

March Session Brief

The B-DRPC Session met for its stated meeting on March 18, 2008, at 6:00 pm in the Church Lounge.

The meeting was opened with a devotion and prayer followed by sharing of concerns of members of our church family.

Ministry Team (MT) Reports to Session:

Administration Division – John Rowe, Lead Elder

Property: Jim Ansley, Lead Elder. Wes Branning, Chair. The Property MT met March 18th. Current members present were Wes Branning, Lew Sayre, Steve Sales, Steve Letterman, Larry Braisted, Connie Braisted, Fowler Dugger, Carl Behrens, Bill Jennings and Jim Ansley. Preschool damage report: The tile work has been finished and a team of volunteers did the painting along with the chairman and lead elder. One of the rooms is now re-occupied and the second room is waiting the repair of a sink cabinet which was sent to Rice Furniture cabinet shop. They have promised to return the cabinet this week. Landscaping report: Connie and Larry Braisted (our subcommittee) under the guidance of Harold Baker have done a lot of pruning and mulching. They and Harold Baker pointed out that a number of very large bushes were blocking the view of the sanctuary from the street and asked if they could remove them. The Session stated that Property MT should use their expertise in removing large bushes and other landscaping repair. A larger sanctuary sign may be helpful in directing people to this entrance. Repairs needed: the cross on the exterior wall of the choir room needs sanding, sealing and repainting. A window on the street side of the sanctuary near the cross has dry rot and needs repairing. There is rotten wood over the door on the west side of the sanctuary where the choir enters. On the east side of the sanctuary, (new part) there is a concrete window sill that has come loose. The “visitor” signs are in need of repair and a member has volunteered to take care of this. Long-Range: Sidewalks need power washing. Consider sealing cracks and recoating parking area. Plans for refurbishing the preschool. We have some issues with nails in the roof backing out and causing leaks. Outside church use: Problems are still occurring with groups using the church and not cleaning up after themselves. A check-off list is provided; however, the items are checked off or an n/a is written in and the work is not being done. A recommendation from PMT will be presented at the April Session meeting. The next meeting will be April 15th.

Special Funds Management Committee (SFMC): The SFMC met March 11th. Current members are Don Bieger, Bob Maxwell, Brenda Monk and John Rowe, current chair. Ginny Bradford made a presentation requesting funds from Endowment income to support a mission contribution to TCM beginning in 2010. (see motion at end of report) Attorneys Don Jordan and Margaret Hunt will speak at the Wills & Trusts Seminar, which is scheduled for May 12, 2008, at 4:30-6:00pm. Jim Brown’s bequest of \$25,816.98 has been deposited in the General Endowment Fund principal account, per the vote of the Session 2/17/08. The MT, acting as trustees of the Endowment funds, voted to recommend that \$60,000 of the available General Endowment Fund income and \$3,000 of the Mission Endowment Fund income at 12/31/07 be made available for use for projects that meet the Endowment guidelines. Previously, \$2,991 of Mission Endowment Fund income had been allocated to local mission projects. Applicants for these funds must go through the MT appropriate to their proposals; an

application form has been developed for this purpose, and it is at the end of this Brief. When the MT brings the proposal to the SFMC, the SFMC will review it to assure that the proposal meets the terms of the Endowment Trusts and then make a recommendation to the Session regarding final approval of the proposed project. The SFMC approved the draft Endowment Report to the Session for 2007. A copy of the report, which is required by the Endowment Trusts, is at the end of this Brief.

(These 2-19-08 motions are again included because of an **omission of one of the motions.)

Motions from SFMC that were approved in Feb:

-**That \$50,000** of the Dorothy Ewertsen bequest received in 2006 be put into the Major Maintenance/Capital Replacement Fund March 1, 2008. The Fund will be administered by the Finance MT, and requests for these funds would be made to them. Only major items that are not provided for in the General Budget would be eligible for funding from this Fund, per the rules adopted by the Session 9-24-06.

****-That** the remainder of the Dorothy Ewertsen bequest (**approximately \$48,300 including earned income**) be added to the permanent Undesignated General Endowment Fund August 1, 2008.

-**That \$2991** of the income earned by the Mission Endowment Fund be given for local mission work in Transylvania County, with recommendations for specific projects to be made through the Mission MT. This money should be used for specific projects.

-**That the \$25,816.98** bequest received from the estate of Jim Brown be accepted by the Session and the full amount be placed in the permanent Mission Endowment Fund. The SFMC is directed to write a letter to the Brown family to acknowledge the receipt of the funds and to thank them. Next meeting will be March 11th at 12:30.

Motions from SFMC that were approved in March:

-**That** a decision on the use of Endowment Fund income for the TCM counselor position recommended by the Mission MT be deferred until a time closer to the expected date of need and pending additional information, including other funding assurances.

-**That** the Session accept the Annual Report To The Session On The Status of The Endowment Funds at 12/31/07.

-**That** the Session approve the recommended amounts of Endowment income to be made available for 2008 of \$5,991 from the Mission Endowment Fund income and \$60,000 from the General Endowment Fund income, and that any available 2008 income money available for which a use has not been approved by 12/31/08 be returned to the applicable Endowment Fund for reinvestment.

Stewardship: This MT did not meet in March.

Personnel: This MT did not meet in March. It continues to work on updating the Employee Manual, and it expects to bring the updated version to the Session for approval soon.

Finance: Tom Taylor, Lead Elder. Current members are Phillip Jerome, Rick Mills, Nita Padgett, John Rowe and Tom Taylor, current chair. The MT met March 13th. The feedback from the presentation at the annual meeting was positive. One question asked after the meeting was whether the idea of borrowing money to fund the budget had been considered, since we no longer have a mortgage. That approach has not been considered as the FMT does not think that long-term borrowing to fund short-term spending is sound financial practice. The operating budget (revenues minus expenses) ended the month

of February 2008 with a positive balance of \$6,823.33 for the month and a positive year-to-date balance of \$13,462.85. Ideas for establishing a closer tie between the budget process and the stewardship campaign in 2008 were discussed. Part of this approach may include asking ministry teams to begin thinking soon about what they want to be doing in 2009 and what level of funding would be needed to support those activities. This approach will allow the stewardship campaign to be more specific about what activities members' giving will support. The next meeting of the FMT will be held on Thursday, April 10, 2008.

Spiritual Life Division – Co-Lead Elders Joyce Carney and Larry Goodwin

Christian Education: Joyce Carney, Lead Elder. Current members are Judy Caldwell, Joyce Carney, Kristen Clanton, Marie Engelson, Steve Hogenboom and Edwin Jones. Sunday School teachers are needed in K-2, Middle School. The sample kit for the proposed new curriculum for VBS was received and the "Veggie Tales" curriculum will be further reviewed for presentation at the April meeting. Our new status as "home" for Midweek Manna was discussed. It was recommended that an opportunity for writing suggestions for programs/study sessions be made available to the congregation. Kristen and Joyce will take these questions and ideas to the Midweek Manna planning committee, with a report to be given at the April meeting. A motion was made seconded and passed with a unanimous vote that scholarships of \$1000 be granted to Allison Hawkins and Annelise DeJong in recognition of their years of active involvement in our church as well as their scholarship. Both Allison and Annelise have met all the written requirements as revised in 2007 and approved by the Finance MT in 2007. Letters of congratulations will be sent to the girls. Steve will begin the publicity for scholarship applications to be received next year.

Worship: Larry Goodwin, Lead Elder. Pat Crawford, Chair. Current members present were Pat Crawford, Keith Thompson, Brenda Monk, Charlie Steele, Larry Goodwin, Kim Spencer, Joyce Weaver and Jo Ann Chase. Helen Russell will take care of flowers and will decorate for Easter using lilies and spring flowers. Pat will have Steve hang the appropriate drapes on the cross for Palm Sunday, Maundy Thursday and Easter. Keith reported that the Lenten service and luncheon on Feb 29th went very well. The soup was well received and was donated by the cooks. It is estimated that about 120 people were served. This will continue to be an annual event for the church and the community. Thanks to Brenda for making all the arrangements, and to Mary Ellsworth for her part. Palm fronds will again be handed out on Palm Sunday. Date for Youth and Children's Sunday: March 30th. Kristin will preach, with Judy Nebrig as her liturgist. Children will participate through the service and the new material for Young Children's Worship will be dedicated through a litany. Keith and his family will be gone for two Sundays in April. Bob Singdahlsen will preach one of those Sundays and Keith will arrange for a minister for the other Sunday. Tape and sound system: Paula Jackson continues to make copies of the second service for those who want them. The early service is not taped, but there is concern that people are having trouble hearing when auxiliary mikes are set up, such as the one for the children's message. Those who set up need to be reminded to set up mikes for communion and other special events. Usher/greeter badges: There is a need for additional usher badges. Denise has made some usher labels to use on a trial basis. ALPS (Advent, Lent, Pentecost Seasons) will now fall under Worship MT with Charlie Steele as Chair, Keith, Kristen and other MTs participating by sending a representative to the meetings. The next Worship MT meeting is April 9th at 9:15 am.

Mission Division – Ginny Bradford, Lead Elder, Rod Nunnelee, Elder Member

Peace and Justice: Judith West, Chair. An update on Living Wage was provided. Discussed were ways to inform the congregation on peacemaking, such as a skit on “what is peace”, healthcare issues, living wage issues, and family peacemaking. The Memorial Day service will be May 26th. The next meeting will be April 8th, 9:30am.

Worldwide Ministries: Ginny Bradford, Acting Chair. Meeting scheduled for March 21st. The next meeting will be April 18th at 10:30 am.

Local Outreach: Luck Shepherd, Chair. 5-cents-a-meal offering totaled \$485.35 for February with year-to-date of \$1255.97. Relay for Life will have two yard sales – March 29th and April 19th. Church plans for the Home Repair Team were discussed. This is a partnership project with the Men’s Group. Edwin Jones stated that ten people have agreed to be on the repair team so far and he is still contacting people. He also stated that many people in this county live in mobile homes and that the repair work on mobile homes is specialized. He is contacting Lowes to see if they would be willing to hold a training session for mobile home repair. A motion to Session that was approved states that Local Outreach requests to use the \$2991 funds from Mission Endowment Fund for a start up fund for the Church Home Repair Team. Another motion that was approved by LO allows the 40% of the Pentecost Offering (May 11) be given to Rise & Shine this year (designated for children at risk in the community). Nine church members are involved with Rise & Shine. Rod Nunnelee gave an update on “Chicken for Charity”. The Men’s Group/LO will have a booth during the White Squirrel Festival on May 24th on the front lawn of the church. The boy scouts will set up tents, tables and chairs. BiLo will donate the use of a large cooker and a number of other items. The chicken will be sold to us at a discounted price. Hamburgers and hotdogs will also be available for children. The proceeds will go for local charities. The next meeting will be April 15th at 10:30 am.

Care Giving Division – Sue Rossman, Lead Elder, Carolyn Turner, Elder Member

Congregational Care: Sue Rossman, Lead Elder. Martha Taylor, Chair. Carolyn Turner, Elder member. Care Giving MT met on February 18th. Team members continue to visit members in local nursing homes. Martha Taylor, chair, divided up the list of home-bound members and asked team members to contact these people to see if they would like to receive weekly tapes or a CD of previous Sunday's service. A meeting of Church Visitation Volunteers was held on March 13 to assign people to teams and to assign names of people to visit who are home-bound. Janet Shepherd, chair of the Transportation Ministry, reported this ministry is going well. The Shawl Ministry is going well with 36 shawls having been made and 26 having been given out. The Card Ministry is ongoing with cards being signed at each Care Giving MT meeting by the members of the team.

Presbyterian Preschool Division – Judy Caldwell, Lead Elder, Sue Yowell, Elder Member

Weekday Children’s Ministry Team: The MT did not meet in March. A Teacher Appreciation lunch was held on February 27, with preparation and serving done by the ministry team. Pastor Keith Thompson gave the blessing before lunch was served. Registration for the 2008-2009 school year was held the first two weeks in March. Registration for the summer playgroup will be held after April 1, when plans for summer maintenance have been decided by the Property Ministry Team. Repairs to the two classrooms damaged by a water leak have been completed.. The church insurance policy will cover all costs for repairs and replacements, as well as lost teacher salaries and tuition refunds for two days the school had to be closed. Those were the days that asbestos floor tile was removed.

While the classrooms were empty, a team of volunteers repainted the rooms. The team appreciates their work, as well as the daily efforts of Nita Padgett and Steve Sales to keep things moving. Major maintenance is still needed, in particular, the replacement of windows and ceilings. The next meeting will be on April 8 at 5:00 pm.

Church Family Division – Co-Lead Elders Sara Champion and Don Gentle

Church Family Fellowship: Sara Champion, Lead Elder. Jinks Ramsey, Chair. Members present were Jinks Ramsey, Charlie Steele, Phillip Jerome, Rod Webb and Sara Champion. Plans for the Church Fall Retreat were discussed. The retreat will again be held at Camp High Rocks either the 2nd or 3rd weekend in September. The Session was asked to start thinking of a theme and programming for this event. A MT planning session will also be included that weekend with opportunities for MT chairs and lead elders to discuss the next calendar year 2009. An update was given on the Easter Egg Hunt and Picnic on March 23rd.

Memberships: Don Gentle, Lead Elder/Chair. The MT met March 3rd. Attendance analysis has been completed for January and February. Names were submitted to the Commissioned Deacons for follow-up. Hosts are still needed to help with the Inquirer's Class as well as a back-up person to organize the calling of visitors.

New Business:

Nominating Committee: A motion was made and approved to elect Sue Rossman and Tom Taylor from the Session to serve on the Nominating Committee for the 2009 slate of proposed church officers.

A motion was made and approved that the Finance Ministry Team become a separate Division from the Administrative Division and that the Finance Ministry Team as well as the Stewardship Ministry Team be placed under this division.

Task Force Reports:

Communications Task Force: Judy Caldwell and Ginny Bradford Co-Chairs reported on the progress being made. Current members include Elders Dan Bennett, Ginny Bradford, Judy Caldwell, Don Gentle, Carolyn Turner; Denise Byrd; and members of the congregation Jim Bollini, Paula Jackson and Julie Singdahlsen. The Session Brief has had positive comments. A questionnaire was distributed at the Annual Meeting, Bulletin and *Communicator* where members were asked to rank how they received their communication. The results are as follows: #1 was Sunday Bulletin. #2 was *Communicator*. #3 was Word of Mouth. #4 was Website. #5 was Bulletin Boards. "Other" was also an option and some comments on this included – involvement in the church, announcements from the pulpit, PW circle, ministry updates, email, Session Briefs, Session Reports in the *Communicator*. Comments were written on many of the questionnaires and the majority of these stated they would like to see the website improved and to include committee reports. Conducting Conversation Circles where members learn to listen to each other is a goal of this task force. Production support for printing the newsletter and bulletin has been organized. Paula Jackson is the chair of this subgroup. She has recruited and developed a list of volunteers for her team. Along with printing the newsletter and bulletin, these volunteers assemble the newsletter and bulletin, help with office clean-up and the Tape Ministry.

Motions from this Task Force that were approved:

-That the minutes from Session Meetings and Congregational Meetings be posted to the church website for church members.

-That the Communication Task Force becomes a separate ministry division of the Session.

The other three Task Force Groups were encouraged to have someone from each group contact their members and set up planning meetings.

A motion was made and approved that the Session inquire of Keith Parker concerning the possibility of spending time with the Session about moving forward.

Pastor's Comments: Volunteers were obtained to be liturgists during the time that the Thompson family will be away – Dan Bennett April 13th, Tom Taylor April 20th.

The Pastor commented that he would be away at the time of the next scheduled Session meeting (April 15th); therefore, the next meeting will be April 22nd.

The meeting was adjourned with a circle of prayer

BDRPC SPECIAL FUNDS MANAGEMENT COMMITTEE
2007 ANNUAL REPORT TO THE SESSION
REGARDING THE ENDOWMENT FUNDS

The Special Funds Management Committee is a subcommittee of the Finance Ministry Team. The SFMC members also serve as trustees of the two Endowment Funds, and they are required, under the terms of the Endowment documents, to report annually, by March 31st of each year, the status of the Endowment Funds and to make any recommendations to the Session for distribution of income from the funds. The 2007 Annual report is as follows:

MISSION ENDOWMENT FUND

Principal

Beginning balance 12/31/06.....	\$ 19,814
Additions:	
Portion of Rozella Haizel bequest.....	\$ 133,292
Increase (decrease) in market value of principal.....	\$ (9,204)
Ending balance 12/31/07.....	\$ 143,902

Income

Beginning balance 12/31/06.....	\$ 3,662
Additions earned in 2007.....	\$ 2,330
Ending balance 12/31/07.....	\$ 5,992
RECOMMENDED DISTRIBUTIONS.....	\$ 5,991

GENERAL (UNDESIGNATED) ENDOWMENT FUND

Principal

Beginning balance 12/31/06.....	\$1,142,391
Additions:	
Portion of Rozella Haizel bequest.....	\$ 133,292

Increase (decrease) in market value of principal.....	\$ 6,139
Ending balance 12/31/06.....	\$1,281,822

Income

Beginning balance 12/31/06.....	\$ 17,094
Additions earned in 2007.....	\$ 53,170
Ending balance 12/31/07.....	\$ 70,264
RECOMMENDED DISTRIBUTIONS.....	\$ 60,000

Both Endowment Funds are invested in widely-diversified mutual funds through Fidelity Investments. The SFMC employs John Ryan, Jr., of Ryan, Hess & Morais, Investment Counselors, in Charlotte, NC, to advise the trustees on investment strategies.

The Endowment Fund investment goals of the trustees are to protect principal and to produce an average distributable income of approximately 5% over the long term.

BREVARD-DAVIDSON RIVER PRESBYTERIAN CHURCH
SPECIAL FUNDS MANAGEMENT COMMITTEE

PROCEDURES FOR DISTRIBUTION OF ENDOWMENT FUND INCOME

This procedure describes the process by which income from the Mission Endowment Fund and the General Endowment Fund may be distributed.

.The Special Funds Management Committee (SFMC), acting as the trustees of the Endowment Funds, will, no later than March 31st of each calendar year, make a report to the Session which describes the principal amount and the income amount for each Endowment Fund, together with a recommendation as to how much of the realized income, if any, should be distributed during the remainder of that calendar year. Upon Session approval of the amounts to be distributed, the SFMC will inform the congregation of the amounts available for distribution from each Fund.

.Ministry Teams may apply to the Special Funds Management Committee for funds from available Endowment income as their needs and projects are known. Any member of the congregation may apply for funding for worthy projects by obtaining approval from the applicable Ministry Team which administers the activities into which the proposed project falls (Mission, Congregational Care, Worship, etc.). The chair of the applicable Ministry Team which approves the project should then apply for funding to the SFMC.

.When an application for funding is received by the SFMC, the SFMC will review the application to assure that the proposed project meets the criteria for Endowment income funding. If the proposed project does not meet the criteria for funding, the applicant will be notified and it will be referred to the Finance Ministry team for possible funding from other sources. If the proposed project

does meet the criteria for Endowment income funding, the SFMC will then attempt to determine the priority of the request by evaluating other requests for funding which may be pending. The SFMC will, after discussing the recommendation with the Finance Ministry Team, then send a recommendation for approval of the proposed project to the Session as soon as practicable so that final action can be taken on the request.

.Notice of the Session’s action on each proposed request for funding from Endowment income will be sent promptly to the person and to the Ministry Team which made application. Information about approved requests and the projects that are being funded will be publicized to the congregation as appropriate.

.Application Forms

A copy of the Endowment income application form is attached to this procedure. The completed application form will be used to facilitate consideration of the proposed project before the applicable Ministry Team, the SFMC, and the Session.

.Criteria For Funding From Endowment Fund Income Available For Distribution

.Income from the Mission Endowment Fund income may be used for non-general budget mission projects only.

.Income from the General Endowment Fund income may be used for any non-general budget purpose approved by the Session.

.Income from either the Mission Endowment Fund or the General Endowment Fund may not be used for items ordinarily included in the church’s annual general budget. Endowment Fund income may not be used to support church salaries, operating expenses, ongoing regular activities of the church, etc., as it is intended to be used for one-time, unusual projects which are not supported by regular tithes and offerings.

.The proposed project must be approved by the applicable Ministry team to assure that the proposed project does not conflict with other work being done through that Ministry Team. The Ministry Team will consider in its evaluation, among other things, the proposed timing of the project, the availability of volunteer manpower to facilitate the project, and how the proposed project will further the stated mission of the church.

.Questions about the requests for project funding from Endowment Fund income should be directed to the chairman of the Special Funds Management Committee.

APPLICATION FOR FUNDING FROM ENDOWMENT FUND INCOME

1. Ministry Team Applying: _____

2. Amount Requested: \$ _____ Date Requested: _____

3. Description of Project and Need: (Attach additional sheets if necessary)

4. Persons To Contact If Questions Arise:

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

SFMC Action:

Date Request Received: _____ Date Considered: _____
SFMC Recommendation: _____
Date Discussed With Finance MT: _____
Date Considered By Session: _____ Session Approve? _____
Date Applicant Notified of Actions: _____
Date Approved Project Communicated To Congregation: _____