

Minutes
Westminster Administration and Finance Committee Meeting
Wednesday, October 18, 2007

The Administration and Finance Committee of Westminster Presbyterian Church met at 7:00 pm on October 17th in the Westminster Room. In attendance were the following: Bill Keeth, Bill McCulla, Diane French, Don Fowler, Jane Stilmar, Pastor Larry Hayward, Treasurer Terry Grindstaff, Vice Chair David Hill, Chairman Lanny Griffith and Business Administrator Nancy Bea.

The meeting was opened with a prayer by Lanny at 7:10 pm.

Treasurer's Report: Terry Grindstaff gave a report on the financial condition of Operations, the Capital Campaign and the Westminster Foundation as of September 30, 2007. September was a strong month for collection of pledges which is consistent with historic trends and also reflects a month with five Sundays. Expenses are also running below budget and the combination results in an operating deficit of \$21,653. This is a substantial improvement over August and close to historic trends.

Terry and Nancy Bea agreed that they had no reason to expect the pledge income would not finish strong in December, but both raised questions about whether we would reach our budget for plate offerings. Every segment of church expenditures is running below budget for the end of the third quarter. The expense for utilities is high and may be over budget by year end, but much of the rest of the Operating Budget appears to be on track to finish within budget.

The Westminster Foundation continues to show assets exceeding \$1 Million. The pledged accounts which were used as collateral for the Cardinal Bank loan have not yet been released by the bank, but they have agreed to do so.

The Capital Campaign financials are strong. Pledges from the first campaign have been collected and the pledges for the Encore Campaign now exceed \$2.3 million. Of that, almost \$500,000 has already been collected.

A motion was made and seconded to accept and approve the September Treasurer's Report. The motion carried.

Development of 2008 Stewardship Goal: Terry Grindstaff briefed the committee on the analysis he did for the Stewardship Committee on our budget projection for 2008. With the Personnel Committee requesting an increase of over \$50,000, there will likely be little new money for other programs.

2008 Operating Budget: Lanny Griffith distributed the budget spreadsheets used in preparation for the 2007 budget and a timeline previously agreed upon. The committee discussed the process and agreed to distribute budget forms at the October Session meeting with a deadline for submitting budget requests on November 28, 2007.

Westminster Policy on Gifts & Fundraising Activities: Lanny Griffith presented a draft of the Policy on Gifts & Fundraising Activities incorporating all the changes made since the September A&F meeting and the feedback from the committee chairs. A lengthy discussion ensued and final edits were made. The attached document reflects those changes. A motion was made to adopt the Policy on Gifts & Fundraising Activities. It was seconded and the motion was carried.

The meeting adjourned at 9:00 pm. The next meeting will be at 7:00 pm on Wednesday, November 14th, at Westminster Presbyterian Church.

Respectfully submitted,

Lanny Griffith

See Attachment below

Westminster Policy
On
Gifts and Fundraising Activities

Revised October 17, 2007

I. Special Offerings. Special offerings are church-wide solicitations, usually for a benevolence supported by Westminster or the PCUSA, which includes facilitation of giving at our normal offering time during worship service. These must always be first reviewed by the A&F Committee and approved by the Session. During the January Session meeting each year, the A&F Committee should include in the Consent Docket those special offerings such as One Great Hour of Sharing, Christmas Joy Gift/Gift of Hope Offering, Presbyterian Women Least Coin Offering, and the Per Capita solicitation for the Presbytery, Synod, and General Assembly. Proposals for other special offerings must be recommended by a Session committee and approved by the Session after favorable review in advance by the A&F Committee. Notice of emergency disaster relief through the PCUSA does not require approval of either the A&F Committee or Session.

II. Restricted Gifts. Restricted gifts to Westminster are donations of money or property that are given by a member, group of members, or someone outside the church who conditions the contribution for a specific use. If the restricted gift is a monetary gift to an existing restricted fund in the operating budget or to an existing endowed fund in the Westminster Foundation, then approval is not necessary. However, upon receipt of any such gift of \$1,000 or more, the Pastor should be notified so that he/she can make appropriate acknowledgement to the donor.

Restricted gifts of property or money given to the church with donor restrictions must be approved if there is no current operating or foundation fund set up to receive such a gift. When the value of the gift is under \$5,000, the approval may be done by the Gifts and Bequests Committee, which is made up of the Pastor, the Westminster Foundation Chair, the A&F Chair, and the Westminster Business Administrator. Such gifts valued at \$5,000 or more must be approved by the Session acting upon the recommendation of the Gifts and Bequests Committee. Where appropriate, the Gifts and Bequests Committee shall seek input from other church committees and organizations in the program areas relating to the donor's designation/restriction.

When restricted gifts of property come in the form of stocks or other publicly-traded securities, the Westminster policy is to sell the securities upon receipt. When the property is intended to be kept by Westminster and put into use or on display, the Gifts and Bequests Committee and the Session must include in their deliberations whether accepting the gift of property is consistent with the church mission and purpose. A full description of the process for accepting restricted gifts is set out in Section Seven of the Westminster Foundation Board Charter.

III. Challenge Gifts. Challenge gifts are those made to Westminster in support of a church project with the express stipulation that the donor will match all contributions for the same cause up to a specified amount. Challenge gifts can be done if first requested by

a Session committee, are favorably reviewed in advance by the A&F Committee, and are approved by the Westminster Session.

IV. Fundraising by Church-Sponsored Groups. Any fundraising activity done by a group affiliated with Westminster must be approved by the A&F Committee. Those activities that are currently common practice such as Youth Plant Sale, Youth Dessert Auction, Youth Poinsettia Sale, Boy Scout Troop 129 Wreath Sale, and Alternative Christmas Bazaar should be approved annually through the Consent Docket at the January Session meeting upon the motion of the A&F Committee.

Approved fundraising activities allow the church group to include promotion in the Chronicle, the church bulletin, the Chronicle Update, and the church website. Groups can also set up tables and displays at coffee hours following Sunday services. These activities cannot, however, use a special offering as a means of solicitation.

V. Fees Charged by Church-Sponsored Groups. Church-sponsored groups at Westminster can charge fees to defray nominal costs of church-sponsored activities upon the approval of the Session committee, sub-committee, board, or steering committee of jurisdiction, in consultation with the Business Administrator. Funding plans for major activities or projects such as retreats, major trips or mission trips which involve fees and other church funds must be approved in advance by the Business Administrator, who shall have discretion to bring such matters before the A&F Committee.

VI. Use of Church Facilities by Unaffiliated Groups. Westminster facilities can be used by some outside groups if first approved by the Business Administrator and the Buildings and Grounds Committee, and if the activity involves a non-profit group in the Alexandria community involved in work not inconsistent with the Westminster Mission Statement. In no case can church facilities be used for private events, political activities, or for-profit organizations. This, however, does not preclude use of the church facilities for a reception following a worship service event, such as a wedding held in the sanctuary or chapel or similar usage following a funeral or memorial service. Where a request for the church facility is for a single usage, the Business Administrator can approve such request if it is otherwise consistent with church policy.

Organizations using Westminster facilities, including the sanctuary, should pay a service fee set by the Buildings and Grounds Committee and approved by the Westminster Business Administrator. The amount of the service fees should be sufficient to defray operating costs such as utilities, maintenance, insurance, room setup, and personnel costs associated with building administration. Under certain circumstances, there may be compelling reasons to waive the service fee for an organization, but this must be approved in advance by the A&F Committee.

Meeting promotion and marketing is the sole responsibility of the participating organization and the church facility and publications are not to be used by these groups for that purpose, unless to do so advances the work of Westminster. This does not

preclude nominal usage such as signs and directions for participants at the time of their meetings.

The Westminster sanctuary is a sacred space at the church dedicated to the worship of God, including the administering of sacraments and special services such as weddings and funerals. Special uses consistent with the liturgical calendar including programs of music and arts are appropriate and encouraged. Any offering taken during a worship service can only be for a designated purpose if first approved by the Session.

The Worship and Music Committee may approve use of the sanctuary by unaffiliated groups. Unaffiliated groups can collect a free will offering at the end of the service or performance by placing baskets or offering plates at the sanctuary exits if first approved by the Worship and Music Committee. Free will offerings do not include an offering taken up during the service or performance by passing offering plates.

VII. Memorials and Bequests. Memorials are gifts given to the church to memorialize and celebrate the life of a loved one who has died. Bequests are gifts to the church paid out of the estate of someone who has died. The bequest can be a specific amount and for a specific purpose as set out in a will. The bequest can also be made from the estate by the heirs even if the will is silent, as long as it is not inconsistent with the express wishes of the decedent.

Monetary gifts, whether memorials or bequests, can be accepted without Session approval if there is a fund in the operating accounts or the Westminster Foundation consistent with the donor intent. When donor intent is not clear, the Gifts and Bequests Committee may accept gifts consistent with the established guidelines set out in the Westminster Foundation Board Charter.

VIII. Donor Recognition. At various times in the history of Westminster Church, special donor gifts have been acknowledged in a variety of ways. Placing plaques on the building and its furnishings is a practice the church is trying to discourage, especially with the completion of the recent capital construction project. Where plaques have been used in the past, a special display case will be used as an appropriate archival of past acknowledged gifts.

Memorial Books and special publications will be used where appropriate to acknowledge donations, special gifts and bequests for capital campaigns. Rooms in the church facility can be named for individuals who have given much of themselves to the work of Westminster, including very generous financial commitments.