concentrate on information for and outreach to the public, while having a congregation-only section for information that needs to be limited to members

## Attachment B

- I-9  
*Web Site Content* PCM's web site content (other than weekly calendar updates) will be written, supplied, and/or edited by PCM's pastors, staff, or designated volunteers
- I-10  
*Electronic/Social Media Content* PCM's Facebook page (or other social media sites) will offer current, informal posts for information and outreach and will usually include an appropriate photograph or graphic
- I-11  
*Groups of PCM* Closed sub-groups of PCM on social media (youth, golf league) are the responsibility of the sub-group leader, who shall inform the church office when such an on-line group is formed and give the sub-group name and password to the Church Administrator
- I-12  
*Newsletter Content on Web Site* PCM's print newsletter shall be considered a separate, office generated publication and will appear on-line only in the congregation-only section of the webpage as a pdf file
- I-13  
*Media in Worship* Media used during worship is the responsibility of the pastors and the Worship Committee
- I-14  
*Ability to manage PCM presence* PCM, through the Internet and Electronic/Social Media Committee, shall have the ability to administer all accounts and services that are identified as representing PCM. All subgroups which possess a separate Facebook page, Twitter account, or other Electronic/Social Media presence, will provide the Internet and Electronic/Social Media Committee with an account ID and password which has full administrative rights to such account.