

WESTOVER HILLS PRESBYTERIAN CHURCH  
 STATED SESSION MEETING  
**February 10, 2008**  
**12:00 p.m.**

AGENDA

1. Opening Prayer
2. **Invitation to Christ-pages 10-13 (please read and be prepared to discuss your thoughts on baptism. This study was approved at the October session meeting. You can find this on the website if you don't still have the study.)**
3. Approval of Minutes
4. Correspondence and Membership Changes
5. Consent Agenda
6. Reports
  - Executive Committee
  - Presbyterian Women
  - \*Christian Education
  - Fellowship
  - \*Membership/Communication
  - Mission
  - Service
  - \*Stewardship
  - Property and Maintenance
  - \*Personnel Committee
  - Preschool
  - Worship and Music
  - Nominating
  - Pastor
7. Old Business
  - New Business:
8. Closing Prayer

Adjournment

<b>2008</b>	<b>2009</b>	<b>2010</b>
Angela Finney	Marcey Berry	Betsy Barnes
Charlotte Frith	Nancy Evans	Wilma Lewis
Mary Ellen Guise	Betty Glenn	David Stricklin
Tammy Pflug	Ron Kuerner	Deanine Rogers
Stuart Rubio	Shep Miers	Roy Nash
Bob Spencer	Megan Rubio	Bob Quinn
Ray Stephens	Matthew Smith	Susan Miller

**STATED SESSION MEETING  
SUNDAY, JANUARY 13, 2008  
CHAPEL**

The Session of Westover Hills Presbyterian Church met Sunday, January 13, 2008, in a stated session meeting in the chapel. Reverend Debbie Freeman moderated and opened with prayer at 12:20 p.m.

**ELDERS PRESENT:** Angela Finney, Charlotte Frith, Mary Ellen Guise, Tammy Pflug, Stuart Rubio, Bob Spencer, Ray Stephens, Marcey Berry, Nancy Evans, Betty Glenn, Ron Kuerner, Shep Miers, Megan Rubio, Matthew Smith, Betsy Barnes, Wilma Lewis, David Stricklin, Deanine Rogers, Roy Nash, Bob Quinn, and Susan Miller.

A quorum was present.

**ALSO PRESENT:** Reverend Debbie Freeman, Heather Kilpatrick (DCE) and Kay Stephens (Presbyterian Women).

Stu Rubio led a short study of "Invitation to Christ."

The minutes of the stated session meeting of December 9, 2007 were approved as written. The minutes of the congregational meeting of December 23, 2007, were approved as written.

**CORRESPONDENCE:**

Received a letter from Lyon College requesting funds for their "Campaign for Distinction."

**CONSENT AGENDA:**

Presbyterian Women

1. PW Birthday Luncheon - June 1, 2008

Christian Education Committee

1. Request approval for Youth Fundraiser Luncheon on March 2<sup>nd</sup> to raise money for the Youth Mission trip to southern Louisiana
2. Request approval for Lindsay Freeman and Elizabeth Ellis to serve as Youth Advisory Delegates to the Presbytery Meeting February 15-16 at Lyon College.
3. Request approval to have a Kerygma study every day of Holy Week at 12 p.m.
4. Request approval to have a spring Kerygma study on Thursday from March 27-May 8.
5. Request approval to have Vacation Bible School on June 8-12.
6. Request the use of the fellowship hall, kitchen and all classrooms from 5:00-9:00 p.m. on June 8-12.
7. Calendar Items - from CE Report
  - Souper Bowl Lunch - Feb. 3
  - Westover Wednesdays - Feb. 13<sup>th</sup> - March 12<sup>th</sup>
  - Spring Kerygma - Mar 17-21 and every Thursday from March 27-May 8<sup>th</sup>
  
  - Youth Mission Opportunities (during spring break) Mar 25-27
  - Recommend graduate recognition on May 4<sup>th</sup>.
  - Last Day of Sunday School - May 18<sup>th</sup>
  - Recognize Sunday School Teachers - May 18<sup>th</sup>
  - DRAMA ends - May 20<sup>th</sup>

No Sunday School - May 25<sup>th</sup>  
 Summer Sunday School starts - June 1  
 Vacation Bible School - June 8-12  
 Youth Mission Trip - June 12-28  
 Junior High Youth Conference - June 5-11  
 Back to School Service - August 10  
 DRAMA - starts Sept. 9<sup>th</sup>  
 Youth Quake - Sept. 26<sup>th</sup> - 28<sup>th</sup>  
 CE Meetings: Jan 27<sup>th</sup>, Feb 24<sup>th</sup>, Mar 30, May 4<sup>th</sup>, Jun 29<sup>th</sup>, Jul 27<sup>th</sup>,  
 Sept 7<sup>th</sup>, TBD.  
 Movie Nights - Jan 19<sup>th</sup>, Feb. 16<sup>th</sup>, Mar 15<sup>th</sup>, Apr 19<sup>th</sup>, May 17<sup>th</sup>, Jun 21<sup>st</sup>,  
 Jul 19<sup>th</sup>, Aug. 16<sup>th</sup>, Sept 20<sup>th</sup>, Oct. 18<sup>th</sup>, Nov. 15<sup>th</sup>, Dec. 20<sup>th</sup>

### Fellowship Committee

1. Request consent to schedule the Graduate Recognition Reception for May 4<sup>th</sup>

### Membership and Communication

1. 2008 Committee Membership - Alison Nicholson, Jean Burford, Eileen Joyce, Libby McDaniel, Dotty McLemore, Susan Miller, William Freeman, Judi King, Sid McCollum.
2. Calendar Items  
 New Member Gathering dates for 2008  
     2<sup>nd</sup> quarter - Saturday, April 19<sup>th</sup>  
     3<sup>rd</sup> quarter - Sunday, July 20<sup>th</sup>  
     4<sup>th</sup> quarter - Saturday, October 18<sup>th</sup>  
 New Member Recognition Sip 'n Chat - Sunday, April 27<sup>th</sup>

### Stewardship Committee

Members of 2008 Stewardship Committee

Robert Spencer (Moderator)	Mary Ellen Guise	Rev. Don Campbell
Tammy Pflug	Don McDaniel	Sid Dabbs
Ron Kuerner	Betty Spencer	Dotty McLemore
Renetta Cheatham (Adm. Asst.)		

### Worship and Music Committee

1. Requests approval to donate the money collected during the Christmas Eve service to Women & Children First. The church traditionally donates this service's offering to a local charity.

The consent agenda was approved.

## **COMMITTEE REPORTS:**

### **Christian Education:**

Heather reported on the classes she had taken on Faith & Human Development in Irving, Texas, on January 7<sup>th</sup> - 11<sup>th</sup>. She presented her proposal for a project she will be working on toward getting her certification.

Discussed improving attendance in Sunday School from children through adults. Received remainder of report as information.

### **Fellowship:**

Passed out list of fellowship functions and groups in the church that have been asked to help with them. Remainder of report received as information.

### **Stewardship:**

Wilma Lewis talked on Time and Stewardship.

Betty Glenn talked on Talent and Stewardship.

Ended up 2007 with \$360,148 in pledge receipts. The year of 2006 ended with \$353,958.

There have been 2 mailings for 2008 Stewardship campaign and calls are being made.

Motion was made to elect Tammy Pflug as Treasurer. Motion passed.

Motion was made to hold a three-hour workshop on Stewardship, Feb. 23<sup>rd</sup>. Motion passed.

Motion made to adopt the 2008 budget version 3.7. Motion passed.

Remainder of report received as information.

### **Personnel:**

Motion made to create a voluntary position, disbursing treasurer. It was approved.

Motion made to approve Betty Spencer as Disbursing Treasurer. Motion approved.

Motion made to contract with Melanie Webre and Lucy Owen to provide meals for Westover Wednesdays for five weeks beginning February 13<sup>th</sup>. It was approved.

### **Worship & Music:**

Communion preparation training was held in the sanctuary prior to session meeting.

### **OLD BUSINESS:**

1. Reimbursement forms were passed out. This is the last opportunity to be reimbursed for 2007 expenses.
2. Randy Perryman will audit the church books as soon as tax season is over.

### **NEW BUSINESS:**

1. Tammy Pflug and Mary Ellen Guise were elected from Session to serve on the Officer Nominating Committee.
2. Angela Finney was elected Clerk of Session.
3. Commissioners to the 2008 Presbytery Meetings were elected.  
February 15-16, 2008 - Lyon College in Batesville - Megan & Stu Rubio  
June 7, 2008, Grace Church, Little Rock - Nancy Evans & Marcey Berry.  
October 9-10, 2008 - Harrison - Bob Spencer & Tammy Pflug with Betty Glenn as back-up.

Appreciation and affirmation was expressed to Reverend Debbie Freeman for the wonderful job she is doing as Pastor.

There being no further business, the meeting was adjourned with prayer at 2:00 p.m.

Respectfully submitted,

Angela Finney  
Clerk of Session

**Special Session Meeting**  
**Sunday, January 20, 2008**  
**Office**

The purpose of the Special Session Meeting was to receive two new members, Sam Laser and E.C. "Bubba" Benton.

**Elders present:** Ray Stephens, Stuart Rubio, and Angela Finney

A quorum was present for the purpose of membership changes.

Reverend Debbie Freeman moderated and opened with prayer at 10:05 a.m.

Sam Laser and Bubba Benton were examined by Reverend Freeman. Motion was made and seconded to receive Sam Laser by Reaffirmation of Faith, and Bubba Benton by Transfer of Letter from the Bible Fellowship Church. Motion passed.

Sid Dabbs will sponsor Sam Laser and Learle Burford will sponsor Bubba Benton.

They will both answer the same questions before the congregation during worship this morning.

There being no further business, Reverend Debbie Freeman closed the meeting with prayer.

Respectfully submitted,

Angela Finney  
Clerk of Session

**Special Session Meeting**  
**Sunday, January 27, 2008**  
**Chapel**

The purpose of the special session meeting was to receive a new member, Dot McWeeny.

Elders Present: Bob Spencer, Ray Stephens, David Stricklin, Stuart Rubio, and Angela Finney.

A quorum was present for the purpose of membership changes.

Reverend Debbie Freeman moderated and opened with prayer.

Dot McWeeny was examined by Reverend Freeman. A motion was made to receive Dot McWeeny by Transfer of Letter from Trinity Presbyterian Church, Huntsville, Alabama. Motion passed..

Dot will answer the same questions before the congregation during worship at a later date.

There being no further business, Reverend Debbie Freeman closed the meeting with prayer.

Respectfully submitted,

Angela Finney  
Clerk of Session

Consent Agenda  
Session Meeting February 10, 2008

The Christian Education Committee

1. Request approval for DRAMA children to sing in worship on May 18<sup>th</sup>. This is also the day for teacher recognition and would give us the opportunity to recognize DRAMA volunteers at the same time.
2. Request approval for Vacation Bible School curriculum: The Great Bible Reef - Dive Deep Into God's Word.

Fellowship Committee

1. Request consent to have the annual Easter Egg hunt for children following worship on Easter Sunday, March 23
2. Request consent to have the annual picnic at Ferncliff following worship on September 28, 2008

Stewardship Committee

1. Contract signed for the building HVAC maintenance during 2008; Initial payment (40% of contract) \$4500.00 pending

Worship and Music Committee

1. The Worship & Music Committee recommends the money collected for the Easter lilies, over and above the cost of the flowers be donated to Interfaith Hospitality Network of Little Rock.
2. The Worship & Music Committee request that the session approve Judy King's addition to the committee roster.

**CONGREGATIONAL MEETING  
SUNDAY, JANUARY 27, 2008  
SANCTUARY**

The Congregation of Westover Hills Presbyterian church met immediately following worship on Sunday, January 27, 2008, for the purpose of hearing the annual report, hearing the report of the Stewardship Committee, receiving the budget as information, electing two at-large members to the nominating committee, and any other business pertaining to the annual meeting.

Reverend Debbie Freeman moderated and opened the meeting with prayer.

A quorum was present.

The annual report for 2007 was presented to the congregation. Dotty McLemore from the Board of Deacons reported on their ministries the last year. Kay Stephens reported from Presbyterian Women. Several committee moderators gave brief reports on committee activities during 2007. It was moved and seconded to receive the report as information. Motion passed.

Libby McDaniel and Vivianna McAtee were elected unanimously to serve as the two at-large members to the nominating committee.

Bob Spencer presented the 2008 budget to the congregation. After discussion, it was moved and seconded to accept the budget as information. It was approved.

The congregation expressed their appreciation to the Stewardship Committee for the excellent job they had done. All other committees were commended for their work during the past year. A round of applause was given to Reverend Debbie Freeman for her ministry and leadership.

There being no further business, the congregational meeting was closed with the benediction.

Respectfully submitted,

Angela Finney  
Clerk of Session

## **MODERATORS MEETING-TUESDAY, JANUARY 29, 2008 MID HIGH ROOM**

The Committee Moderators met on Tuesday, January 29, 2008, in the Mid High Room. Reverend Debbie Freeman moderated and opened the meeting with prayer at 6:30 p.m.

**ELDERS PRESENT:** Nancy Evans, Betty Glenn, Wilma Lewis, Roy Nash, Bob Spencer, Mary Ellen Guise, Ray Stephens, and Angela Finney.

**ALSO PRESENT:** Reverend Debbie Freeman, Heather Kilpatrick (DCE), and Kay Stephens (PW).

A quorum was present.

### **Christian Education - Heather Kilpatrick**

1. Planning a breakfast Feb. 23<sup>rd</sup> for joint venture with People First.
2. Events set for all WOW evenings.
3. Working on publicity for Holy Week Kerygma Class March 17-21.
4. Theme of VBS will be "Great Bible Reef."
5. Will present to session a list of suggestions on how to get people to come to Sunday School.

### **Mission - Wilma Lewis**

1. Working on mission trip to Mexico. Plans are well under way.

### **Service - No report**

### **Stewardship - Bob Spencer.**

1. Had discussion on the status of long term loan.
2. Melinda Hunt presented facts about Texas Presbyterian Foundation.
3. Plans underway for the Stewardship Workshop on February 23<sup>rd</sup>.

### **Property & Maintenance - Nancy Evans - no report**

### **Personnel - Mary Ellen Guise**

1. The name of Lindsay Freeman will be brought before the session for approval as new Child Care Coordinator.

### **Preschool - Betty Glenn**

1. Registration going well

### **Worship & Music**

1. Working on dates for the labyrinth to be down during Lent.

### **Presbyterian Women - Kay Stephens**

1. Working on service project for February 20<sup>th</sup> Westover Wednesday.
2. Phyllis Mitchell has agree to be on the nominating committee from Presbyterian Women.

### **Membership - Ray Stephens**

1. Working with Mission Committee to produce literature on mission opportunities at Westover Hills.
2. New Member Recognition on April 27<sup>th</sup> will be advertised as a "light lunch"
3. Working with Worship & Music Committee to get a flyer out in the neighborhood on events for Holy Week at Westover Hills.

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Christian Education

Date of Meeting: January 27, 2008

Consent Agenda Items:

3. Request approval for DRAMA children to sing in worship on May 18<sup>th</sup>. This is also the day for teacher recognition and would give us the opportunity to recognize DRAMA volunteers at the same time.
4. Request approval for Vacation Bible School curriculum: The Great Bible Reef - Dive Deep Into God's Word.

Need for Docket Time in Session Meeting: YES

Calendar Items: DRAMA singing in worship – May 18<sup>th</sup>

Actions Items for Discussion during Session Meeting:

Sunday School attendance; including ways to increase awareness of and participation in Sunday School classes.

Average Attendance: Preschool: 2; Elementary: 5-8; Mid-High: 4; Senior High: 3; Lectionary: 10-12; Richard B. Hardie: 15-20; Thoughtful Christian: 8-10

Things CE will do:

- Advertise Sunday School in the newsletter more often. In addition to the article we run in the fall, we will also write one in January, maybe again in the spring, and before the start of summer Sunday School.
- Add Sunday School information to the Friday Careline message.
- Make CE Brochure available in Narthex, office, and the New Member Packets.

Things all session members can do:

- Attend class regularly.
- Personally invite people you know to join you for Sunday School.
- Share your personal experiences with Sunday School at activities you attend. Invite others in your group to do the same.
  - Committee Meetings, Circle Meetings, Prayer Knots, Fellowship Groups
- Offer transportation to people who need a ride. Volunteer with the Deacons to bring people to Sunday School.
- Offer to pick up children and bring them to Sunday School.
- Positively encourage children when they are here. Use lots of praise when they are here, and less "We missed you at Sunday School last week", which can sound like an admonishment.
- Ask the children and youth what they did in SS and what they are talking about.
- Invite people you know to participate in non-CE related events to help them connect with other people and feel involved...then encourage them to attend Sunday School. If they learn that they really like the people in the class, they may be more interested in attending.
- There are a lot of other Christian Education opportunities in the life of the church besides Sunday School. Encourage people to attend something else if they don't want to attend

Sunday School, or can't get there for it. PW Circles, Kerygma, Westover Wednesdays, Vacation Bible School, Youth Group, Prayer Knots, etc.

Information:

### **Youth Group**

- Youth group is planning to participate in Sound Off for Poverty, an event in which they will "fast" from electronics for a weekend as they think about, pray about, and discuss the issue of poverty. They will give up their iPods, cell phones, computers, etc. Date is pending.
- Heather has arranged for the youth to participate in three service projects during spring break. They will work at Arkansas Foodbank Network on March 26<sup>th</sup> and Ferncliff on March 27<sup>th</sup>. We are still coordinating the third project, which will hopefully be with the Rice Depot on March 25<sup>th</sup>. All congregation members are invited to participate in the service projects & share the experience with the youth.

### **Westover Wednesdays**

- Feb 13 – Service Committee Night – Special projects for UAMS, Deployed Troops, and Brown Bags for the hungry - a little something for everyone.
- Feb 19 – PW – Women and Children First craft bags.
- Feb 27 – CWS/PDA/Ferncliff – preparing items for disaster kits.
- Mar 5 – Kaleidoscope Kids – preparing items for their silent auction fundraiser.
- Mar 12 – Arkansas Children's Hospital – making hospitality bags and pillows.

### **Graduation Bibles for Youth**

- We plan to make an addition to the Bibles we give to the graduating seniors.
- After we purchase the Bibles, we will ask people that were significant in the church-life of the graduate to highlight a piece of scripture that is important to them and/or write a note in the Bible. We will probably hold a Bible Signing Party so that we can keep the Bibles together and not have to pass them around.
- We want to keep this idea quiet and *surprise* the youth on grad recognition day.

### **Palm Fronds for Palm Sunday**

- This year we will purchase the palm fronds for Palm Sunday from a PCUSA ministry called Eco Palm. This ministry pays farmers a fair price for the palm fronds, much like Fair Trade Coffee.
- We are going to purchase more than usual, to give members of the congregation the opportunity to take a palm frond home as a reminder of Holy Week.

**\*NEXT MEETING\*** - will be Sunday, February 24<sup>th</sup> after worship. Meeting was closed with prayer.

Director of Christian Education Report  
February 9, 2008 Session Meeting

December 3- January 3 – Vacation

January 4 – attended staff lunch in honor of Rev. Jim Freeman and Barbara Brossett

January 6 - Taught mid-high Sunday school class on the catechism; attended CE committee meeting; led senior high and mid-high youth fellowship time.

January 7 – 11 – attended Faith and Human Development class toward certification in Irving, Texas.

January 12 – moderated Arkansas Presbytery Youth Council meeting at Central Presbyterian Church, Russellville.

January 13 – Taught mid-high Sunday school class; attended session meeting; led joint meeting of senior high and mid-high youth.

January 14-18 – met with Debbie Freeman and the staff; led PW Circle Bible Study; led DRAMA program; met with Mary Ellen Guise to discuss Child Care Coordinator position; met with worship team; began working on F&HD project;

January 19 - attended Communication Workshop; facilitated Movie Night at Westover and the showing of Star Wars

January 20 – taught mid-high Sunday school class; attended Sip and Chat showcasing University of the Ozarks; led senior high and mid-high youth fellowship time; prepared for computer workshop for preschool teachers (teacher's workshop rescheduled due to a conflict in the preschool in-service schedule.

January 21- 26 – met with Debbie Freeman and staff; led PW Circle Bible Study in the home of Melanie Webre; met with Joan Erickson and Karen Howard re. Youth Council Summer Trips; attended memorial service for Tom Goodwin; assisted in worship leadership for Wednesday night communion service; continued work for F&HD project; researched VBS curriculums for CE committee; attended and helped to facilitate memorial service for Jess Wilson; assisted in editing of annual report for the congregation.

January 27 – taught mid-high Sunday school class; attended CE committee meeting; led senior high and mid-high youth fellowship;

January 28- February 2 – met with Debbie Freeman and staff; led DRAMA program; attended and reported to Moderator's meeting; led prayer shawl meeting; continued working of F&HD project; guided the senior high youth in preparation for Souper Bowl of Caring Lunch;

February 3 - led mid-high class in preparation for Souper Bowl of Caring Lunch; participated in SBC lunch.

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Fellowship

Date of Meeting: January 27, 2008

Consent Agenda Items:

- 1) Request consent to have the annual Easter Egg hunt for children following worship on Easter Sunday, March 23
- 2) Request consent to have the annual picnic at Ferncliff following worship on September 28, 2008

Need for Docket Time in Session Meeting: Yes/No - No

Calendar Items:

See above consent agenda items

Actions Items for Discussion during Session Meeting:

Information:

Committee members were thanked for their help with the Sip and Chat on January 20. Charlotte will provide popcorn and lemonade (and chocolate brownies) for the showing of *Chocolat* at movie night on February 16.

Ferncliff has been reserved for the annual picnic on September 28.

The Mariners will be asked to help fill plastic eggs for the Easter Egg Hunt on March 23. The committee also decided to provide each child with a bag filled with Easter treats.

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Membership & Communications

Date of Meeting: January 29, 2008

Consent Agenda Items: None

Need for Docket Time in Session Meeting: Yes/No

Need to distribute and briefly discuss the 2008 assignments for the Elder Greeters who will remain in the Narthex at the beginning of the Sunday morning service for a brief time to greet any late comers.

Calendar Items:

March 9, 2008 - distribution of Holy Week flyers in the neighborhood.

Actions Items for Discussion during Session Meeting:

None

Information:

- Discussed the Communications Workshop conducted by Sid McCollum. Very good comments about the information shared with the hope that Sid will consent to do the workshop again.
- Discussed the "Praising God in the Heights" booklet which is being edited. Also, Ray has produced a Mission Opportunities brochure that can be used for the literature rack and other purposes. It was suggested that dated items be listed first so that they can be updated on a quarterly basis. This will be turned over to the Mission Committee for maintenance, once it is complete.
- Ray and Dotty discussed the New Member Gathering for the committee. Eileen Joyce will be the Committee host for the Saturday morning April 19<sup>th</sup> NMG. We attracted one recent new member and one non-member, Dot McWeeney who met with the Session and Pastor and united with WHPC. Ray discussed the need to have more involvement from the M&C for help with setup.
- The New Member Recognition event will be held April 27<sup>th</sup> after morning worship and will be billed as a light lunch to increase the likelihood of greater attendance. Ray expressed a need for someone to prepare brief summaries of our new members to use with their pictures. Nancy Evans was doing interviews with new members and these were used to produce the summaries. Ray will talk with Nancy to see about reinstating this practice.
- Discussed the timing of distributing flyers to the neighborhood announcing the events of Holy Week. Sunday afternoon March 9<sup>th</sup> was deemed to be the best time. Ray will contact Heather to see about getting WHY involvement in the effort. We will also look at the Time and Talent sheets for other volunteers and get the word out.
- Morning Worship Section Spotters was discussed. We have a need for a small graphic which shows the configuration of the sanctuary so that we can identify individuals who sit in those areas and who would be good candidates to serve in this capacity. More discussion and planning will be done.

## Weekly Elder Greeter Signup Sheet

Each Sunday, one Elder will remain in the Narthex for five minutes after the beginning of the service to welcome and assist any visitors or members who arrive and find the doors to the sanctuary closed.

<b>2007</b>	<b>Elder</b>	<b>2008 (Cont.)</b>	<b>Elder</b>
December 16	Deanine Rogers	July 6	Mary Ellen Guise
December 23	Ray Stephens	July 13	Ron Kuerner
December 30	Ray Stephens	July 20	Wilma Lewis
<b>2008</b>		July 27	Marcey Berry
January 6	Robert Spencer	August 3	Shep Miers
January 13	Nancy Evans	August 10	Tammy Pflug
January 20	Angela Finney	August 17	Megan Rubio
January 27	Tammy Pflug	August 24	Bob Quinn
February 3	Betsy Barnes	August 31	Deanine Rogers
February 10	David Stricklin	September 7	Matt Smith
February 17	Megan Rubio	September 14	Stuart Rubio
February 24	David Stricklin	September 21	Bob Spencer
March 2	David Stricklin	September 28	Ray Stephens
March 9	Marcey Berry	October 5	Betsy Barnes
March 16	Charlotte Frith	October 12	Marcey Berry
March 23	Betty Glenn	October 19	Nancy Evans
March 30	Mary Ellen Guise	October 26	Angela Finney
April 6	Stuart Rubio	November 2	Charlotte Frith
April 13	Ron Kuerner	November 9	Betty Glenn
April 20	Wilma Lewis	November 16	Mary Ellen Guise
April 27	Shep Miers	November 23	Ron Kuerner
May 4	Roy Nash	November 30	Wilma Lewis
May 11	Stuart Rubio	December 7	Shep Miers
May 18	Bob Quinn	December 14	Susan Miller
May 25	Matt Smith	December 21	Roy Nash
June 1	Betsy Barnes	December 28	Tammy Pflug
June 8	Betty Glenn	January 4, 2008	Bob Quinn
June 15	Nancy Evans	January 11, 2008	Deanine Rogers
June 22	Angela Finney	January 18, 2008	Matt Smith
June 29	Charlotte Frith	January 25, 2008	Susan Miller

## **Recommended Changes of Westover Hills Presbyterian Role**

**February 10, 2008**

The Membership Committee recommends that all members on list A be removed from the role. Attempts have been made to locate them either by phone or mail. If you know of the location or phone number of any of these, please contact Eileen Joyce by Sunday, February 17, 2008.

Members on list B are recommended to be listed as non-residents and members on list C be listed as inactive.

### **List A: Remove From Membership Roll**

**Baker, Herbert A. and Joan #359, #358**

**Bayer, Alice Ann #1976**

**Brewer, Bobby #1241**

**Brewer, Danny #1242**

**Burleson, Suzanne #984**

**Bullard, Stacy Lynn #2497**

**Ewing, Dionne Wilson #**

**Fason, Abbie #1782**

**Hoppe, Michael & Carolyn #2460, #2465**

**Hudspeth, Robert & Gail #2601, #2600**

**Lewis, Becky , #2385– New Mexico**

**Mainard, Cathy Storey – Cabot, AR**

**Mayfield, Brook**

**McFadyen, Beth#2518**

**McClain, Ken #2431**

**Mosier, Larry #2508 Mary Ann Bryan #2507**

**Nicholson, Anna #1127**

**Nix, Susan (Mrs. Gary Paul) #2218 – Cabot, AR**

**Parker, Nancee Ellen #495**

**Phillips, Mr. and Mrs. Zeno**

**Pierce, Dr. John #1627 and Barbara Nash**

**Robinson, Claudette #2577**

**Rowland, Frankie #2586**

**Sanders, Tim #2337 & Beverly #2338**

Scherer, Scott #1983 (Father of Scott and James and ex-husband of Judy)  
Schmedeman, Mary Elizabeth #742  
Schultetus, Dr. Richard #2560  
Schumard, Millie #1598  
Seymour, Larry #1174  
Speed, Julie #2374  
Stewart, Phillip #1221  
Thompson Mary #2210  
Thorpe, Kitty #1274  
Tilden, Allen #1222  
Tiller, John #1516  
Toney, Fred #17789  
Trent, Charles #1261 and Frances  
Watkins, Ed #1738  
Webb, Edmund #1739  
Wilson, Dr. James #2256  
Stillwell, David and Belinda  
Storey, Mike #1072  
Thornton Sandra Ashley #2499  
Wilson, Lynne #797  
Wood, Mary #472  
Wood, Paula #1129  
Young, Harvey & Amy# 2585 & #2584

**List A: Transferred to Another Church**

Black, Nancy Cotham – Peachtree United Methodist, Atlanta, GA  
Blair, Stephen & Lisa Kay –Attending St. Teresa’s Catholic, LR  
Cheatham, Guy Herbert & Mary Jane – Christ Episcopal, LR  
Dabbs, Lisa Kay – Pleasant Valley Church of Christ  
Kara Bartley Davis #2378  
Dober, Marjorie (Dusty) #897 –Brownsville, TN Attending Episcopal Church  
Gordon, Chet & Crystal - Celebration Church, Conway  
Hamilton, Nancy Carol – Presbyterian Church, Hot Springs  
Hanisch, Jr., Dr. Edward & Ruth – First Pres Church, Huron, SD  
Harris, Cathy Cotham – Idlewild Presbyterian Church, Memphis TN

Herron, Scott & Lynn Truscott – Gainesville, FL #2414, #2364 Attends Methodist church in Gainesville  
Headlee, Mike – PH Methodist Little Rock, AR  
Headlee Christie – 2<sup>nd</sup> Presbyterian Little Rock, AR  
Hahnel, Ann Kimpel – Hebron, KY #1769 attends Catholic church in KY ?  
Kimpel, Mary Carolyn – Nashville, TN Hillsboro Presbyterian church in Nashville  
Lamb, Barbara – First Pres. Church, Ft. Worth, TX  
LeMaster, Christie Cotham – Lawrence United Meth, Atlanta, GA  
Peterson, Tom & Marie – Quapaw Methodist  
Price, Jeannie – First Pres, NLR  
Wigging, Ralph II (Joe) attends Episcopal Church in L.R.  
Robbins, John – Fellowship Bible  
Scherer, James – Attends a non-denominational church in Fayetteville/Rogers area  
Thomas Joni – Summit Church in North Little Rock

**LIST B; NON-RESIDENT MEMBEERS**

Brantley, Fritz #2543  
Brantley, Martha #2388  
Drake, Shelly & Rick #2541, #2542  
Farris, Anne #2353  
Ferrell, Carl & Vivian – Illinois #1021, #1022  
Furman, Elizabeth Cotham #2229

List B (Cont.)

Gaines, Tom & Lorene – Las Cruces, NM  
Gasaway, Martha – Jonesboro #105  
Hope, Allison Frith #2230  
James, Elizabeth Ann #2645  
James, Sondra & Tom #2532, #2533  
Johnston, Amy  
Johnson, Jean  
Mitchell, Brett  
Scantlin, Dorothy  
Scherer, Scott #2196 – Colorado  
Tucker, Della Mae #2599

**Tull, Catherine #2282**

**Tull, Sheri #2197– Lives in CA**

**Weaver, Rip 2504**

**Whitmore, Jonathan #2393**

**Young, Bobera Norton #2053**

**LIST C; MEMBERS TO BE LISTED AS INACTIVE**

**Baker, Susan**

**Copeland, Paula #1933 -**

**Davidson, Carrie Mae #2360**

**Ham, Everett #1708**

**Kimpel, William #1616**

**Leinhardt, John #2589**

**Richardson, Ivan Jon #1773**

**Robinson, Robbie #1894**

**Schwander, Johnna #2552**

**Shaeffer, Steve & Joy # 2219 & #2375**

**Sleeker, Kathy #1938**

**Witherspoon, Kimberly #2238**

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Service

Date of Meeting: January 29, 2008

Consent Agenda Items:

Need for Docket Time in Session Meeting: No

Calendar Items:

Actions Items for Discussion during Session Meeting:

Information: On February 13, the service committee will facilitate the Wednesdays during Lent service project. We will be conducting 3 activities: making care packages for deployed service personnel, cutting flannel for UAMS and filling food sacks to give to people who are homeless.

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Stewardship

Date of committee meetings: Tuesday, January 22 and Tuesday February 5

Consent Agenda Items:

Contract signed for the building HVAC maintenance during 2008; Initial payment (40% of contract) \$4500.00 pending

Need for Docket time in Session Meeting: Yes  No

Minute for Mission  
Pledge Update  
Monthly Update of Financial Status  
February 23 Stewardship Workshop

Calendar Items:

Stewardship Workshop, Saturday, February 23 from 9-12

Actions for Discussion during Session Meeting

Motion: Extend the \$1000.00 extra payment to the principle on the construction loan through Jun 30, with the provision if the funds are low, the Stewardship Committee will curtail the extra payment pending receipt of sufficient funds.

Motion: That Sunday, October 5<sup>th</sup> 2008 be designated as Commitment Sunday

Information:

Attachments:

January 22 Committee Report  
February 5, Committee meetings

## Stewardship Committee Report 1 for February 2008

1. The committee met on Tuesday, January 22 and will meet again on Tuesday, February 5, 2008. The meeting started at 5:30
2. Dotty McLemore led the committee in the Biblical/Theological minutes
3. Melinda Hunt presented facts about Texas Presbyterian Foundation. She provided excellent handouts for research and future use
4. Topics
  - a. Reverend Debbie Freeman announced a meeting on January 23 with TPF and The Cotham Fund to move funds to Texas Presbyterian Foundation
  - b. An update provided the committee information on contributions through January 20.
5. A lengthy discussion on the status of the Loan with the Bank of Ozarks, due July 1, 2009 covered the below areas. This was the main focus of the meeting
  - a. Discussion about the Annual Audit (Book of Order) checklist and other requirements occurred.
  - b. The need to obtain a property appraisal before or during refinancing or a new loan revealed that the 2005 appraisal cost \$2000.00; action pending later after more research.
  - c. A review of the existing loan occurred. This is the initial direction the committee shall pursue
  - d. A review of PC USA loan requirements occurred. This is the second option. The Length of loans and interest rates being pursued.
  - e. A review of privately owed Church Bond loan options did not receive a favorable recommendation to proceed further at this time.
6. The outline for the February 23 Stewardship Workshop occurred. A program under development for the workshop is being presented to the session on February 10. Sample program attached
7. The committee initiated a program to pick up the money from the Wednesday evening Service and for the 5 Westover Wednesdays meals, place in separate money bags and secure in the lock box in the church office. Tammy Pflug is to finish this in January, Bob Spencer to do In February and Dotty McLemore in March.
8. The meeting ended at 6:59.

In attendance

Robert Spencer	Mary Ellen Guise	Rev. Don Campbell
Tammy Pflug	Don McDaniel	Dotty McLemore
Ron Kuerner	Rev. Debbie Freeman	Ray Stephens, Membership & Communications
	Melinda Hunt, Texas Presbyterian Foundation	

Stewardship Committee Report 2 for February

The stewardship Committee met on Tuesday, February 5, 2008 at 5:30 PM

1. Don Campbell Sr. offered the opening prayer
2. Bob Spencer presented the Biblical Theological minutes
3. Tammy Pflug commented on the status of the year-end close out. Renetta is attempting to finish this during the week of Feb 4-8.
4. Assignments for the forthcoming audit was discussed, with assignments pending
5. Renetta presented the review of the January reports.
  - a. Restricted/designated Accounts:
    1. Action required on Line 10202, Capital Campaign Grounds, move \$1500.00 to Construction account
    2. Contact Mariners about money due, line 90013.
    3. Move \$94.00 from line 90017 to the construction account
    4. Finalize money distribution line 90095 between PW and Construction account
  - b. Balance sheet inconsistencies need resolution for audit
  - c. Determine charges to line 80000 in P & M budget. 146.59% over budget in one month
  - d. Gas bill required 29.30% of budget for one month
  - e. Total expenses exceed income for January by \$2689.68
6. Annual Stewardship Pledge update shows that \$0000.00
7. Pledge, non pledge, loose plate income for January was \$23,101.36
8. Capital campaign report shows that \$6940.00 received through Feb 5
9. Texas Presbyterian Foundation account established, money transfers awaiting final action
10. Long term Financing
  - a. Overview of January 28 meeting exploring refinance options
  - b. Primary consideration for new loan
    1. BOZ ~ existing loan
    2. PC USA

- c. Initial discussion of a Mortgage Reduction Day, May 11
11. Contract signing of HVAC agreement and initial payment of (40%) \$4500.00
  12. Update on February Stewardship workshop
    - a. Revise promotional material to make a broader appeal to the congregation
    - b. Discussion of the three sessions and realignment to accommodate a guest speaker
    - c. The critical nature of the material being presented ~ goals and objectives for the church
  13. Pastors Comments ~ To allow Renetta to receive additional ACS training
  14. Meeting adjourned at 6:45. In attendance: Spencer, R, Pflug, Campbell, Guise, McLemore, Spencer, B, Reverend Freeman

**Westover Hills Presbyterian Church**  
**Balance Sheet**  
**Year-to-date, Through January 2008**

**Accounts**

**Assets**

Assets

Checking account at BOZ

10000 - BOZ #1 Operating (\$251.87)

10010 - BOZ #2 Operating Reserve Acct \$30,876.86

10020 - BOZ #3 Operating Designated Funds \$29,517.69

Operating Total \$ 60,142.68

10900 - Construction Account \$137,378.15

10030 - BOZ #4 Capital #1 \$13772.29

10035 - BOZ #5 Capital #2 \$12,213.53

Construction Total \$163,363.97

**Liabilities**

Liabilities

40000 - Construction Loan Payable \$2,379,984.41

**Westover Hills Presbyterian Church**

**Summary of Restricted  
Month-to-date, Through January 2008**

**Note: The Report Option to include Open Transactions is selected.**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>Restricted Revenues</b>	<b>Restricted Expenses</b>	<b>Ending Balance</b>
<b>Temporary Restricted</b>				
10202 - Capital Campaign Grounds	\$1,641.03	\$0.00	\$0.00	\$1,641.03
90000 - Memorial Fund	\$6,810.15	\$400.00	\$0.00	\$7,210.15
90003 - Gifts/Misc	\$181.06	\$25.00	\$25.00	\$181.06
90004 - Flowers	\$730.00	\$0.00	\$727.69	\$2.31
90005 - Chiapas Mexico Mission Trip 2007	\$5,502.21	\$1,811.00	\$0.00	\$7,313.21
90006 - InterFaith Hospitality Network	\$160.93	\$0.00	\$21.90	\$139.03
90007 - Pre-School Scholarships	\$1,366.45	\$0.00	\$1,366.45	\$0.00
90008 - Choir	\$8.87	\$0.00	\$0.00	\$8.87
90009 - Back-To-School Supplies	\$50.00	\$0.00	\$0.00	\$50.00
90010 - Misc. Designated	\$125.90	\$55.57	\$15.00	\$166.47
90011 - D & J Freeman Master Card	(\$19.14)	\$38.28	\$19.14	\$0.00
90012 - Lewis House	\$600.25	\$20.00	\$0.00	\$620.25
90013 - Mariners Project W/D	(\$42.57)	\$0.00	\$0.00	(\$42.57)
90014 - Chiapas Prison Ministry	\$711.00	\$0.00	\$711.00	\$0.00
90016 - MX Mission Endowment	\$6,116.00	\$150.00	\$0.00	\$6,266.00
90017 - Keepsake Bricks	\$105.00	\$0.00	\$11.00	\$94.00
90018 - Whitmore Scholarship	\$890.50	\$1,034.45	\$0.00	\$1,924.95
90025 - Thank Offering	\$10.00	\$0.00	\$10.00	\$0.00
90026 - Deacons Helping Hands-PDF	\$38.95	\$19.14	\$58.09	\$0.00
90030 - Christmas Eve Offering	\$1,079.10	\$0.00	\$1,079.10	\$0.00
90035 - Ellis Footsteps in Faith	\$1,084.00	\$600.00	\$600.00	\$1,084.00
90040 - Organ Fund	\$1,358.00	\$0.00	\$0.00	\$1,358.00
90045 - Joy Gift	\$0.00	\$8.67	\$8.67	\$0.00
90060 - Drama Group	\$143.89	\$0.00	\$0.00	\$143.89
90095 - Presbytery of Arkansas Meeting	\$122.04	\$0.00	\$0.00	\$122.04
90096 - Ellis Family Chiapas	\$1,225.00	\$0.00	\$0.00	\$1,225.00
90400 - Susie Wiggins' Seminary Fund	\$1,100.00	\$595.00	\$1,695.00	\$0.00
<b>Total Temporary Restricted</b>	<b>\$31,098.62</b>	<b>\$4,757.11</b>	<b>\$6,348.04</b>	<b>\$29,507.69</b>

**Westover Hills Presbyterian Church**  
**Oper/Acct Analysis of Revs & Exps --Detail Landscaped 08**  
**Month-to-date, Through January 2008**

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Budget Remaining (This Year)	% of Annual Budget Used (This Year)	MTD Actual (This Year)
<b><u>Revenues</u></b>					
<b>Tithes and Offerings</b>					
60100 - Loose Plate	\$7,500.00	\$408.85	\$7,091.15	5.45%	\$408.85
60200 - Pledge Receipts	\$324,123.00	\$20,872.50	\$303,250.50	6.44%	\$20,872.50
60250 - Non-Pledge Receipts	<u>\$12,000.00</u>	<u>\$1,680.00</u>	<u>\$10,320.00</u>	<u>14.00%</u>	<u>\$1,680.00</u>
<b>Total Tithes and Offerings</b>	<b>\$343,623.00</b>	<b>\$22,961.35</b>	<b>\$320,661.65</b>	<b>6.68%</b>	<b>\$22,961.35</b>
<b>Other Income</b>					
60300 - Building Deposits & Use Fee	\$10,000.00	\$224.50	\$9,775.50	2.25%	\$224.50
60400 - Interest Income	\$400.00	\$0.00	\$400.00	0.00%	\$0.00
60500 - Organ Mtnc. Fund	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
60600 - Preschool Use Fee	\$8,226.00	\$666.66	\$7,559.34	8.10%	\$666.66
60700 - Joy Gift	\$295.00	\$0.00	\$295.00	0.00%	\$0.00
60705 - One Great Hour of Sharing	\$1,265.00	\$0.00	\$1,265.00	0.00%	\$0.00
60710 - PW Birthday	\$720.00	\$0.00	\$720.00	0.00%	\$0.00
60715 - Thank Offering	<u>\$535.00</u>	<u>\$0.00</u>	<u>\$535.00</u>	<u>0.00%</u>	<u>\$0.00</u>
<b>Total Other Income</b>	<b><u>\$22,441.00</u></b>	<b><u>\$891.16</u></b>	<b><u>\$21,549.84</u></b>	<b><u>3.97%</u></b>	<b><u>\$891.16</u></b>
<b>Total Revenues</b>	<b><u>\$366,064.00</u></b>	<b><u>\$23,852.51</u></b>	<b><u>\$342,211.49</u></b>	<b><u>6.52%</u></b>	<b><u>\$23,852.51</u></b>
<b><u>Expenses</u></b>					
<b>Child Care</b>					
71100 - Child Care	<u>\$5,000.00</u>	<u>\$107.50</u>	<u>\$4,892.50</u>	<u>2.15%</u>	<u>\$107.50</u>
<b>Total Child Care</b>	<b><u>\$5,000.00</u></b>	<b><u>\$107.50</u></b>	<b><u>\$4,892.50</u></b>	<b><u>2.15%</u></b>	<b><u>\$107.50</u></b>
<b>Session/Presbytery Costs</b>					
72100 - Session/Presbytery Costs	<u>\$500.00</u>	<u>(\$50.00)</u>	<u>\$550.00</u>	<u>0.00%</u>	<u>(\$50.00)</u>
<b>Total Session/Presbytery Costs</b>	<b><u>\$500.00</u></b>	<b><u>(\$50.00)</u></b>	<b><u>\$550.00</u></b>	<b><u>0.00%</u></b>	<b><u>(\$50.00)</u></b>

**Christian Education**

73100 - Curriculum Literature	\$1,900.00	\$225.00	\$1,675.00	11.84%	\$225.00
73110 - Drama	\$800.00	\$183.05	\$616.95	22.88%	\$183.05
73300 - Youth Group	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
73400 - Supplies	\$800.00	\$8.58	\$791.42	1.07%	\$8.58
73401 - Special Activities	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
73402 - Camps, Conf., LDR Training	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
73403 - Book Study Group/Library	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
73404 - Childrens' Worship Folders	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
73405 - Confirmation Act./Bibles	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
73407 - Special Speakers	\$250.00	\$0.00	\$250.00	0.00%	\$0.00
73408 - Teacher Rec./Sr. Bibles	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
73409 - Vacation Bible School	<u>\$650.00</u>	<u>\$0.00</u>	<u>\$650.00</u>	<u>0.00%</u>	<u>\$0.00</u>
<b>Total Christian Education</b>	<b>\$6,900.00</b>	<b>\$416.63</b>	<b>\$6,483.37</b>	<b>6.04%</b>	<b>\$416.63</b>

**Fellowship**

74100 - Kitchen Supplies/Coffee	\$650.00	\$0.00	\$650.00	0.00%	\$0.00
74200 - Special Projects	\$850.00	\$0.00	\$850.00	0.00%	\$0.00
74300 - Misc.-Fellowship	\$200.00	\$0.00	\$200.00	0.00%	\$0.00
74400 - Westover Wednesdays	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>0.00%</u>	<u>\$0.00</u>
<b>Total Fellowship</b>	<b>\$3,700.00</b>	<b>\$0.00</b>	<b>\$3,700.00</b>	<b>0.00%</b>	<b>\$0.00</b>

**Worship & Music**

84100 - Organ/Piano Maintenance	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$0.00
84200 - Music Library	\$350.00	\$0.00	\$350.00	0.00%	\$0.00
84300 - Paid Choir/Musicians	\$2,000.00	\$200.00	\$1,800.00	10.00%	\$200.00
84400 - Pulpit Supply	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
84401 - Musician Substitutes	\$75.00	\$0.00	\$75.00	0.00%	\$0.00
84500 - Special Projects - W & M	\$200.00	\$61.27	\$138.73	30.64%	\$61.27
84700 - Communion	<u>\$100.00</u>	<u>\$0.00</u>	<u>\$100.00</u>	<u>0.00%</u>	<u>\$0.00</u>
<b>Total Worship &amp; Music</b>	<b>\$5,225.00</b>	<b>\$261.27</b>	<b>\$4,963.73</b>	<b>5.00%</b>	<b>\$261.27</b>

**Finance & Administration**

75100 - Office Supplies	\$3,300.00	\$38.96	\$3,261.04	1.18%	\$38.96
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75200 - Postage	\$2,700.00	\$364.00	\$2,336.00	13.48%	\$364.00
75300 - Copier Expense	\$10,000.00	\$891.86	\$9,108.14	8.92%	\$891.86
75600 - Misc. - F & A	<u>\$2,700.00</u>	<u>\$144.00</u>	<u>\$2,556.00</u>	<u>5.33%</u>	<u>\$144.00</u>
<b>Total Finance &amp; Administration</b>	\$18,700.00	\$1,438.82	\$17,261.18	7.69%	\$1,438.82
<b>Staff Expense</b>					
<b>Pastor-Debbie</b>					
76101 - Salary/Allowance - Debbie	\$57,474.00	\$4,789.48	\$52,684.52	8.33%	\$4,789.48
76105 - Auto Allowance - Debbie	\$1,700.00	\$0.00	\$1,700.00	0.00%	\$0.00
76201 - Pension/Insurance - Debbie	\$17,817.00	\$1,484.76	\$16,332.24	8.33%	\$1,484.76
76202 - Dental - Debbie	\$1,216.00	\$101.42	\$1,114.58	8.34%	\$101.42
76301 - FICA-Debbie	\$4,397.00	\$0.00	\$4,397.00	0.00%	\$0.00
76501 - Professional - Debbie	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>0.00%</u>	<u>\$0.00</u>
<b>Total Pastor-Debbie</b>	\$85,604.00	\$6,375.66	\$79,228.34	7.45%	\$6,375.66
<b>Church Staff</b>					
<b>DCE</b>					
76900 - DCE's salary	\$31,000.00	\$2,583.34	\$28,416.66	8.33%	\$2,583.34
76901 - DCE's FICA/Medicare	\$2,371.00	\$197.62	\$2,173.38	8.33%	\$197.62
77301 - DCE's auto allowance	\$200.00	\$0.00	\$200.00	0.00%	\$0.00
77302 - DCE book allowance	\$200.00	\$152.13	\$47.87	76.07%	\$152.13
77303 - DCE Cont. Ed.	<u>\$750.00</u>	<u>\$133.80</u>	<u>\$616.20</u>	<u>17.84%</u>	<u>\$133.80</u>
<b>Total DCE</b>	\$34,521.00	\$3,066.89	\$31,454.11	8.88%	\$3,066.89
<b>Director of Music</b>					
77200 - Director of Music's salary	\$22,231.00	\$1,852.58	\$20,378.42	8.33%	\$1,852.58
77202 - Director of Music FICA/Medicare	<u>\$1,701.00</u>	<u>\$141.72</u>	<u>\$1,559.28</u>	<u>8.33%</u>	<u>\$141.72</u>
<b>Total Director of Music</b>	\$23,932.00	\$1,994.30	\$21,937.70	8.33%	\$1,994.30
<b>Other Staff</b>					
76803 - Adm. Assistant's salary	\$27,300.00	\$2,275.00	\$25,025.00	8.33%	\$2,275.00
76805 - Adm. Assistant FICA/Medicare	\$2,088.00	\$191.00	\$1,897.00	9.15%	\$191.00
76807 - Adm. Assistants Auto Allowance	\$200.00	\$36.86	\$163.14	18.43%	\$36.86
76812 - Children's Choir Dir.	\$1,800.00	\$221.64	\$1,578.36	12.31%	\$221.64
76814 - Temporary Labor	\$300.00	\$500.00	(\$200.00)	166.67%	\$500.00

77500 - Sexton Salary	\$21,239.00	\$1,769.92	\$19,469.08	8.33%	\$1,769.92
77501 - Sexton FICA/Medicare	<u>\$1,625.00</u>	<u>\$135.40</u>	<u>\$1,489.60</u>	<u>8.33%</u>	<u>\$135.40</u>
<b>Total Other Staff</b>	<u>\$54,552.00</u>	<u>\$5,129.82</u>	<u>\$49,422.18</u>	<u>9.40%</u>	<u>\$5,129.82</u>
<b>Total Church Staff</b>	<u>\$113,005.00</u>	<u>\$10,191.01</u>	<u>\$102,813.99</u>	<u>9.02%</u>	<u>\$10,191.01</u>
<b>Total Staff Expense</b>	\$198,609.00	\$16,566.67	\$182,042.33	8.34%	\$16,566.67
<b>Membership</b>					
78100 - Membership Comm.	\$1,610.00	\$0.00	\$1,610.00	0.00%	\$0.00
78200 - Communication Com.	<u>\$1,140.00</u>	<u>\$43.00</u>	<u>\$1,097.00</u>	<u>3.77%</u>	<u>\$43.00</u>
<b>Total Membership</b>	\$2,750.00	\$43.00	\$2,707.00	1.56%	\$43.00
<b>Diaconate</b>					
86000 - Diaconate Care	<u>\$1,000.00</u>	<u>\$219.25</u>	<u>\$780.75</u>	<u>21.93%</u>	<u>\$219.25</u>
<b>Total Diaconate</b>	\$1,000.00	\$219.25	\$780.75	21.93%	\$219.25
<b>Property &amp; Maintenance</b>					
79200 - Building Repairs	\$300.00	\$0.00	\$300.00	0.00%	\$0.00
79300 - Heating/AC	\$200.00	\$0.00	\$200.00	0.00%	\$0.00
79400 - Plumbing	\$250.00	\$0.00	\$250.00	0.00%	\$0.00
79500 - Lights	\$400.00	\$0.00	\$400.00	0.00%	\$0.00
79600 - Painting	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
79700 - Pest Control	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
79800 - Dumpster	\$2,200.00	\$199.43	\$2,000.57	9.07%	\$199.43
79900 - Janitorial Supplies	\$4,500.00	\$186.52	\$4,313.48	4.14%	\$186.52
80000 - Misc.-P & M	\$1,500.00	\$209.34	\$1,290.66	13.96%	\$209.34
80001 - Grounds	\$1,800.00	\$0.00	\$1,800.00	0.00%	\$0.00
80002 - Van Expense	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
80003 - Capital Replacement Account	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00
80004 - Elevator Maintenance	\$2,000.00	\$1,989.57	\$10.43	99.48%	\$1,989.57
80005 - Fire Alarm Inspection	\$250.00	\$0.00	\$250.00	0.00%	\$0.00
80006 - RPZ Inspections	\$750.00	\$0.00	\$750.00	0.00%	\$0.00
80007 - HVAC Maintenance Contract	<u>\$12,200.00</u>	<u>\$0.00</u>	<u>\$12,200.00</u>	<u>0.00%</u>	<u>\$0.00</u>
<b>Total Property &amp; Maintenance</b>	\$32,950.00	\$2,584.86	\$30,365.14	7.84%	\$2,584.86

<b>Utilities</b>					
81100 - Gas	\$10,000.00	\$2,930.27	\$7,069.73	29.30%	\$2,930.27
81200 - Electricity	\$20,500.00	\$1,035.56	\$19,464.44	5.05%	\$1,035.56
81300 - Water	\$2,000.00	\$322.00	\$1,678.00	16.10%	\$322.00
81400 - Sprinklers	\$600.00	\$102.19	\$497.81	17.03%	\$102.19
81500 - Telephone	\$8,000.00	\$564.17	\$7,435.83	7.05%	\$564.17
<b>Total Utilities</b>	\$41,100.00	\$4,954.19	\$36,145.81	12.05%	\$4,954.19
<b>Insurance</b>					
81600 - Insurance	\$10,900.00	\$0.00	\$10,900.00	0.00%	\$0.00
<b>Total Insurance</b>	\$10,900.00	\$0.00	\$10,900.00	0.00%	\$0.00
<b>Service</b>					
82100 - Service Comm.	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
<b>Total Service</b>	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
<b>Benevolences</b>					
83100 - Presbytery/Synod/GA	\$25,100.00	\$0.00	\$25,100.00	0.00%	\$0.00
83200 - Presbyterian Village	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
83400 - Stewpot	\$2,200.00	\$0.00	\$2,200.00	0.00%	\$0.00
83500 - Life Quest	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
83604 - Pastors' Disc. Fund	\$840.00	\$0.00	\$840.00	0.00%	\$0.00
83606 - Theological Educ. Fund	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
83608 - Joy Gift	\$295.00	\$0.00	\$295.00	0.00%	\$0.00
83609 - Ferncliff	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
83610 - One Great Hour of Sharing	\$1,265.00	\$0.00	\$1,265.00	0.00%	\$0.00
83611 - PW Birthday	\$720.00	\$0.00	\$720.00	0.00%	\$0.00
83612 - Thank Offering	\$535.00	\$0.00	\$535.00	0.00%	\$0.00
<b>Total Benevolences</b>	\$34,355.00	\$0.00	\$34,355.00	0.00%	\$0.00
<b>Presbyterian Women</b>					
83600 - Presbyterian Women	\$3,175.00	\$0.00	\$3,175.00	0.00%	\$0.00
<b>Total Presbyterian Women</b>	\$3,175.00	\$0.00	\$3,175.00	0.00%	\$0.00
<b>Total Expenses</b>	\$366,064.00	\$26,542.19	\$339,521.81	7.25%	\$26,542.19
<b>Net Total</b>	\$0.00	(\$2,689.68)	\$2,689.68	0.00%	(\$2,689.68)

Committee: Property & Maintenance

Date of Meeting: January 29, 2008

Consent Agenda Items: NO

Need for Docket Time in Session Meeting: (Circle One) NO

Calendar Items:

Actions Items for Discussion during Session Meeting:

Information:

1. We heard a presentation for a security system for church & pre-school, appointed a sub-committee to discuss options and meet with pre-school.
2. Contacting city for signage "No Parking" at end of ramp on Richard B. Hardie, and handicap ramp & loading zone by Fellowship Door
3. Turning Jim's office back into the library working with CE comm..
4. Discussion of turning old chapel into the office and reception area. Investigation of asbestos has to be made.
5. We are being given a used phone system Great news!
6. We have been given a used refrigerator for kitchen by Virginia Linson
7. Another refrigerator has been offered for staff area, and will be moved at a later date.
8. Investigation is being made into planning and cost of completing columbarium
9. Negotiating Maintenance agreement with Trane for H&A and enacting such asap
10. We are buying more cigarette deposit containers for area by fellowship hall.
11. A complete inventory of kitchen has been made. A kitchen clean-up day will be announced early
12. Contacted Entergy to replace mercury lights on Pine Valley, and increase wattage of light in back parking area.
13. Continue to secure the Church each night

Personnel Committee

## **Position Description**

**Title: Child Care Coordinator**

### Purpose:

To coordinate the child care services for infants through pre-school age children during WHPC church activities.

### Accountability:

Accountable to the Director of Christian Education

### Responsibilities:

Be responsible for the childcare services as the primary care giver.

To coordinate childcare services with pre-approved assistants to cover all church nursery needs for church activities.

To provide safe and nurturing care, with assistance, from 9:15 to 11:45 am each Sunday morning to children ages birth through two years, and three years to kindergarten, consistent with Christian values.

To provide childcare on Wednesday evenings, Committee meetings, Session meetings, Vacation Bible School and other worship services as needed. To include being available fifteen minutes before and after the activity.

To procure additional childcare assistants, including recruit, screen, make necessary background checks, and present to the Personnel Committee for approval.

To schedule additional assistants, if the number of children exceeds the required ratio of staff to child

And provide safe and nurturing care. (Infants 1:4, Toddlers 2 years old 1:5, and 3 to 5 years old 1:5)

To attend weekly staff meetings each Monday, and communicate with the Director of Christian Education and the Administrative Assistant to coordinate the childcare needs with events on the WHPC calendar.

To contact the designated back-up as soon as possible in care of inability to perform the specified work due to illness, absence, or other reasons.

Schedule a CPR training class and 3 hours of continuing education for all primary childcare personnel. Staff will receive paid compensation for attending training.

To wash the sheets as needed each week. Sheets should be returned to the church before the next church activity. (Washers and dryers are available at the church.)

Maintains and orders supplies. Submits order forms for approval.

Compensation:

WHPC will pay \$10.00 per hour for childcare services rendered, not to exceed \$350.00 per month. The amount will be paid monthly upon receipt of an invoice covering the dates and times worked during the month. The invoice should be submitted to the WHPC office.

**Personnel committee recommends approval of Lindsay Freeman as childcare coordinator until August 2008.**

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

**Committee:** Worship & Music

**Date of Meeting:** 27 January 2008

**Consent Agenda Items:**

- The Worship & Music Committee requests approval to donate the money collected for the Easter lilies, over and above the price of the flowers, to Interfaith Hospitality Network of Little Rock.
- The Worship & Music Committee asks that the session approve Judy King's addition to the committee roster.

**Need for Docket Time in Session Meeting:** None outside of the Invitation to Christ discussion at the beginning of the meeting.

**Calendar Items:** Feb 10<sup>th</sup> – Commissioning of session members attending the Presbytery meeting

Feb 24<sup>th</sup> – Renewal of the Baptismal Covenant service

**Action Items for Discussion during Session Meeting:**

None

**Information:**

**Labyrinth**

- Our committee began the process of setting the dates that the Labyrinth will be available for walking in 2008. We will have the entire year set (along with which committee members will be setting it up) within the next few weeks. These dates will be advertised in the church activities calendar.

**Worship Logistics**

- The committee ensured that the logistical portions of the services during Lent and Holy Week are being taken care. This includes ashes, palms, Easter lilies, etc.

**Newsletter Articles**

- The committee will put a number of articles in the upcoming newsletters. The topics will include an explanation of the goals and purpose of the Renewal of the Baptismal Covenant service and the Lay service. Much of the writing will tie our new practices into the Invitations to Christ paper and our subsequent focus on the sacraments.

**Prayer List**

- As we do every year, the prayer list will be renewed and we will ask church members to contact the church if they have anyone they would like to keep on the list or add.

**Prayer Partners**

- At the end of the session meeting you will be given a piece of paper with a name of another session member that has been randomly drawn for you. You are invited to pray for this person. You may even check up on them, though it is not mandatory that you make contact. This activity is being done in order to bring the session closer together spiritually.

## Pastor's Report

January 08

January brought a new year, a different pastorate, and new opportunities for loving God and serving others in this community and in our world. I am excited about all the possibilities that we have here at Westover Hills Presbyterian Church.

There have been some changes that have been taking place, some subtle some not so subtle, but hopefully you will find that the flow of having only one pastor has not interrupted the ministry and mission that we are doing. One of the challenges that we face is to live into our mission statement and to be an open community of faith, to praise and serve God with our lives through worship, fellowship, outreach, and education. Corporately and individually we need to continue to look at this statement and continue to mold the work of the committees and congregation to it. But also we need to continue to visit that mission statement and listen for God's voice leading us in new directions.

In January of 2008 your pastor was involved in the following activities in and around Westover Hills Presbyterian Church:

On January 3 Debbie and Jack Evans delivered home communion to Beverly Poe (in the hospital) and Richard Dixon; January 10, Debbie and Angela Finney delivered home communion to Rex and Bettye Thompson and Jess Wilson; on January 14 Debbie and Charlotte Frith delivered home communion to Mary Bell and Dorothy Dober. On January 17 Debbie and Betty Farmer delivered home communion to Betty and Sam Brandon. We are lacking getting home communion to the folks at Presbyterian Village and Mary and Herb Knopf, but will do that before the end of the quarter when we will begin again. This is a wonderful ministry, if Jack Evans calls and invites you to go take the opportunity to do so, it means so much to these people who cannot get out as much as they used to. I know that Angela and I feel extraordinarily blessed to have taken communion to Jess, but then when she died a week later, the gift of that visit was even greater.

On January 3 and 22 Debbie met with the Stewardship committee.

On January 6 Debbie met with the Worship and Music committee and the organizational meeting of the newly formed worship teams. These teams will be taking the lead on Wednesday evening worship. If you would like to become a part of one of the four teams please see Debbie. This is a culmination of her doctoral work.

On Tuesday January 7, the DRAMA kids hosted a party for John MacLeod for his retirement from the Weather service.

On January 6 and 29 Debbie moderated and attended the moderators' meeting and committee night.

On January 9 Debbie met with Pat Williams to discuss the workings of the newsletter and her part in editing.

On January 10 Debbie met with Ethel Ann Foster and on January 11 Debbie met with Winnie Robinson to discuss officers training. On January 12 Angela Finney and Debbie met with Ethel Ann Foster and Winnie Robinson to examine them for installation as officers.

On January 11 Debbie attended the Beacon's lunch where they presented her with a beautiful plant and a note stating their support and love for her.

On Sunday January 13 elders and deacons were installed and/or installed in morning worship. PW officers were installed. Debbie moderated the session meeting.

On Wednesday, January 16 Tammy Pflug, Bob Spencer, and Angela Finney met to work on the annual report. Jann Greenland was a big help in getting this report together.

On January 19, Debbie attended the Communication workshop. This was a great workshop and hopefully we can do this again and more can take part.

On January 19, Debbie and Jim married Amanda Benko and Mark Zelnick in the chapel at Pulaski Heights for a small family wedding. Mark is stationed in Afghanistan and Amanda is stationed in Germany. Mark was home on his mid break on his tour of duty.

On January 19, Debbie attended movie night where the movie STAR WARS. There was an interesting discussion about the “*force*” and the issues of **dark** and **light**. The next movie is “Chocolat” This is a great movie for the season of Lent. Come join us for this fun, fellowship, and maybe even a little “learning”. Besides--this is a great event in the life of the church—a free movie, free popcorn, free drinks, free discussion. There aren’t many places you can go these days and get all that “free stuff”, and this month there will be “free chocolate”.

On January, 20, Debbie met with a small group of the session to welcome two new members of the congregation and introduced them to the congregation on Sunday during worship. Bubba Benton and Sam Laser have been attending and joined on January 20, please be sure and introduce yourself several times.

On January 22, Debbie accompanied Melinda Hunt from Texas Presbyterian Foundation to the Stewardship Meeting where she explained some of the opportunities with TPF,

On January 23, Debbie conducted a memorial service for Thomas Goodwin at Reubel Funeral home. Tom is the son of Marcella Goodwin.

On January 23, Debbie, Melinda Hunt, Mary Ellen Guise, and Ralph Cotham met to discuss the possibility of moving the Cotham Trust to TPF as an endowment. That is being done. This is great news.

On January 25, Debbie conducted a memorial service for Jess Wilson at Westover Hills Presbyterian Church.

On January 27, the congregation heard the annual report, received the budget as information and elected two at-large members to the nominating committee. This is all very good news. Thank you to everyone who helped get the information together to make this a great report this year. Thank you to the stewardship committee for putting together a budget and the congregation to responding.

On January 27, Debbie attended the new member gathering where we received another new member, Dot McWeeny. Dot’s husband, Bill McWeeny is a Presbyterian minister, he is a member of Arkansas Presbytery. Be sure and welcome both of them.

On January 28 Debbie sent in chapter 5 of her dissertation! And there was much rejoicing! That great shout you heard was a shout of joy. Now she is waiting to get chapters 2-5 returned to edit and send those back, and put the whole dissertation together. There is still a lot of work to be done, but it is on the right track

On January 30 Debbie met and prayed with Pat and Tom Nordengren before Pat’s surgery.

On January 31 Debbie attended the preschool board meeting.

Debbie is still the appointed moderator of the session of Pulaski Heights Presbyterian Church. Debbie was appointed moderator of the Pulaski Heights Session until they secure pastoral leadership. At the meeting on December 16 they voted to call a temporary pastor for six months. He will serve as the moderator beginning in February when Presbytery votes to receive him into the Presbytery. But as moderator I can appoint

someone to serve and so I have asked the session to allow the temporary pastor to moderate the session and congregational meetings in January.

### **January**

- Every Sunday Debbie teaches the lectionary Sunday school class based on the scripture for the

next Sunday's sermon.

- Every Monday the program staff meets together followed by the entire staff meeting.

- Every Tuesday I participate in a lectionary study group

- Every Wednesday Evening there is a Wednesday Evening worship

- Every third Tuesday Cluster IX Church Professionals meet for discussion and brown-bag at

Grace Presbyterian Church.

- Every third Wednesday is Presbytery Church Professionals day at Stewpot. Westover always

has a good showing with Dick Frothingham, Don Campbell, Heather, Debbie often going. Occasionally we take someone with us.

Debbie is writing and sending in chapters for her dissertation as she completes the work on the final phase of her doctoral work. She is still hoping to graduate in May.

Numerous other pastoral contacts have been made in person (home and hospital) and by phone and email. Several counseling appointments have been conducted as well. Each Sunday or Monday contacts are made with visitors.

Those who are interested in current news about the Presbyterian Church (USA) can go to the following web site for information and a news feed:

<http://www.pcusa.org/pcnews/lists.htm>

Debbie continues to organize and make some subtle changes. Things are coming into place. Please help out when you are asked. In order for our congregation to grow and be who God wants us to be it is going to take all of us working together and being positive about God's plans for our future, it is also going to take us listening for God's voice, God's will, and to discern where God is leading us.

As those who have been elected to lead this congregation we have the opportunity to challenge one another to participate actively in the community, but also to pray for one another, for those in need, for our friends, our family, our enemies, the world, this congregation. As leaders we can step out in faith for this congregation by reading and studying God's word daily and challenging others to do so as well. We have the privilege to visit, to sit with, to listen to the people God leads us to, to be open to where God is calling us; and to live the gospel in word and deed.

Respectfully Submitted,

Debbie Freeman

Pastor