

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

AGENDA

1. Opening Prayer
2. **Invitation to Christ-pages 1-9 (please read and be prepared to discuss your thoughts on baptism. This study was approved at the October session meeting.)**
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
8. New Business: A. Election of 2 Elders for the Nomination Committee (The explanation of this is in the Book of Order G-14.0200 please read through this prior to the meeting. The Book of Order has changed this year.  
 B. Election of Clerk and Treasurer

Elders attending presbytery: dates: Fri-Sat, Feb 15-16, 2008—Lyon College, Batesville  
 Saturday, June 7, 2008—Grace, LR  
 Thurs-Fri, October 9-10, 2008--Harrison

9. 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, DECEMBER 9, 2007  
FELLOWSHIP HALL  
JOINT MEETING OF ELDERS AND DEACONS**

The Session of Westover Hills Presbyterian Church met Sunday, December 9, 2007, in a stated session meeting in the fellowship hall. Reverend Debbie Freeman moderated and opened with prayer at 12:20 p.m.

**ELDERS PRESENT:** Betsy Barnes, Paul Brown, John Davie, Doyle Hughes, Susan Miller, Nancy Passini, 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, and Megan Rubio

**ELDERS ABSENT:** Matthew Smith (excused) and Nancy Qualls

A quorum was present.

**ALSO PRESENT:** Reverend Jim Freeman, Reverend Debbie Freeman, Heather Kilpatrick (DCE), and Kay Stephens (Presbyterian Women). Deacons present were Dottie McLemore, Don Rogers, Winnie Robinson, Jack Evans, Sid McCollum, John McLeod, Mary Flo Klein, and Betty Farmer. Elders-elect Wilma Lewis, David Stricklin, Deanine Rogers, Roy Nash, and Bob Quinn. Deacons-elect Kay Miers, Laura Wehner, Sally Browder, and Peter Moschel and Ethel Ann Foster.

The minutes of the stated session meeting of November 11, 2007, were approved as written.

The minutes of the Congregational Meeting of November 25, 2007, were approved as written.

Privilege of the floor granted to Deacons and Elder and Deacon-elect.

Elders and Deacons-elect were introduced and were examined by the Reverend Jim Freeman. Motion was made to ordain/install Elders and Deacons in worship on Sunday, January 13, 2008. Motion approved.

Dottie McLemore and Don Rogers presented the 2007 Annual Report of the Board of Deacons. Motion was made to receive this report with thanks for all their hard work. Motion approved.

**CONSENT AGENDA:**

**Presbyterian Women**

1. Request approval to take inventory in the kitchen on January 18<sup>th</sup> from 10:00 to 2:00.

**Christian Education**

1. Request approval to cancel the Youth Luncheon for December 16<sup>th</sup>, and instead do a childcare fundraiser on December 15<sup>th</sup> from 10 am. To 5 pm. The youth will provide childcare to members and friends of the church and preschool during the busy holiday season.

2. Request approval for the youth to host the Souper Bowl of Caring Luncheon on Feb. 3<sup>rd</sup>.
3. Request approval to use the church van for the Youth Mission Trip to the Gulf Coast from June 21<sup>st</sup> to June 28<sup>th</sup>.
4. Request approval for the DRAMA children to sing at Presbyterian Village on Feb. 12<sup>th</sup>.
5. Request approval to host a class called Parenting of Tweens on January 26<sup>th</sup>. The class will be taught by Rev. Rebecca Spooner.
6. Request approval for Heather Kilpatrick to take study leave from Jan. 7<sup>th</sup> - Jan 11<sup>th</sup> to take a class on Faith and Human Development in Irving, TX.

**Fellowship Committee:**

1. Request permission to schedule a reception for Jim Freeman on Sunday, December 16<sup>th</sup>, following worship.
2. Request permission to schedule a sip and chat on Sunday, January 20<sup>th</sup>, with Dawn Scarborough from the University of the Ozarks in attendance.
3. Request that the price for meals at future Westover Wednesdays be raised to \$7.00 with a minimum guarantee of \$75.00 going to Melanie Webre and Lucy Owen on the weeks they provide meals.

**Service Committee:**

1. Committee recommends the following dates to be place on 2008 master calendar: 2<sup>nd</sup> Sunday dates (each month); Alternative Christmas Market on November 2, 2008; IHN hosting dates on March 2-16, 2008 and July 6-20, 2008.
2. Committee recommends that it coordinate with CE committee the final lenten WOW project, assembling craft bags for Women and Children First.

**Stewardship Committee:**

1. Request approval to open an account with Smith Barney. This account would allow us to accept stock given to the church from members. The stock would be sold and the cash would be applied as the member instructed.

The consent agenda was approved after removal of #3 under Fellowship

**COMMITTEE REPORTS:**

**Fellowship - Charlotte Frith**

1. Discussion was held on the price of meals at future WOW's be raised to \$7.00 with a minimum guarantee of \$75.00 each going to Melanie Webre and Lucy Owen on the weeks they provided meals. Motion was made to refer this to the Personnel Committee for further study. It was approved.
2. Will ask other committees to help with fellowship activities for 2008. They are recommending that each group in the church (Circles, Mariners, Beacons, Committees, etc) be given the opportunity to provide refreshments and help with one event during the year.

Remainder of report received as information.

**Stewardship - Tammy Pflug**

Through November, we have collected 90% of pledge receipts. We will need to collect \$15,000 the four weeks in December to make our budget for the year.

It was moved to open an endowment account with Texas Presbyterian Foundation for missions with the money given by an anonymous donor and the money from Jack Wilson's memorials. Motion passed.

It was moved to create a Birthday Fund. Starting in January, people can contribute to this fund to honor someone's birthday or the birthday person could contribute a certain amount for their age. For 2008 the money collected would be given to Ferncliff for camp scholarships. Each year the Stewardship Committee would recommend to the Session how to distribute the money collected. Motion passed.

Motion was made to pay Jim Freeman the five days of salary for January in 2007 instead 2008. Motion approved.

Bob Spencer gave out the first version draft of the 2008 budget. Please get comments and questions to him.

Remainder of report received as information.

#### **Personnel - Doyle Hughes**

The job description for Child Care Coordinator was approved. Evaluations have been completed.

#### **Preschool - Paul Brown**

Motion was made to install a locking mechanism on the exterior door adjacent the nursery area that will reduce unauthorized access to the building during preschool hours and provide open access during Sunday services and other official church-sponsored events. Install a security camera at the front of the facility that can be monitored from the receptionist area in the Directors office. Motion was made to table and refer straight to property and maintenance to meet with preschool parents Tuesday in regard to a plan for this. Motion passed..

#### **Worship - Stuart Rubio**

Passed out the material for the spiritual discussions at the start of each session meeting beginning in January.

Passed around the list for communion preparers for 2008. Each Elder was asked to sign up three times during the year and also for Wednesday evening communion.

Remainder of report received as information.

#### **Nominating Committee - Nancy Passini**

The committee will place in nomination the names of Winnie Robinson to serve the one year term in the Class of 2008, and Ethel Ann Foster to serve the two year term in the Class of 2009. A congregational meeting will be called for December 23, 2007, for the purpose of electing the persons to serve in the respective Deacon Class positions. It was approved.

#### **OLD BUSINESS:**

Passed out committee report forms for session meetings.

Passed out a list of all important dates for Westover Hills Presbyterian church for 2008.

All Communion dates for 2008 were approved.

All Session Meetings and Committee Nights for 2008 were approved.

## **NEW BUSINESS:**

Motion was made that Committee Moderators be contacted when bills are being charged against the line items in their budget. Motion failed.

Personal privilege of the floor was given to Jim Freeman. He expressed his appreciation to all the Elders he had served with during his time at WOH.

A proposal was presented to expand the Personnel Committee and to change its operations.

1. Motion made that the Personnel Committee of Westover Hills Presbyterian church be expanded to seven members as follows: one elder from each session class, the clerk of session, and three at large members from the congregation, one of whom is the past moderator of the Personnel Committee. Approved.
2. Recommended that the members of the committee for 2008 be:
  - Mary Ellen Guise, Moderator (Class of 2008)
  - Marcey Berry (Class of 2009)
  - David Stricklin (Class of 2010)
  - The Clerk of Session as elected at the January meeting.
  - Doyle Hughes
  - Kathy Balkman
  - Max Snowden

It was approved.

The following items were discussed by Session, but referred to the Personnel Committee:

1. The personnel committee will have an adjunct support group set up to meet with each staff person quarterly. As part of this meeting the staff person would provide a written review to help in this quarterly "chat". The make up of each support group would be:

Sexton-

one person from personnel, one person from P & M, the pastor, one person from preschool board fellowship;

Administrator -

one person from personnel, one person fromm stewardship, the pastor, one person from communications;

Organist/Choir Director -

one person from personnel, one person from worship and music, the pastor, one person from the choir;

Christian Educator -

one person from personnel, one person from CE, the pastor, one person from youth;

Pastor--

one person from personnel, one person from W&M, one person from membership, one from the Board of Deacons, one from Stewardship;

The Pastor, Christian Educator, Organist/Choir Director, Administrator, and Preschool Director will submit written reports to the session monthly.

A further recommendation is that long-term volunteer positions or contract labor have “conversations” similar to the other staff so that there is a venue for their input and that they attend staff meetings as they are able.

Permission granted to put the Mission Challenge ‘07 brochure from PCUSA in the December 30<sup>th</sup> bulletin.

It was approved to ask Lucy Owen and Melanie Webre to prepare the session lunches during 2008 at a cost of \$7.00 each.

Thanks for their service was expressed to the outgoing Elders in the Class of 2007.

There being no further business, the meeting was adjourned with prayer at 2:40 p.m.

Respectfully submitted,

Angela Finney  
Clerk of Session

Consent Agenda  
Session Meeting January 13, 2008

Presbyterian Women

1. PW Birthday Luncheon - June 1, 2008

The 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 @Lyon College
3. Request approval to have a Kerygma study every day of Holy Week at 12pm.
4. Request approval to have a spring Kerygma study on Thur from Mar 27 – May 8.
5. Request approval to have Vacation Bible School on Jun 8 – Jun 12.
6. Request the use of the Fellowship Hall, kitchen, and all classrooms from 5:00 – 9:00pm on Jun 8 – Jun 12.
7. Calendar Items - from CE report
  - o Souper Bowl Lunch – Feb 3<sup>rd</sup>
  - o Westover Wednesdays – Feb 13<sup>th</sup> – Mar 12<sup>th</sup>
  - o Spring Kerygma – Mar 17-21 and every Thur from Mar 27<sup>th</sup> – May 8<sup>th</sup>
  - o Youth Mission Opportunities (during spring break) – Mar 25 – 27
  - o Recommend Graduate Recognition on May 4<sup>th</sup>
  - o Last Day of Sunday School – May 18<sup>th</sup>
  - o Recognize Sunday School teachers – May 18<sup>th</sup>
  - o DRAMA ends – May 20<sup>th</sup>
  - o No Sunday School – May 25<sup>th</sup>
  - o Summer Sunday School starts – Jun 1<sup>st</sup>
  - o Vacation Bible School – Jun 8<sup>th</sup> – 12<sup>th</sup>
  - o Youth Mission Trip – Jun 21<sup>st</sup> – 28<sup>th</sup>
  - o Junior High Youth Conference – Jun 5<sup>th</sup> – Jun 11<sup>th</sup>
  - o Back to School Service – August 10<sup>th</sup>
  - o DRAMA Starts – Sep 9<sup>th</sup>
  - o Youth Quake – Sep 26<sup>th</sup> – 28<sup>th</sup>
  - o CE Meetings: Jan 27<sup>th</sup>, Feb 24<sup>th</sup>, Mar 30<sup>th</sup>, May 4<sup>th</sup>, Jun 29<sup>th</sup>, Jul 27<sup>th</sup>, Sep 7<sup>th</sup>, TBD
  - o 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>, Sep 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 on May 4, 2008

Membership and Communication

1. 2008 Committee Membership  
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  
3<sup>rd</sup> Quarter – Sunday July 20  
4<sup>th</sup> Quarter – Saturday October 18  
New Member Recognition Sip ‘n Chat Sunday April 27

Stewardship Committee

Members of 2008 Stewardship Committee

Robert Spencer (Moderator) Mary Ellen Guise  
Tammy Pflug Don McDaniel  
Ron Kuerner Betty Spencer  
Renetta Cheatham (Admin Asst)

Rev. Don Campbell  
Sid Dabbs  
Dotty McLemore

Worship and Music Committee

1. The Worship & Music Committee 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.

**CONGREGATIONAL MEETING  
SUNDAY, DECEMBER 23, 2007  
SANCTUARY**

The congregation of Westover Hills Presbyterian Church met immediately following worship on Sunday, December 23, 2007, for the purpose of hearing the report of the officer nominating committee and to elect a deacon to an unexpired term in the Class of 2008 as well as a deacon to the Class of 2009.

Reverend Jim Freeman moderated and opened the meeting with prayer.

A quorum was present.

Nancy Passini, Moderator of the nominating committee presented the name of Winnie Robinson to fill the unexpired term in the Class of 2008, and Ethel Ann Foster to the Class of 2009.

There being no further nominations, it was moved by Nancy Evans and seconded that they be elected by acclamation. Motion passed.

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

Respectfully submitted,

Angela Finney  
Clerk of Session

**MODERATORS MEETING  
TUESDAY, JANUARY 8, 2008  
MID HIGH ROOM**

The Committee Moderators met on Tuesday, January 8, 2008, in the Mid High Room. Reverend Debbie Freeman moderated and opened the meeting with prayer at 6:30 p.m.

**ELDERS PRESENT:** Megan Rubio, Paul Brown, Betty Glenn, Ray Stephens, Charlotte Frith, Mary Ellen Guise, Roy Nash, Nancy Evans, Tammy Pflug, Wilma Lewis, and Angela Finney

**ALSO PRESENT:** Reverend Debbie Freeman and Kay Stephens (Presbyterian Women)

A quorum was present.

**Christian Education - Megan Rubio**

Would like to have a youth fundraiser lunch on March 2<sup>nd</sup>. This is for their mission trip to the Gulf Coast.

Will honor graduates on May 4<sup>th</sup>

Vacation Bible School will be held June 8-12.

Still working on service projects for Westover Wednesdays.

**Fellowship - Charlotte Frith**

Sip and Chat on January 20<sup>th</sup> after Worship

Working on getting different church groups to help with fellowship events.

**Membership & Communication - Ray Stephens**

New Member Gathering on January 27<sup>th</sup> at 2:30 p.m.

Planning a new member recognition event on April 27<sup>th</sup>

**Service - Roy Nash**

No report

**Stewardship - Bob Spencer**

Planning a 3 hour workshop on Stewardship on February 23<sup>rd</sup> embracing year round stewardship, long term financing, endowments, trusts, wills.

**Property & Maintenance - Nancy Evans**

No report

**Personnel - Mary Ellen Guise**

Discussing the catered dinners for WOW Lenten activities.

Working on filling the position of Child Care Coordinator

**Preschool - Betty Glenn**

Week of January 14<sup>th</sup> - registration open to church members.

Week of January 21<sup>st</sup> - registration for families currently enrolled

Week of January 28<sup>th</sup> - open registration.

Planning their Chili Supper and Silent Auction on February 22<sup>nd</sup>.

**Worship & Music**

Recommends that the 2007 Christmas Eve offering go to Women & Children First

**Presbyterian Women - Kay Stephens**

January 13<sup>th</sup> - From 2 to 2:30, PW will work on crafts for Women & Children First in the resource room

January 18<sup>th</sup> - Kitchen inventory and clean up

Change the date of the PW Birthday Luncheon from May 18<sup>th</sup> to June 1<sup>st</sup>.

Presbyterian Village Tea on January 28<sup>th</sup>, 2:30 to 4:00p.m.

**Mission - Wilma Lewis**

Will meet in regard to the mission trip to Mexico on January 25<sup>th</sup> at 7:00 p.m.

Mission trip - April 5th-12th.

**Pastor - Debbie Freeman**

Encouraged each moderator to look at the mission statement and goals and the strategic planning forms.

The Worship Teams will be helping with Leadership on Wednesday Evenings.

There being no further business, the floor was open to full committee membership at 7:00 p.m.

Respectfully submitted,

Angela Finney  
Clerk of Session

**Committee Report for Session Meeting  
Westover Hills Presbyterian Church**

**Committee:** Presbyterian Women

**Date of Meeting:** 1/7/2008

**Consent Agenda Items:**

Need for Docket Times in Session Meeting: **NO**

**Calendar Items:**

1. January 18 from 10:00 am to 2:00 pm need the kitchen for an inventory and clean up day.
2. Presbyterian Women Birthday Luncheon will be on June 1st. This will be after Sunday worship service.
3. PW WHPC will be the host at the Presbyterian Village Tea on January 28<sup>th</sup> from 2:30 to 4:00 at PV

**Attendees:** Jean Dabbs, Charlotte Frith, Vivianna McAtee, Kay Stephens, Lucy Owens, Melanie Webre, Martha Branch, Donna Callaway, Susan Miller, Carolyn Nash, Virginia Scott, Betty Glenn, Allison Nicholson

**Moderator's Report**

**Kay Stephens**

January 28, 2008 at 2:30 will be the Presbytery Tea at Presbyterian Village. Need to determine which Circles will bring what food. Sarah Circle Sweets; Ruth – Non Sweets; Mary – Both Sweets and Non Sweets

On one of the Wednesday night during Lent, PW has been ask to come up with a service project which could be worked on after chapel. I thought this would be a good time to get others involved in the Women and Children First craft projects for the children on Thursday nights. Would like to do this on February 20<sup>th</sup> and Carolyn will check with UAMS about Flannel which could be cut as a Wednesday night project for baby blankets. There is a need for the blankets to be stitch together.

January 13<sup>th</sup> at 2:00 to 3:30 will be working on projects (crafts for Women and Children First) in the resource room. Installation of Board members will be on January 13<sup>th</sup> Sunday morning.

Cell phones will be given to the Fire Department so that calling cards will be furnished to the troops. Comforters will be taken on Monday, January 8, 2008 to the Lewis House by Virginia Scott – Lucy and Melanie will go with her. We will be collecting Snacks for UAMS ACRC during the month of February. During the October lectures the circle will furnish cookies and help the Fellowship committee with the receptions.

Will be collecting baby caps, blankets, booties and socks now through April for the UAMS preemies.

Volunteers are needed to help Carolyn, Betty, Charlotte, and Mary Lois down at W& C First on Thursday from 6:00 to 7:00  
Volunteers are needed to help on Tuesday afternoon with the Drama program

Thank you for everyone's help with the reception for Jim

**New Business**

Dates for Church Women United: January 28, 2008 9:30 to 11:00 at Pulaski Heights Presbyterian Church, 4401 Woodlawn, LR; March 7, 2008 – church to be announced.; May 2, 2008 – church to be announced.;

**Officers for 2008**

**Moderator** Kay Stephens

**Co-Moderator** Melanie Webre

**Secretary** Jean Dabbs

**Treasurer** Donna Callaway

**Community Action** Carolyn Nash & Martha Branch

**Personal Faith** Susan Miller

**Leadership Resources** Allison Nicholson

**Historian** Charlotte Frith

**Care and Concern** Vivianna McAtee

**Ecumenical Mission** Betty Glenn

**Kitchen** Lucy Owens, Melanie Webre, Jena Davie, Dotty Mclemore, Betty Glenn, Dotty McLemore, Virginia Scott

**Circle Leaders for 2008**

**Sarah/Esther Circle** Vivianna McAtee & Donna Callaway

**Ruth Circle** Allison Nicholson

**Mary Circle** Lucy Owens

## Committee Report for Session Meeting Westover Hills Presbyterian Church

Committee: Christian Education

Date of Meeting: January 6, 2008

Consent Agenda Items: Yes

Need for Docket Time in Session Meeting: No

Actions Items for Discussion during Session Meeting: None

Information:

### **Sunday School Classes**

- Sunday School classes are going well and will continue without change. We estimate that we have about 20 people in the Dick Hardie class, 5-15 people in the Lectionary class, and about 8-10 in the Thoughtful Christian class. Attendance in the children's Sunday School classes is lower than we would like. There are several families with young children that we will continue to encourage to join us.
- We are asking our committee members to extend personal invitations to other church members to visit their Sunday School class. We hope to encourage participation by sharing our enthusiasm and stories of personal growth.

### **DRAMA**

- Three new children will start in January, bringing our total to 24.
- Betty Glenn is trying to recruit some new volunteers to help with DRAMA.

### **Youth Group**

- Request permission for a Fundraising Luncheon on March 2<sup>nd</sup>
- Lindsay Freeman and Elizabeth Ellis will serve as Youth Advisory Delegates to the Presbytery Meeting in February.

### **Spring Kerygma Class**

- The Kerygma group will meet at noon every day during Holy Week for a special Holy Week study.
- They will follow that study with their spring session starting on March 27<sup>th</sup> and continuing through May 8<sup>th</sup>.

### **Westover Wednesdays**

- We discussed the Westover Wednesday service projects and loosely decided on dates for three of the projects. In each case, we will be asking a representative from the organization (or from our church) to give a brief overview of the work they do and how Westover Hills members can get involved.
  - Feb 20<sup>th</sup> – Women and Children First. PW and Service Committee will co-sponsor a project to have the congregation put together craft kits for the children. They will provide all the supplies and information.
  - Feb 27<sup>th</sup> – Presbyterian Disaster Assistance through Ferncliff. David Gill will provide some PDA work for us to do. It may involve sorting, taking inventory, and removing the packaging from supplies to be put in help kits. David Stricklin will coordinate this project.
  - March 5<sup>th</sup> – UAMS Layette Kits. We are working on a project to cut flannel for LAYETTES and possibly package the kits for final distribution.
- We are trying to set up a project with Rice Depot, but they may not be able to accommodate our need to do the work on our premises. We are still pursuing the possibility, but this idea may fall through.
- We are continuing to pursue other possibilities, including Foodbank Network, the Mexico mission trip, the Homeless Coalition, and Head Start. If anyone knows of another organization that we should contact, please let me know.

Director of Christian Education  
December 2007 Report to January Session

December 3 – Met with Jim and Debbie and the staff; attended final session of the current Kerygma class under the leadership of Jim Freeman; finalized publicity for Youth Council regarding upcoming events and programs

Dec 8 – provided dinner meal and evening activities for IHN with the youth group.

Dec 9 - Taught mid-high Sunday school class on the catechism; attended session meeting; led joint youth meeting making Christmas ornaments for Vera Lloyd

Dec 10 – 15 met with Debbie and Jim and staff; attended circle at the home of Betty Glenn; Led DRAMA field trip to sing at the Capitol; organized youth child care fundraiser; led Movie Night showing of The Nativity Story; Set carpet and tables in fellowship hall for reception

Dec 16 - taught mid-high Sunday school class on the catechism; attended reception for Jim Freeman;

Dec 17 - 22– met with Joan Erikson regarding budgeting for Arkansas Presbytery Youth Council; set-up and controlled sound system for the preschool Christmas Program; led the final DRAMA for 2007; met with Debbie Freeman to discuss calendar issues for the spring, the upcoming Kerygma class, and the Lenten Wednesday Mission opportunities.

Dec 23 – led special fellowship time of carols and stories (Fellowship committee did a wonderful job on the refreshments); led youth Christmas party; set out Labyrinth

Dec 24 – prepared luminaries for Christmas Eve Service with the youth group; attended and participated in Christmas Eve Service; assisted in child care for the Christmas Eve Service

Dec 26 – helped to prepare for Wednesday evening worship

Dec 30 – began final week of vacation for 2007

My report for the month of December is much different than that for November. I spent a large portion of time this month studying for the class that I will be attending the week of January 7-11. This class, Faith and Human Development, is offered through the Synod as a part of the certification process. I consider myself very lucky to work in a synod that provides for educational opportunities for the certification process for Christian Educators. And I feel blessed to work for a church that supports this process. The class work will take place in Irving, TX for five days. At the end of the week I will present a project proposal to the professor and the class for their input. Upon returning to Little Rock I will begin working on the project. I hope to present my preliminary project proposal to the session at the January meeting for your information. Projects related to these classes typically last anywhere from two to six months. The next class I will take in the certification process will be offered in August at Austin Seminary and will be on the topic of Presbyterian Polity.

Thankfully submitted by  
Heather Kilpatrick, Director of Christian Education

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Fellowship

Date of Meeting: January 6, 2008

Consent Agenda Items:

- 1) Request consent to schedule the Graduate Recognition Reception on May 4, 2008

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

Calendar Items:

- 1) Sip & Chat following worship on January 20
- 2) Annual Easter Egg Hunt following worship on March 23

Actions Items for Discussion during Session Meeting:

WOW meals – deferred to Personnel Committee

Information:

The Fellowship Committee discussed the Calendar of Events for the 2008 year. Due to the increased number of events that Fellowship has been asked to provide food/setup/cleanup for, it was decided that the Fellowship Committee will coordinate the events, be in charge for major events ( Fish Fry, Ferncliff Picnic, Family Fall Fest, etc.) but will ask for assistance from other committees and groups in the church for smaller events such as sip and chats, etc. A list of events and requested committee help will be distributed at the Session meeting.

Fellowship Committee has also asked to be in charge of making popcorn, lemonade, etc for the monthly movie nights and we discussed providing this help.

The Fish Fry was discussed, both pro and con. The committee decided to combine the Fish Fry with a church-wide talent show this year.

Contact will be made with Ferncliff this month to determine a date for the picnic in September

Charlotte Frith

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Membership & Communications  
January 8, 2008

**Consent Agenda Items: Yes**

**Need for Docket Time in Session Meeting: No**

**Calendar Items: Yes**

**Action Items for Discussion during Session Meeting: None**

**Information:**

Sanctuary Refresh responsibilities for Odd Months 2008 – January - William/Dotty; March – Eileen; May – Libby; July – Dotty; September – Sid; November – Susan.

Visitor Tickets were kept in the pew racks during Advent. No activity resulted. These are being pulled from the racks and will no longer be used. Committee revisited the need for 2<sup>nd</sup> time visitor identification and handout material. Several items were noted for potential use – CE summary of opportunities, PW summary' mission opportunities. Future discussion will flesh out this project.

Plans made for New Member Gathering 1/27 - five or more potential visitors. Eileen will represent M&CC and Dotty will represent the Diaconate. Three individuals will join within the next three weeks. Potential sponsors for new members suggested. Goody Bag preparation and contents determined – Ray and Dotty will collaborate on gathering the contents and Susan will assemble the bags. Dates set for 2008 (see above).

New Member Recognition Event planned for April 27. Same Sip 'n Chat format will be used this time.

Web Page Development – William is working with Roy to develop web resource page for the Westover Hills Youth. He will produce something similar for M&CC to share information about what it means to be a member at WHPC. William will demonstrate the link as soon as he has a product.

Susan will talk with Mary Flo and Megan about additional opportunities to connect with our deployed troops and will bring suggestions back to M&CC.

WHPC literature updates discussed. No completion date as yet. Next hurdle is finding electronic file of 'Serving God in the Heights' brochure. Eileen is working with Heather on this. Other literature being scheduled for review and update.

Libby presented a list of know visitors over the past month and group discussed making calls to individuals. Libby and Eileen will continue to make telephone contact within 24 hours. Debbie shared several prospects for church membership.

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Service

Date of Meeting: January 8, 2008

Consent Agenda Items:

Need for Docket Time in Session Meeting: No

Calendar Items:

Actions Items for Discussion during Session Meeting:

Information: We were asked to sponsor a hands-on mission project during Lent. WE have been in contact with personnel at UAMS who need assistance in cutting flannel used for sewing blankets for newborn babies. We plan to discuss talk with Heather regarding the date for this project.

Another idea for a hands-on project during Lent is to do something for deployed troops. We want to discuss this idea with Heather. If we don't come up with something immediately, we still plan to do something for our deployed personnel as soon as possible.

The service committee has discussed coordinating with the mission committee to select a project for promoting justice in the world.

We plan to continue with 2<sup>nd</sup> Sunday collections.

We plan to hold the alternative Christmas market this year. The date is on the calendar.



Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: **Stewardship**

Date of Meeting: January 13, 2008

Consent Agenda Items: Yes

Need for Docket time in Session Meeting: Yes  No

Minute for Mission Statement (2) 3 Minutes

Pledge Update 2 Minutes

Provide monthly update of financial status 5 Minutes

Final 2007

2008 digital Reports to Session

Calendar Items:

See below motion

Actions for Discussion during Session Meeting:

Motion 1 ~ Presentation of 2008 Budget

Motion 2 ~ Recommendation for three-hour workshop on Stewardship, Feb 23

Subjects: Embracing year round Stewardship, Long Term Financing,  
Endowments, trusts, wills

Motion 3 ~ Recommend Tammy Pflug as the Treasurer for 2008

Enclosure:

Jan 08 Moderator Notes

Stewardship Committee Moderator Report for January 2008

1. The committee met on Thursday, January 3, 2008
2. Rev. Don Campbell led the committee in the Biblical/Theological minutes
3. The Administrative Assistant provided the monthly reports and special requirements to the committee.
  - a. Revenues exceeded the expenses for all of 2007. This was the first time in several years that revenues were greater than expenses.
  - b. An updated report was provided on 2008 pledges
4. A comprehensive review of the 2008 Annual budget underwent the scrutiny of the committee. The budget is being presented to the Session on January 13, 2008 for review, discussion and other appropriate action.
5. The ongoing effort to maximize pledges was discussed. An action plan for the committee to contact selected church members is in progress.
6. A decision to change the Committee meetings to Tuesday nights met with approval
7. Discussion to invite a Membership representative to Stewardship Committee is an action item for the January 21 meeting. The purpose is to develop a working relationship with them as we seek to grow the church.
8. Motions for the Session
  - a. Presentation of the 2008 Budget
  - b. Recommendation for a three-hour workshop on Stewardship on Feb 23.  
Recommend Tammy Pflug remain as the Treasurer for 2008
9. The meeting ended with prayer

In attendance

Robert Spencer

Mary Ellen Guise

Rev. Don Campbell

Tammy Pflug

Don McDaniel

Sid Dabbs

Dotty McLemore

Betty Spencer

Rev. Debbie Freeman

Renetta Cheathem

Robert A. Spencer

Moderator, Stewardship Committee

**Westover Hills Presbyterian Church**  
**Balance Sheet - 2007 E**  
**Year-to-date, Through December 2007**

**Accounts**

**Assets**

Assets	
Checking account at BOZ	
10000 - BOZ #1 Operating	(\$8,275.85)
10010 - BOZ #2 Operating Reserve Acct	\$42,876.86
10020 - BOZ #3 Operating Designated Funds	<u>\$31,201.40</u>
Operating Total	\$65,802.41

10900 - Construction Account	\$156,159.17
10030 - BOZ #4 Capital #1	\$13,672.29
10035 - BOZ #5 Capital #2	<u>\$6,802.53</u>
Construction Total	\$176,633.99

**Liabilities**

Liabilities	
40000 - Construction Loan Payable	\$2,386,335.29

Westover Hills Presbyterian Church

Summary of Restricted Accts - MTD --- 2007e

Month-to-date, Through December 2007

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

Accounts	Beginning Balance	Restricted Revenues	Restricted Expenses	Ending Balance
<b>Temporary Restricted</b>				
10202 - Capital Campaign Grounds	\$141.03	\$1,500.00	\$0.00	\$1,641.03
90000 - Memorial Fund	\$6,547.15	\$263.00	\$0.00	\$6,810.15
90003 - Gifts/Misc	\$181.06	\$0.00	\$0.00	\$181.06
90004 - Flowers	\$170.00	\$635.00	\$75.00	\$730.00
90005 - Chiapas Mexico Mission Trip 2007	\$5,369.71	\$232.50	\$100.00	\$5,502.21
90006 - InterFaith Hospitality Network	(\$4.07)	\$165.00	\$0.00	\$160.93
90007 - Pre-School Scholarships	\$1,698.45	\$0.00	\$332.00	\$1,366.45
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	\$664.65	\$4,277.08	\$4,713.05	\$228.68
90011 - D & J Freeman Master Card	(\$19.14)	\$0.00	\$0.00	(\$19.14)
90012 - Lewis House	\$600.25	\$0.00	\$0.00	\$600.25
90013 - Mariners Project W/D	(\$42.57)	\$0.00	\$0.00	(\$42.57)
90014 - Chiapas Prison Ministry	\$232.50	\$711.00	\$232.50	\$711.00
90016 - MX Mission Endowment	\$6,091.00	\$25.00	\$0.00	\$6,116.00
90017 - Keepsake Bricks	\$105.00	\$0.00	\$0.00	\$105.00
90018 - Whitmore Scholarship	\$890.50	\$0.00	\$0.00	\$890.50
90025 - Thank Offering	\$0.00	\$50.00	\$40.00	\$10.00
90026 - Deacons Helping Hands-PDF	\$0.00	\$38.95	\$0.00	\$38.95
90030 - Christmas Eve Offering	\$0.00	\$1,079.10	\$0.00	\$1,079.10
90035 - Ellis Footsteps in Faith	\$446.00	\$638.00	\$0.00	\$1,084.00
90040 - Organ Fund	\$358.00	\$1,000.00	\$0.00	\$1,358.00
90045 - Joy Gift	\$0.00	\$294.15	\$294.15	\$0.00
90060 - Drama Group	\$286.56	\$0.00	\$142.67	\$143.89
90075 - Prayer Knot Study Books	\$38.95	\$0.00	\$38.95	\$0.00
90095 - Presbytery of Arkansas Meeting	\$122.04	\$0.00	\$0.00	\$122.04
90096 - Ellis Family Chiapas	\$0.00	\$1,225.00	\$0.00	\$1,225.00
90400 - Susie Wiggins' Seminary Fund	\$0.00	\$1,400.00	\$300.00	\$1,100.00
<b>Total Temporary Restricted</b>	<b>\$23,935.94</b>	<b>\$13,533.78</b>	<b>\$6,268.32</b>	<b>\$31,201.40</b>

**Westover Hills Presbyterian Church**  
**Oper/Acct Analysis of Revs & Exps --Detail Landscaped E**  
**Month-to-date, Through December 2007**

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>Revenues</b>					
<b>Tithes and Offerings</b>					
60100 - Loose Plate	\$5,000.00	\$7,347.62	(\$2,347.62)	146.95%	\$586.52
60200 - Pledge Receipts	\$316,482.00	\$315,877.54	\$604.46	99.81%	\$28,664.04
60250 - Non-Pledge Receipts	<u>\$10,000.00</u>	<u>\$19,808.00</u>	<u>(\$9,808.00)</u>	<u>198.08%</u>	<u>\$6,980.00</u>
<b>Total Tithes and Offerings</b>	<b>\$331,482.00</b>	<b>\$343,033.16</b>	<b>(\$11,551.16)</b>	<b>103.48%</b>	<b>\$36,230.56</b>
<b>Other Income</b>					
60300 - Building Deposits & Use Fee	\$10,000.00	\$11,092.10	(\$1,092.10)	110.92%	\$271.68
60400 - Interest Income	\$3,000.00	\$311.96	\$2,688.04	10.40%	\$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	\$5,666.62	\$2,559.38	68.89%	\$0.00
60700 - Joy Gift	\$250.00	\$0.00	\$250.00	0.00%	\$0.00
60800 - SS Earned Interest Income	\$0.00	\$23.21	(\$23.21)	0.00%	\$0.00
60900 - ML Mem. Earned Interest Income	<u>\$0.00</u>	<u>\$20.95</u>	<u>(\$20.95)</u>	<u>0.00%</u>	<u>\$0.00</u>
<b>Total Other Income</b>	<b><u>\$22,476.00</u></b>	<b><u>\$17,114.84</u></b>	<b><u>\$5,361.16</u></b>	<b><u>76.15%</u></b>	<b><u>\$271.68</u></b>
<b>Total Revenues</b>	<b><u>\$353,958.00</u></b>	<b><u>\$360,148.00</u></b>	<b><u>(\$6,190.00)</u></b>	<b><u>101.75%</u></b>	<b><u>\$36,502.24</u></b>
<b>Expenses</b>					
<b>Child Care</b>					
71100 - Child Care	<u>\$5,000.00</u>	<u>\$4,419.00</u>	<u>\$581.00</u>	<u>88.38%</u>	<u>\$267.50</u>
<b>Total Child Care</b>	<b><u>\$5,000.00</u></b>	<b><u>\$4,419.00</u></b>	<b><u>\$581.00</u></b>	<b><u>88.38%</u></b>	<b><u>\$267.50</u></b>
<b>Session/Presbytery Costs</b>					
72100 - Session/Presbytery Costs	<u>\$500.00</u>	<u>\$303.09</u>	<u>\$196.91</u>	<u>60.62%</u>	<u>\$0.00</u>

<b>Total Session/Presbytery Costs</b>	\$500.00	\$303.09	\$196.91	60.62%	\$0.00
<b>Christian Education</b>					
73100 - Curriculum Literature	\$1,900.00	\$756.07	\$1,143.93	39.79%	\$0.00
73110 - Drama	\$700.00	\$563.29	\$136.71	80.47%	\$32.21
73200 - Sunday School Expense	\$225.00	\$257.18	(\$32.18)	114.30%	\$0.00
73300 - Youth Group	\$700.00	\$1,311.48	(\$611.48)	187.35%	\$82.72
73400 - Supplies	\$350.00	\$361.05	(\$11.05)	103.16%	\$21.47
73401 - Special Activities	\$100.00	\$82.51	\$17.49	82.51%	\$0.00
73402 - Camps, Conf., LDR Training	\$900.00	\$1,217.50	(\$317.50)	135.28%	\$0.00
73403 - Book Study Group/Library	\$100.00	\$37.29	\$62.71	37.29%	\$0.00
73404 - Childrens' Worship Folders	\$100.00	\$87.60	\$12.40	87.60%	\$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	\$38.51	\$61.49	38.51%	\$0.00
73409 - Vacation Bible School	\$500.00	\$670.27	(\$170.27)	134.05%	\$0.00
<b>Total Christian Education</b>	<u>\$6,025.00</u>	<u>\$5,382.75</u>	<u>\$642.25</u>	<u>89.34%</u>	<u>\$136.40</u>
<b>Fellowship</b>					
74100 - Kitchen Supplies/Coffee	\$550.00	\$550.08	(\$0.08)	100.01%	\$0.00
74200 - Special Projects	\$350.00	\$350.00	\$0.00	100.00%	\$0.00
74300 - Misc.-Fellowship	\$50.00	\$100.00	(\$50.00)	200.00%	\$0.00
74400 - Westover Wednesdays	<u>\$1,300.00</u>	<u>\$807.41</u>	<u>\$492.59</u>	<u>62.11%</u>	<u>\$0.00</u>
<b>Total Fellowship</b>	\$2,250.00	\$1,807.49	\$442.51	80.33%	\$0.00
<b>Worship &amp; Music</b>					
84100 - Organ/Piano Maintenance	\$1,200.00	\$455.00	\$745.00	37.92%	\$0.00
84200 - Music Library	\$150.00	\$225.35	(\$75.35)	150.23%	\$0.00
84300 - Paid Choir/Musicians	\$2,400.00	\$2,799.67	(\$399.67)	116.65%	\$250.00
84401 - Musician Substitutes	\$75.00	\$0.00	\$75.00	0.00%	\$0.00
84500 - Special Projects - W & M	\$200.00	\$212.48	(\$12.48)	106.24%	\$0.00
84700 - Communion	<u>\$100.00</u>	<u>\$34.60</u>	<u>\$65.40</u>	<u>34.60%</u>	<u>\$0.00</u>
<b>Total Worship &amp; Music</b>	\$4,125.00	\$3,727.10	\$397.90	90.35%	\$250.00
<b>Finance &amp; Administration</b>					

75100 - Office Supplies	\$5,700.00	\$3,139.38	\$2,560.62	55.08%	\$469.41
75200 - Postage	\$2,000.00	\$2,531.25	(\$531.25)	126.56%	\$257.00
75300 - Copier Expense	\$9,300.00	\$10,239.40	(\$939.40)	110.10%	\$573.00
75600 - Misc. - F & A	<u>\$3,000.00</u>	<u>\$2,689.34</u>	<u>\$310.66</u>	<u>89.64%</u>	<u>\$758.98</u>
<b>Total Finance &amp; Administration</b>	\$20,000.00	\$18,599.37	\$1,400.63	93.00%	\$2,058.39
<b>Staff Expense</b>					
<b>Pastor-Jim</b>					
76100 - Salary/Allowance - Jim	\$36,836.00	\$37,544.06	(\$708.06)	101.92%	\$3,778.02
76103 - Auto Allowance - Jim	\$1,500.00	\$1,500.00	\$0.00	100.00%	(\$1,415.83)
76104 - Dental - Jim	\$608.00	\$608.52	(\$0.52)	100.09%	\$50.71
76200 - Pension/Insurance-Jim	\$11,920.00	\$10,835.28	\$1,084.72	90.90%	\$902.94
76300 - FICA - Jim	\$2,840.00	\$2,840.00	\$0.00	100.00%	\$0.00
76500 - Professional - Jim	<u>\$3,000.00</u>	<u>\$3,070.14</u>	<u>(\$70.14)</u>	<u>102.34%</u>	<u>\$0.00</u>
<b>Total Pastor-Jim</b>	\$56,704.00	\$56,398.00	\$306.00	99.46%	\$3,315.84
<b>Pastor-Debbie</b>					
76101 - Salary/Allowance - Debbie	\$36,836.00	\$36,835.68	\$0.32	100.00%	\$3,069.64
76105 - Auto Allowance - Debbie	\$1,500.00	\$1,500.00	\$0.00	100.00%	\$1,415.83
76201 - Pension/Insurance - Debbie	\$11,920.00	\$10,835.28	\$1,084.72	90.90%	\$902.94
76202 - Dental - Debbie	\$608.00	\$608.52	(\$0.52)	100.09%	\$50.71
76301 - FICA-Debbie	\$2,840.00	\$2,840.00	\$0.00	100.00%	\$1,420.00
76501 - Professional - Debbie	<u>\$3,000.00</u>	<u>\$2,895.32</u>	<u>\$104.68</u>	<u>96.51%</u>	<u>\$283.01</u>
<b>Total Pastor-Debbie</b>	\$56,704.00	\$55,514.80	\$1,189.20	97.90%	\$7,142.13
<b>Church Staff</b>					
<b>DCE</b>					
76900 - DCE's salary	\$27,500.00	\$27,500.64	(\$0.64)	100.00%	\$2,291.72
76901 - DCE's FICA/Medicare	\$2,104.00	\$2,103.84	\$0.16	99.99%	\$175.32
77301 - DCE's auto allowance	\$200.00	\$161.69	\$38.31	80.85%	\$0.00
77302 - DCE book allowance	\$150.00	\$81.86	\$68.14	54.57%	\$0.00
77303 - DCE Cont. Ed.	<u>\$500.00</u>	<u>\$450.00</u>	<u>\$50.00</u>	<u>90.00%</u>	<u>\$0.00</u>
<b>Total DCE</b>	\$30,454.00	\$30,298.03	\$155.97	99.49%	\$2,467.04
<b>Director of Music</b>					

77200 - Director of Music's salary	\$20,777.00	\$20,676.24	\$100.76	99.52%	\$1,723.02
77202 - Director of Music FICA/Medicare	<u>\$1,589.00</u>	<u>\$1,581.60</u>	<u>\$7.40</u>	<u>99.53%</u>	<u>\$131.80</u>
<b>Total Director of Music</b>	\$22,366.00	\$22,257.84	\$108.16	99.52%	\$1,854.82
<b>Other Staff</b>					
76803 - Adm. Assistant's salary	\$26,000.00	\$25,999.92	\$0.08	100.00%	\$2,166.66
76805 - Adm. Assistant FICA/Medicare	\$1,989.00	\$2,116.32	(\$127.32)	106.40%	\$182.72
76807 - Adm. Assistants Auto Allowance	\$200.00	\$252.15	(\$52.15)	126.08%	\$21.34
76812 - Children's Choir Dir.	\$1,800.00	\$1,773.12	\$26.88	98.51%	\$221.64
76814 - Temporary Labor	\$300.00	\$450.00	(\$150.00)	150.00%	\$150.00
77500 - Sexton Salary	\$20,228.00	\$18,240.00	\$1,988.00	90.17%	\$1,520.00
77501 - Sexton FICA/Medicare	<u>\$1,547.00</u>	<u>\$1,395.36</u>	<u>\$151.64</u>	<u>90.20%</u>	<u>\$116.28</u>
<b>Total Other Staff</b>	<u>\$52,064.00</u>	<u>\$50,226.87</u>	<u>\$1,837.13</u>	<u>96.47%</u>	<u>\$4,378.64</u>
<b>Total Church Staff</b>	<u>\$104,884.00</u>	<u>\$102,782.74</u>	<u>\$2,101.26</u>	<u>98.00%</u>	<u>\$8,700.50</u>
<b>Total Staff Expense</b>	\$218,292.00	\$214,695.54	\$3,596.46	98.35%	\$19,158.47
<b>Membership</b>					
78100 - Membership Comm.	\$1,610.00	\$802.13	\$807.87	49.82%	\$0.00
78200 - Communication Com.	<u>\$1,140.00</u>	<u>\$106.42</u>	<u>\$1,033.58</u>	<u>9.34%</u>	<u>\$0.00</u>
<b>Total Membership</b>	<u>\$2,750.00</u>	<u>\$908.55</u>	<u>\$1,841.45</u>	<u>33.04%</u>	<u>\$0.00</u>
<b>Diaconate</b>					
86000 - Diaconate Care	<u>\$1,000.00</u>	<u>\$609.27</u>	<u>\$390.73</u>	<u>60.93%</u>	<u>\$188.15</u>
<b>Total Diaconate</b>	<u>\$1,000.00</u>	<u>\$609.27</u>	<u>\$390.73</u>	<u>60.93%</u>	<u>\$188.15</u>
<b>Property &amp; Maintenance</b>					
79200 - Building Repairs	\$300.00	\$0.00	\$300.00	0.00%	\$0.00
79300 - Heating/AC	\$200.00	\$97.40	\$102.60	48.70%	\$0.00
79400 - Plumbing	\$250.00	\$455.51	(\$205.51)	182.20%	\$0.00
79500 - Lights	\$400.00	\$628.89	(\$228.89)	157.22%	\$429.58
79600 - Painting	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
79700 - Pest Control	\$500.00	\$499.90	\$0.10	99.98%	\$80.63
79800 - Dumpster	\$2,200.00	\$2,257.30	(\$57.30)	102.60%	\$197.84
79900 - Janitorial Supplies	\$4,000.00	\$5,816.56	(\$1,816.56)	145.41%	\$409.32
80000 - Misc.-P & M	\$1,000.00	\$2,156.29	(\$1,156.29)	215.63%	\$14.06

80001 - Grounds	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
80002 - Van Expense	<u>\$300.00</u>	<u>\$1,531.84</u>	<u>(\$1,231.84)</u>	<u>510.61%</u>	<u>\$45.11</u>
<b>Total Property &amp; Maintenance</b>	\$10,250.00	\$13,443.69	(\$3,193.69)	131.16%	\$1,176.54
<b>Utilities</b>					
81100 - Gas	\$13,000.00	\$6,399.65	\$6,600.35	49.23%	\$408.49
81200 - Electricity	\$17,500.00	\$18,008.88	(\$508.88)	102.91%	\$977.48
81300 - Water	\$1,100.00	\$1,987.17	(\$887.17)	180.65%	\$0.00
81400 - Sprinklers	\$400.00	\$621.29	(\$221.29)	155.32%	\$0.00
81500 - Telephone	<u>\$6,500.00</u>	<u>\$8,797.70</u>	<u>(\$2,297.70)</u>	<u>135.35%</u>	<u>\$731.41</u>
<b>Total Utilities</b>	\$38,500.00	\$35,814.69	\$2,685.31	93.03%	\$2,117.38
<b>Insurance</b>					
81600 - Insurance	<u>\$9,700.00</u>	<u>\$10,861.50</u>	<u>(\$1,161.50)</u>	<u>111.97%</u>	<u>\$0.00</u>
<b>Total Insurance</b>	\$9,700.00	\$10,861.50	(\$1,161.50)	111.97%	\$0.00
<b>Service</b>					
82100 - Service Comm.	<u>\$1,200.00</u>	<u>\$1,200.00</u>	<u>\$0.00</u>	<u>100.00%</u>	<u>\$200.00</u>
<b>Total Service</b>	\$1,200.00	\$1,200.00	\$0.00	100.00%	\$200.00
<b>Benevolences</b>					
83100 - Presbytery/Synod/GA	\$25,100.00	\$25,100.00	\$0.00	100.00%	\$6,275.00
83200 - Presbyterian Village	\$1,200.00	\$1,200.00	\$0.00	100.00%	\$300.00
83400 - Stewpot	\$2,200.00	\$2,200.00	\$0.00	100.00%	\$550.00
83500 - Life Quest	\$1,200.00	\$1,200.00	\$0.00	100.00%	\$300.00
83604 - Pastors' Disc. Fund	\$840.00	\$936.46	(\$96.46)	111.48%	\$210.00
83606 - Theological Educ. Fund	\$500.00	\$500.00	\$0.00	100.00%	\$125.00
83608 - Joy Gift	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$0.00</u>	<u>100.00%</u>	<u>\$250.00</u>
<b>Total Benevolences</b>	\$31,290.00	\$31,386.46	(\$96.46)	100.31%	\$8,010.00
<b>Presbyterian Women</b>					
83600 - Presbyterian Women	<u>\$3,076.00</u>	<u>\$3,075.00</u>	<u>\$1.00</u>	<u>99.97%</u>	<u>\$768.75</u>
<b>Total Presbyterian Women</b>	<u>\$3,076.00</u>	<u>\$3,075.00</u>	<u>\$1.00</u>	<u>99.97%</u>	<u>\$768.75</u>
<b>Total Expenses</b>	<u>\$353,958.00</u>	<u>\$346,233.50</u>	<u>\$7,724.50</u>	<u>97.82%</u>	<u>\$34,331.58</u>

**Net Total**

\$0.00

\$13,914.50 (\$13,914.50)

0.00%

\$2,170.66

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Property & Maintenance  
Date of Meeting: Jan. 8, 2008

NO

Consent Agenda Items: none  
Need for Docket Time in Session Meeting:  
Calendar Items: None  
Actions Items for Discussion during Session Meeting -None

Information:

P&M is quite concerned with the coffee pots in the coffee bar and the kitchen being left on overnight. It is a cause for safety concern and health concerns as it is harmful to use the coffee pots after the coffee has burned in them. The coffee pots will have to be replaced. For use of our kitchen, a check-list will be provided with any contract which requires the kitchen area.

The security of our building and pre-school is being given special attention. We have received one estimate for a security system (cameras, key pads and other options), and seeking another. Upon completion of gathering information and options, we then plan to meet with Pre-School Board for discussion of our findings.

The Comm. Agreed 100% to seek a Maintenance agreement with Trane Air to cover the maintenance, parts, computer glitches, and labor for our 21 units at the cost of \$12,000/yr. This amount is already included in our proposed budget.

We are doing a study as to why the lights in the new parking lot are not giving as long life as expected. We are also going to contact Entergy and request more lighting at the South Street turn from Pine Valley.

Chapel renovation is still being pondered. Before money is spent, we need to make sure what use the room will provide. The discussion lead to the need of up-dating the office area so it will be presentable to visitors and the possibility of moving the library into Jim's old office as it has bookcases, thus saving some monies. The Session voted \$5000 for the area last year. This renovation will require more study and input.

We are working on up-dating the office computer.  
Tom Callaway reported from Bldg. Comm. that all punch items have been completed except the choir floor and re-building the area of the ramp that is sinking.

## Personnel Committee

The personnel committee met January 8, 2008. Those present were Debbie Freeman, Tammy Pflug, Angela Finney, David Stricklin, Max Snowden, Charlotte Frith, Doyle Hughes, Kathy Balkman, and Mary Ellen Guise, moderator. Marcey Berry was absent.

Personnel committee requests the following approvals from the session:

1. To create a voluntary position, disbursing treasurer. The job description is attached.
2. To approve a contract with Melanie Webre and Lucy Owen to provide meals on Wednesdays for 5 weeks beginning Feb. 13. Information attached.
3. To approve increase in salaries for staff positions. Information attached.

The church is in need of a child coordinator. Announcement will be in the mid-month Newsletter. Pay is \$10/hr. Please contact me if you know of someone that is interested.

Respectfully submitted,

Mary Ellen Guise, moderator

## Contract for Melanie Webre and Lucy Owen

Beginning Feb 13 for the season of Lent, we will be having dinner on Wednesdays for a period of 5 weeks. We will contract with Melanie and Lucy to pay them \$75 each for the preparation and cleanup on each of these Wednesdays. Total \$750.

This should be pretty much break-even with the cost of food, and paying them. We will charge adults \$7.00 for each meal with children the ages of 3-10 \$3.00. Family of 3 or more \$18.00.

Renetta will keep up the accounting. If there is not enough money to cover the cost and their fee, the money will offset from the fellowship committee budget. If there is any overage, this will be credited to the fellowship committee funds. We will evaluate this project at the end of the 5 week period to see if we want to continue with the contract for other Wed evening meals. It will depend on how many are participating and the costs involved.

The meals will consist of entre, salad, dessert, rolls. This will not be a soup meal.

This will need to be promoted and people encouraged to attend.

## Salaries and Proposed Salary Increases

	Existing Salary	Proposed Salary
Heather Kilpatrick DCE		
Salary	27,500	31,000
FICA/medicare	2,104	2,372
Auto allowance	200	200
Book allowance	150	200
Continuing Ed.	500	750
Total	30,454	34,522
Renetta Administrative Assistant		
Salary	26,000	27,300
FICA/medicare	1,989	2,088
Auto allowance	200	200
Total	28,189	29,588
Ulysses Sexton		
Salary	20,288	21,239
FICA/Medicare	1,547	1,625
Total	21,835	22,864
David Austin Music Director		
Salary	20,777	22,231
FICA/medicare	1,589	1,701
Total	22,366	23,932

## **Proposed Job Description for the Disbursing Treasurer Westover Hills Presbyterian Church**

The disbursing treasurer will be responsible for the timely payment of bills and payroll each month, (as opposed to receipts that will be handled by the administrative assistant, and/or those appointed by the stewardship committee). Fulfillment of these duties will be accomplished in coordination with the head of staff and the treasurer, but normally the disbursing treasurer will work one day a week in the church office and that day will be -

\_\_\_\_\_.

The disbursing treasurer is a volunteer who will be approved each year by the session and supervised by the head of staff in consultation with the treasurer and the stewardship committee through the personnel committee. The disbursing treasurer shall not supervise other positions.

Unless specifically requested by the head of staff or the treasurer, no financial work is to be done on a Sunday or during other times of worship.

The disbursing treasurer will have the opportunity to meet with an appointed committee from the Personnel committee on a quarterly basis to review expectations and job performance.

The administrative assistant may be asked to perform the duties of the disbursing treasurer under special circumstances by the treasurer in conjunction with the head of staff.

The disbursing treasurer will be available on the day that she/he is in the office to answer questions. If a moderator of a committee has a question about the report of his or her committee's expenses he or she may contact the disbursing treasurer at which time the disbursing treasurer will print a detailed report of activity for that particular committee.

Non-recurring bills shall have the moderator's approval prior to payment of bill. This shall occur by the moderator filling out a check request form for that particular non-recurring payment. If the bill has to be paid, the disbursing treasurer can call or email the moderator of the committee for approval if the moderator approves the payment the disbursing treasurer can fill out the check request form, leave it in the moderator's box to be signed, or fax it to the moderator for signature and return.

Per session vote, check request forms shall be filled out prior to reimbursement being made. This does not include recurring bills.

Give the stewardship committee a list of repetitive bill payments and payroll so that they have a clear idea of what is being paid out and when it is being paid and to whom it is being paid. Keep this updated separately from the monthly operating statement.

This will be on a three month trial and then be re-evaluated by the personnel and stewardship appointed committee.

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

Committee: Preschool Board

Date of Meeting: Tuesday, January 8, 2008

Consent Agenda Items: None

Need for Docket Time in Session Meeting: No

Calendar Items: February 22 - Chili Supper and Silent Auction (Already Approved)

Actions Items for Discussion during Session Meeting:

Information:

2. Registration Schedule for 2008-2009 School Year.  
Week of January 14 - Open to Church Members  
Week of January 21 - Open to Families Currently Enrolled  
Week of January 28 - Open to General Public
3. January 3 & 4 were teacher workdays. Teachers participated in Staff Development concerning Risk Management and conducting Parent Conferences.
3. January 21 will be a Teacher Workday. The teachers will participate in workshops, which will go toward their Professional Development Credits. Heather Kilpatrick will lead a computer class on Excel and Power Point.
4. February 5 & 6 will be Parent Conference Days

Betty Glenn  
1-08-08

Committee Report for Session Meeting  
Westover Hills Presbyterian Church

**Committee:** W & M

**Date of Meeting:** 6 Jan 08

**Consent Agenda Items:** Yes

**Need for Docket Time in Session Meeting:** Yes

- This includes time needed for communion preparation training in the sanctuary.

**Calendar Items:** None

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

Communion Preparation

- Updated communion preparation instructions and the communion preparation schedule are attached.
- Please listen very carefully to the instruction given during the session meeting, and review the preparation instructions before your scheduled day. There are a few things that have changed and we are still often doing things incorrectly.

**Information:**

Unhanging of the Greens

- Our committee took a majority of our meeting time to remove the decorations from the sanctuary. We put the Chrismons in new, not quite as "holy" bins, and carefully labeled the tree lights as we took it apart. We also found room in closets in and around the Resource Room to store these items. All of this should lead to a much more efficient Hanging of the Greens next year.

Volunteer lists

- Our committee has followed the staff's lead in getting things more organized for 2008. We have the communion preparation list completed and are most of the way towards filling the pew tidying schedule. We will also be scheduling liturgists a quarter of the year at a time to lessen the work load.

WHPC website

- We are taking a look at the information that is on the worship section of the church website to make any changes, additions, or updates. When the review is complete, we will send the proposed changes to Roy Nash.

Prayer Cards

- We will be discontinuing the use of prayer cards, and using the bidding prayer format that has been used the previous two weeks. This comes from a need to lessen the burden on the pastor during the service along with a number of positive responses to the new format for the Prayers for the People.

Communion Servers

- We discussed the need for the communion servers to pick up the elements from the communion table themselves when it is time to serve. This will make things much easier and save time during communion.

SUNDAY MORNING  
COMMUNION BY INTINCTION  
Revised 6 Jan 08

**Elements:** Purchase TWO whole loaves of bread and a quart of grape juice. The bread should be easy to break and should be plain (no toppings, flavors, or chunky ingredients). Either charge this to the church at Harvest Foods at Cantrell and Mississippi or pay for the elements yourself and submit the receipt to the Chairman of the Worship and Music Committee.

**Preparation:** The elements need to be in place by 10:00. The pottery is in the Preparation Room. Please check for cleanliness and wash if necessary. Place an empty plate and a 2/3 full chalice on each of the side tables at the front (i.e. two of each setting). Place the pitcher (with the remaining grape juice), an empty chalice, and a plate with the two loaves of bread on the table by the back/right entrance to the sanctuary (when facing the front). These will be carried to the front after the collection of the offering. We are no longer using the carpet squares.

**Presentation:** When the ushers begin collecting the offering, both communion preparers should move to the back of the sanctuary and pick up the elements. One person should carry the plate with the bread and the other should carry the pitcher and chalice. Wait in the narthex until the ushers return with the offering plates. When the pastor invites everyone to stand for the presentation of the gifts, walk forward (in front of the ushers) and place the elements on the communion table. Then return so that you are standing on either side of the ushers. After the Prayer of Dedication, you may return to your seat.

**Clean Up:** Please expeditiously move to the front of the sanctuary to clean up after the service. Dispose of unused elements in an appropriate manner. Wash and dry all serving pieces and leave them in the Preparation Room. Wipe any crumbs or drips off of the communion table.

WEDNESDAY EVENING  
COMMUNION BY INTINCTION  
Revised 2 Dec 2007

**Elements:** Purchase ONE whole loaf of bread and a small bottle of grape juice. The bread should be easy to break and should be plain (no toppings, flavors, or chunky ingredients). Either charge this to the church at Harvest Foods at Cantrell and Mississippi, or pay for the elements yourself and submit the receipt to the Chairman of the Worship and Music Committee.

**Preparation:** The pottery will be on the table in the chapel. Please check for cleanliness and wash if necessary. Place the bread on the plate and the juice in the pitcher. Leave the chalice empty. Also, make sure that there is some type of basket on the table for offering collection.

**Clean Up:** Dispose of unused elements in an appropriate manner. Wash and dry all serving pieces in the Coffee Nook and put them back on the table in the chapel. Wipe any crumbs or drips off of the communion table.

Pastor's Report  
December 2007

In December of 2007 the co-pastors were involved in the following activities in and around Westover Hills Presbyterian Church:

One Thursdays in November Jim taught the Kerygma class

On December 1 Debbie and Jim attended the Mariners Christmas party.

On December 2 Debbie met with the Worship and Music committee and Jim met with the youth and their parents group. That evening we attended the Christmas program put on by the DRAMA participants and members of the choir. It was a wonderful way to begin the season of waiting for Christ's birth. IHN began that Sunday also.

On December 3 Debbie attended the Stewardship committee meeting.

During the IHN week each of us spent the night at the church with the families. This is a remarkable experience and we recommend that people try it at least once. You would be surprised how God moves you.

November 9 and 10 Jim, Debbie, and Heather conducted officer training for the elders and deacons elect. It was an exciting and invigorating learning experience to share with this group of people.

On Sunday December 9 Jim and Debbie attended the session meeting, at this meeting the new class of officers were examined and approved for installation and/or ordination. Winnie Robinson and Ethel Ann Foster were also in attendance but they had not been elected yet. Debbie has since trained them, they were examined by a small committee and ordained with the rest of their classes.

On December 10, we attended the annual "Ruth" circle meeting.

On December 11, Jim went down to the Capital with the DRAMA children to listen to them sing. That was an enjoyable event.

On December 12, we attended a Christmas party at Jan Zelnick's house, former director of Lifequest.

On December 14 Jim and Debbie attended a delightful Thanksgiving luncheon with the Beacons.

We attended movie night. 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". So, come join us on January 19 to watch the original Star Wars and discuss the how the Force can be with you.

On December 16 the congregation had a beautiful reception for us that was greatly appreciated. Your kindness, support, and love, which have been so evident through the years were overflowing that day. Thank you.

On December 16 Debbie moderated 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. 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.

On December 17 Debbie attended a lunch at Presbyterian Village of residents who are members of Pulaski Heights and administered the sacrament of communion.

Jim taught the PW Circle Bible study during the month of December.

On December 18 Debbie attended the preschool program; Jim and Debbie attended a luncheon at the Presbytery office and Debbie attended another meeting.

On December 23 we preached at an evening Advent service in Arkadelphia at First Presbyterian Church.

We took a week of vacation December 25-January 2, 2008  
December

Every Sunday Jim or 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 we participate in a lectionary study group

Every Wednesday Evening we have our Wednesday Evening worship

Every Wednesday Evening we have our Wednesday Evening worship

Every first Monday 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, Jim and 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.

Jim (and William) participate regularly in the family time on Thursdays in the fellowship hall, which continues to be a success as an outreach as well as a fun time for the church family to get together. Much thanks to Don Campbell for keeping this project going.

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 plan for the upcoming year. Things are beginning to come 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.

The New Year brings new challenges and opportunities for all of 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