

Stated Session Meeting
Presbyterian Church of the Master
Tuesday, January 21, 2020

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 6:35 PM.

Session members present were:

Dawn Dewey, Margo Forsythe, Mark Frans, Moderator Rev. Robert Keefer,
Debby Marsh, Dee Moriarty, Bill Norton, Mike O'Bradovich, Jon Sutula, Doug Wise

Session members absent were:

Katie Petersen, Ed Rhue, Becky Swartz-Brown

Membership present constituted a quorum.

Others present were:

- Andy Cook, Clerk of Session
- Eric Bremers, Treasurer

Agenda

The agenda was approved as presented.

Report of the Clerk

Minutes approved:

- Minutes of Stated Session Meeting held December 17, 2019

Record of Weddings:

- Loren Hoskins and Betty Gail Danielson (blessing of vows—marriage without legal certificate), November 30, 2019, at PCM, Rev. Robert Keefer officiating

Record of Homebound Communion:

- Marge Adey, Ruth Anderson, Jo Browning, Clare Connelly, Shirley Cook, Bette Corry, Tom Harvey, and Jeanne Snell, the week of January 5, 2020, Rev. Cynthia Harvey and Ruling Elders and Deacons serving

Membership changes per G-3.0204a: The Session approved, or acknowledged the following removals from the roles:

- **Joined another church:**
 - Sherrie Wilson, by Letter of Transfer, to Community Presbyterian Church, Rochester, MN

Miscellaneous Reports

Reports were received from

- Eric Bremers, Treasurer
- Amanda Wise, Board of Deacons Liaison
- Rev. Robert Keefer, Pastor

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
- Stewardship and Finance
- Technology
- Worship, Sacraments and Music

Actions Taken By Session:

- The Session approved the Administration and Personnel Committee's recommendation to hire Emily McIvor to the position of Choir Accompanist
- The Session adopted the signage policy proposed by the Building and Grounds Committee (see Attachment A)
- The Session adopted the Memorial Fund Committee Job Description as proposed, other than to substitute Session Policy S-25 for the first paragraph of the proposed Job Description (see Attachment B)

Unfinished Business

- **2020 Nominating Committee:** Appoint two Elders

New Business

- None

The meeting was closed with prayer by Elder Margo Forsythe at 8:26 PM.

The next Stated Session meeting will be held Tuesday, February 18, 2020, at 6:30 PM.


Andrew J. Cook
Clerk of Session

Attachment A - Signage Display Policy

“Cleanliness is next to Godliness,” is a proverb attributed to the theologian John Wesley from a sermon he preached in 1778. While not scripture, Wesley’s words affirm our responsibility to keep the House of the Lord clean, well maintained and inviting and welcoming to all who enter. To that end, Presbyterian Church of the Master (PCM) enacts the following signage display policy.

1. All posters, flyers, signs¹ and other similar media (referred to hereafter as “material”) shall only be displayed in the public areas² of PCM on the provided bulletin boards or other display formats³. Material displayed not in accordance with this policy shall be subject to removal.
2. Pursuant to the prior provision, no material(s) may be attached to any wall, door or window/glass utilizing any form of adhesive (i.e. tape, glue, etc.) or by penetrating the surface (i.e. pins, tacks, nails, etc.). Material displayed in this manner shall be subject to removal.
3. Any requests for additional material display locations shall be reviewed by the PCM Aesthetics committee in conjunction with the PCM Building and Grounds committee.
4. For posting material at PCM, one of the following criteria must apply:
 - a. Material related to the activities, events, meetings or general information of PCM and its stated ministries may be posted and not subject to any prior review.
 - b. Material related to the Presbyterian Church (USA) (General Assembly, Synod of Lakes and Prairies or Missouri River Valley Presbytery). It shall not require prior review if posted by PCM staff or by any PCM committee.
 - c. Material related to organizations that have an ongoing Session-approved relationship with PCM and wish to display information that would be of direct interest to PCM members⁴. It may be subject to review/removal by the Session or Session designee if determined to not meet the criteria.
 - d. All other information/material that may be of interest to PCM members and receives prior approval of the Session or a Session designee.
5. All materials to be posted should include a date to indicate when it should be removed⁵. The individual or committee posting material is responsible for the timely removal when no longer required. Bulletin board material is not intended for perpetual display and may be removed if it does not include a termination date and space is needed for new timely material.
6. The following are not subject to the above policies. Materials as deemed appropriate or necessary may be displayed on walls or other surfaces in individual offices and other work areas, classrooms, kitchen, storage closets and cabinets, conference rooms and choir room.

¹ Signage in public areas not subject to this policy include: 1) permanently mounted signs that are required by City of Omaha Building Code(s); 2) designate safety equipment; 3) permanent artwork receiving Building & Grounds approval for display; 4) signage deemed necessary by the Session through the Building & Grounds committee that assist in building operation (examples: hours of operation posted on doors, labeling of rooms/space).

² PCM public areas are defined as: Commons, Sanctuary, Chapel, Library, all hallways and doorways (interior and exterior), restrooms and Fellowship Hall.

³ Other approved methods for display include easels, free-standing displays and movable bulletin boards.

⁴ An example of this provision would be the Boy Scouts who are approved to utilize PCM’s facility and could post a notice about a fund-raising event.

⁵ The removal date may be the event date. It can also be a small notation somewhere on the announcement.

Determination for appropriate posting in these areas shall be determined by the staff, committee or volunteers tasked with working in the specific areas. It may be subject to Session review if concerns are raised. Furthermore, materials shall be attached using methods that do not create any damage to the wall or other surfaces.

Attachment B

Job Description for the Memorial Committee of Presbyterian Church of the Master

The Session established a Memorial Fund Committee, consisting of:

- An active member of Session, appointed for one calendar year
- Three members of the congregation, appointed by the Session, each appointee serving a 3-year term, with one term expiring each year, eligible for reappointment for a maximum of 6 years of continuous service

(Preceding from Session Policy S-25)

The responsibility of the committee is to continue the policy that people who have been honored or memorialized through donations to the church will be named only in the official record book of honorariums and memorials. Such person's names would not be allowed to be attached to church property or possessions. An acknowledgement of the gift will be sent to the donor.

When memorials are given to PCM it is the responsibility of this committee to see that they are disbursed with the following guidelines:

1. Money deposited with the counting team and documented with the person being honored.
2. A request is submitted to the committee and the committee determines if the request is in the best interest of the intent of memorials.
3. The committee meets and approves/disapproves of the request.
4. A voucher is submitted and money disbursed for the requested item.
5. The requested item is placed in use at PCM.
6. Any request over \$500 must be submitted to the session for approval.

The form below must be submitted with the request for spending memorial funds, being as specific as possible.

Name _____

Date _____

Request _____

Cost _____

Signature of person requesting memorial money _____

Committee Decision _____

AdditionalRemarks _____

Signature Committee Chair _____

The Committee will keep a "wish list" of potential uses for Memorial Funds.