

WESTOVER HILLS PRESBYTERIAN CHURCH
STATED SESSION MEETING

July 13, 2008

12:00 p.m.

AGENDA

1. Opening Prayer
2. **Invitation to Christ- (Due to the Triennial Visit, we will not discuss the next section of Invitation To Christ at this meeting. We will pick back up at the next session meeting).**
3. Approval of Minutes
4. Correspondence and Membership Changes
5. Consent Agenda
6. Reports
 - Executive Committee
 - Presbyterian Women
 - Board of Deacons
 - *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

2008	2009	2010
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, MAY 18, 2008
CHAPEL**

The Session of Westover Hills Presbyterian Church met Sunday, May 18, 2008, in a stated session meeting in the Chapel. Reverend Debbie Freeman moderated and opened the meeting with prayer at 12:10 p.m.

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

ELDERS ABSENT: Ray Stephens, Marcey Berry, Betty Glenn, and Wilma Lewis. (all excused)

ALSO PRESENT: Rev. Debbie Freeman, Heather Kilpatrick (DCE), Melanie Webre (PW), and Don Rogers (Deacons).

A quorum was present.

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

The minutes of the Stated Session Meeting of April 20, 2008, were approved as written. The minutes of the Special Session Meetings of April 20, 2008, and April 27, 2008, were approved as written.

CORRESPONDENCE:

A letter from Rev. Camille LeBron Powell confirming the triennial visit to the Session on Sunday, July 13, 2008, at the stated meeting. Copies of the Triennial Visit Report Form were passed out to session members and they were asked to return them to the office by June 1st.

MEMBERSHIP CHANGES:

We welcome Ray Koone into membership by Transfer of Letter from Park Hill Baptist Church, North Little Rock, Arkansas, on April 27, 2008.

COMMUNION:

The Sacrament of Holy Communion was celebrated on Sunday, April 27th, May 4th, May 11th, May 18th, and Wednesdays, April 23rd, April 30th, May 7th, May 14th, and May 21st, 2008.

CONSENT AGENDA:

The Christian Education Committee

1. Request approval to move Rally Day to August 24, 2008.

Membership & Communication

1. Approve dates for New Member Gatherings (new name for this event will be WHPC 101) for the remainder of the year as follows:

Sunday, July 20, 2008 - 2:30 - 4:30 p.m.

Sunday October 18, 2008 - 2:30-4:30 p.m.

These have been cleared on the calendar by Ralph Finney

2. Approve date for next New Member Recognition event for Sunday, November 2, 2008,

immediately following worship subject to clearance on church calendar through Ralph Finney.

Worship & Music

1. The group that attended the mission trip to Chiapas would like to conduct a presentation and slide show immediately following the Sunday morning service on June 15.

The Consent Agenda was approved after removal of #1 under Worship & Music.

COMMITTEE REPORTS:

Stewardship - Bob Spencer

Megan Rubio shared her thoughts on Stewardship.

1. Randy Perryman will not be doing the audit of the church books. The Stewardship committee would welcome ideas for who might do it. In the meantime they will pursue other options.
 2. Monthly Financial Update for the congregation will be in the mid-month newsletter.
 3. Motion was made to approve the letter prepared for the church congregation in regard to our financial situation . Motion passed.
 4. The Texas Presbyterian Endowment Fund has increased to \$126,073.77
 5. Exploring CD rates and other options to improve interest income.
 6. The Stewardship Committee is preparing to meet with the Bank of the Ozarks in June to discuss refinancing options.
 7. Discussed the PreSchool budget (or lack of). Trying to get it on the same system as the Church. Session would like to see whatever budget they have by the July meeting. Should see their new budget by September.
- Remainder of report received as information.

Personnel - Mary Ellen Guise

1. Betty "Rosie" Spencer is resigning her position as disbursing treasurer as of the end of May. It was moved to put a notice of the need of a replacement on the careline. Motion passed.
2. Motion was made to resume the Wednesday night dinners on June 4, 2008. Motion was passed.
3. Motion was made to approve the use of up to \$3,000 in memorial funds to buy a new computer. Motion was approved.
4. A request that future budgets include a line item for upgrades to technology equipment was referred back to the committee for further study. A task force will be appointed to bring this back to Session in July.

Worship & Music - Stuart Rubio

It was moved that the group that attended the mission trip to Chiapas will provide a presentation and slide show at the Presbyterian Women's Birthday Luncheon on June 1, 2008. It was approved.

OLD BUSINESS:

Motion was made that the old chapel be converted to a reading room and conference room and that the library books be stored in Jim's old office. The \$5,000 allocated by Session in May, 2007, shall be used to fund the project. Christian Education shall be responsible for organizing and cataloging the books in the library. Property & Maintenance shall be responsible for carpet cleaning, paint and lighting upgrades, including purchase of furniture. Motion approved.

Debbie reminded the Nominating Committee needs to get started for 2009. Tammy Pflug, Mary Ellen Guise, Elizabeth Ellis, Phyllis Mitchell, Vivianna McAtee and Libby McDaniel comprise

the committee.

NEW BUSINESS:

1. Heather Kilpatrick was granted leave for the following dates:

June 21-28 - Mission Trip

June 5-11 - Mo Ranch

July 20-26 - Youth Council - Montreat.

2. Debbie is starting an all member visitation. Dotty McLemore is organizing the visitation schedule. Thirty minute visits, 15 minute travel time 3 days a week; two afternoon visits, 1 evening. Her goal is to be done before annual Stewardship Meeting.

3. She is also making her decision about accepting the position of Vice-Moderator for the Presbytery in 2009 and Moderator for 2010.

There being no further business, the meeting was adjourned with prayer.

Respectfully submitted,

Angela Finney
Clerk of Session

Consent Agenda

Presbyterian Women

1. Request permission to take a monetary offering at the Fall Gathering on September 20 for the Presbytery "Clean up Buckets" as well as a gift of can goods to be brought and shared with a local mission project.

Christian Education

1. Request approval to have Rally Day as a pot luck lunch after church on August 24th. The fellowship committee has agreed to help with the event. We will have normal Sunday School classes that morning.
2. Request approval to not have Sunday school on August 31st, as it is Labor Day weekend and the Sunday between Rally Day and the start of fall classes.
3. Request approval to begin Youth Group activities on Sept 7th.
4. Request approval to begin the fall DRAMA program on Sept 16th.
5. Request approval to hold Westover Wednesday classes/activities on Sept 17th through Nov 12th (no class on Oct 8th because of Cotham Lectures.)
6. Request approval for our junior high youth to participate in the Junior High Youth Quake at Ferncliff on Sept 26th – 28th. We will use the church van for transportation (this has been coordinated with P&M).

Fellowship Committee

1. Consent to schedule Fall Family Fest on October 26, 2008

Committee Report for Session Meeting Westover Hills Presbyterian Church

Committee: Presbyterian Women
Date/Time: June 2, 2008 10:30 am

Need **No** Docket Time in the Session meeting..

Calendar Items:

1. Civitan Brunch (Developmental Disabled Group) and PW on June 28th in the fellowship hall – brunch will be served from 10:30 to 12:00 noon. This will allow PW to raise funds to support our mission projects (Women and Children First and the Lewis House).
2. PW board will not meet during the month of July.
3. WHPC PW will be the host for the Fall Gathering for Cluster IX on September 20. Registration will begin at 9:30 a.m. in the gathering space with worship to follow in the Chapel. We will need to provide morning snacks and lunch for 60 to 80 women. Will need people for the following tasks: receive money; help with reservations; set up luncheon; cleanup after gathering; make signs for registration and day of gathering; prepare serve coffee and muffins at registration; and greeters at doors. Debbie Freeman will be providing the sermon and helping to lead the service.
4. Mo Ranch Bible Study Conference will be July 21-23 (Monday – Wednesday)

Information:

PW birthday potluck lunch was well attended on June 1st after church.

Fair Trade Coffee was sold on June 1st at the PW birthday luncheon potluck.

Thirty-seven Layettes with baby caps, jackets, blankets, and booties or socks for the UAMS preemies were delivered.

PW provided the dinner for Vacation Bible School on Monday night June 9th and \$71.00 was collected for mission projects.

PW collected health kit supplies (washcloth, hand towel, comb, nail file, toothbrush, bar of soap [bath size], and band-aids) during the month of May for 25 Disaster Relief Kits. This was taken to Ferncliff Camp in June.

PW collected cookies for the Red Cross during the month of June. PW baked 67 dozen cookies at the church on June 14th. Additional cookies will be taken to the Red Cross as well.

Volunteers are needed to help Carolyn, Betty, Charlotte, and Mary Lois down at W&C First on Thursdays from 6:00 to 7:00 pm.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Board of Deacons

Date of Meeting: July 13, 2008

Consent Agenda Items: None

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

Calendar Items: None

Action Items for Discussion during Session Meeting: None

Information: Activities of Diaconate January thru June 2008 for
information only.....

JANUARY thru JUNE 08 DEACON ACTIVITIES

ASSISTANCE WITH FUNERAL/RECEPTION:	(4) Jess Wilson, Janet McCann, Beatrice Ragan, Burnelle Regnier
HOSPITAL/NURSING HOME/IN-HOME/SAT WITH FAMILY MEMBERS DURING SURGERY, ETC.:	60
MEALS TAKEN TO ILL MEMBERS: PLUS FURNISHED MEAL TO WILSON FAMILY ON DAY OF SERVICE; FURNISHED MEAL FOR 20 TO FINNEY FAMILY	20
HOME COMMUNION VISITS:	24
ELDERS INVOLVED:	8
DEACONS INVOLVED:	10
TAPES/PRINTED SERMONS DELIVERED:	120
TELEPHONE CALLS:	236
CARDS: (Includes 262 cards sent by Phylis Mitchell)	312
HELPING HANDS PROJECTS:	0
SEASONAL BASKETS/BAGS:	62
DEACON GREETER:	20
DEACON MEETINGS:	4
SESSION MEETING ATTENDED:	5
PRESBYTERIAN VILLAGE HOST/HOSTESS:	9
SERMON CD'S FOR OUR MILITARY DEPLOYED:	11

TRANSPORTATION:

Helen Hetherington & Jo Fontaine are being brought by Paul & Jane Brown

Christiana Esem-Kuwong is being brought on alternate months by Nancy & Tim Jordan or Dotty McLemore

JoAnn Backus is being taken home from church on alternate months by Nancy & Tim Jordan or Dotty McLemore

Transportation has also been furnished to church members to doctors' appointments, visit family members in hospital, WOW suppers, Maundy Thursday & Good Friday services, shopping, pick up prescriptions,

MISCELLANEOUS:

Deliveries have been made to the recycle center, Ferncliff & Stewpot as well as Second Sunday collections delivered; several deacons attended the Communications Workshop on January 19th as well as the Stewardship Workshop on February 23rd and the pre-school Chili supper & Silent Auction. One of the co-moderators represented the deacons at the New Member Gatherings on January 27th & April 19th. In February, three deacons began converting the Sunday sermon tapes for the current month to 3 CD's which were then given to moderator of M&CC to be mailed to our three deployed members (Kevin Thomas, Marc Zelnick & Kevin Lewis). Kevin Thomas came home in April and this valuable service continued for Marc Zelnick & Kevin Lewis. One deacon went on the Mission trip to Chiapas in April. One deacon and her husband led the adult VBS classes in June and several deacons attended these classes which incidentally were great. Some deacons helped bake cookies for the Red Cross in June which is WHPC's month for cookies. Several deacons served as host/hostess at the monthly Presbyterian Village luncheons and a committee of four deacons drew up the written Guidelines for Funeral/Memorial services and Receptions which was approved by the Session on April 20th.

Your deacons participated also in the common life of the church by attending Sunday School and worship, those deacons who are also on various committees attended those committee meetings throughout the year as well as PW Board, Circle & Kerygma classes; some deacons served as greeters, liturgists and/or communion servers, participated on a Worship Team, participated in sharing Shep & Kaye Miers' Brown Bag Ministry, taught Sunday School, helped with DRAMA, provided Easter eggs and/or filled furnished Easter eggs with candy, went to the Mariners/Surfers outings, attended the Senior Graduation Reception, the New Member Recognition lunch, and the Civitan Club's brunches. They helped with church grounds yardwork & watering, delivered neighborhood flyers to our community spreading our news about events in Holy Week and also information about Summer Sunday School and Vacation Bible School, attended memorial services for members/members' families held other than WHPC.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Christian Education

Date of Meeting: June 29, 2008

Consent Agenda Items: YES

Need for Docket Time in Session Meeting: YES

Calendar Items: Rally Day – Aug 24th
No Sunday School – Aug 31st
Fall Sunday school and Youth Group begins – Sept 7th
Westover Wednesday Classes – Sept 17th – Nov 12th
Junior High Youth Quake – Sept 26th – 28th
- Use of church van during these dates

Actions Items for Discussion during Session Meeting:

Youth Group

There has been major turnover and change in the youth group since last year. We had 6 seniors graduate, and we have at least five 7th graders and three 9th graders that have many years of youth activities ahead of them. We are evaluating and updating the youth program to provide something that is suitable and substantive for this new group of youth, and that will be supported by the youth and their parents. We have met with the parents and have an upcoming meeting with the youth to discuss goals, ideas, interests, and timing for the next year.

Throughout this process we are developing a framework for youth activities that will provide education, fellowship, outreach, and fun. We will establish an overarching theme for the year, and then try to address this theme each week through study, creative expression, mission, or fellowship activities. We are working to establish and publish a calendar of youth events for the year to allow parents and youth to plan ahead.

We believe that our youth group could benefit greatly by inviting youth from other churches to participate with us. We would like to ask churches that don't have a youth group or designated youth director, and don't necessarily have enough youth to form their own program. This would make it mutually beneficial. Bringing in other participants would increase the number and diversity of people involved in our activities and, hopefully, enhance our program and draw more interest from the surrounding community. It would also foster communication and cooperation between our church and other faith communities in our area. This idea is supported and encouraged by the staff, our committee, and many of the parents of the youth involved.

MOTION - Request permission to invite other churches to participate in our youth fellowship program.

Information:

Vacation Bible School

- Many thanks to everyone who planned, volunteered, supported, and attended VBS.
- We had 3 new families from the neighborhood attend VBS. All 3 said they attended because of the flyers left at the doors (Thanks M&C and Youth).

Fall Sunday School

- We are currently researching curriculum for the fall Sunday School classes.
- Over the next month we will be finalizing the curriculum choices and seeking teachers for each class.

Confirmation Class

- We will have a class of about 5 confirmation candidates this year (all 7th graders). They began the process last year in the mid-high Sunday school class studying the Belonging to God Catechism.
- The confirmation classes will begin in the fall on Wednesday nights. We anticipate having confirmation on Easter Sunday.
- We are working to secure teachers, sponsors, and leaders for the confirmation class.

DRAMA

- We will begin the fall DRAMA program on Sept 16th. We will send out information and registration forms in August. We need many volunteers to make this program a success.

Westover Wednesdays

- We will hold classes/activities for Westover Wednesdays from Sept 17th – Nov 12th. We are still researching class possibilities and contacting potential instructors.

Library

We are developing a plan to sort, organize, label, and catalog the books for the library and get them put on the shelves. It is an involved process that will take some time to complete. We began the process by meeting with Judi King (a librarian) to get ideas and information on library systems. We also visited several other church libraries in the area to look at their systems.

We want to thank Bob Spencer, Michael Ellis, and William Freeman for diligently working to clean out Jim's old office. They removed all the remaining books, replaced the shelves, dusted and cleaned. The room is ready to start shelving books.

The next steps:

- Sort books into categories by Dewey Decimal System . Eliminate books that are damaged or no longer relevant/appropriate for the church library. (We plan to ask retired pastors and librarians to help identify books that need to be kept or tossed.)
- Label books with Dewey Decimal Code.
- Catalog books in a searchable, electronic database.
- Arrange books on shelves by category and DDS.
- Establish check-out system and policies. Establish a group of volunteers to maintain the library, re-shelve books and follow up on books that have been checked out.

This process will take some time, but it is underway. We feel that if we are going to display the books and make them available to the congregation they need to be organized and cataloged in a useable way. We welcome help and input from anyone who is willing to volunteer.

NEXT MEETING - will be Tuesday, July 29th at 6:30 p.m. Meeting was closed with prayer.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Fellowship

Date of Meeting: July, 2008

Consent Agenda Items: Yes

Need for Docket Time in Session Meeting: No

Calendar Items:

July 12 – Fish Fry and Talent Show
August 10 – Back to School Service
September 29 – Ferncliff Picnic

Actions Items for Discussion during Session Meeting:

Information

1. Final plans for the Fish Fry/Talent Show were discussed. Corky's will cater the Fish Fry on July 12. The price will be \$10.00 for adults and children over 6. Children under six will be free and a hot dog plate will be furnished for them. The dinner will include the following: catfish, barbecue, buns, cole slaw, baked beans, potato salad, paper supplies plus 1 lb of smoked sausage per 10 people.
2. Approximately 10 people have signed up for the talent show. We will continue to try to recruit others as well as recruit members to donate items for the silent auction.
3. Fellowship Committee members will furnish dessert for the fish fry.
4. The Back to School Service will be held at St. Paul's Methodist Church on August 10. The Preschool Committee has been asked to furnish cookies.
5. Fellowship Committee has been asked to help with a Choir Appreciation Sip and Chat on September 21.
6. The Cotham Lectures are scheduled for October 5-7. The Sarah/Ester Circle will help with refreshments on Oct.5; the Ruth Circle on Oct. 6; and the Mary Circle on Oct.7.

Charlotte Frith

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Membership & Communications

Date of Meeting: June 29, 2008

Consent Agenda Items: None

Need for Docket Time in Session Meeting: Yes/No - Yes docket time – Plan for Worship Visitors/Elder Greeter Plan

Calendar Items:

Correction for 4th quarter WHPC 101 – Incorrectly stated in May meeting notes. Should be October 19, 2008 2:30-4:30 PM. Will re-confirm with Ralph Finney.

Actions Items for Discussion during Session Meeting:
None

Information:

- Visitor Identification and Contact Plan – Visitor identification and assimilation is a responsibility of the members of the Session, Diaconate and the church. However when something is everyone's responsibility, it becomes no one's responsibility and must have some structure. Ray presented a draft plan for visitors to be rapidly identified, contact information obtained and contact made. The draft plan was developed by Debbie and modified by the committee based on previous discussions and a presentation made by Sid McCollum and accepted by the Session last fall. The basic format is to assign section spotters to identify and welcome visitors, assuring that we obtain contact information; a telephone contact by a Membership & Communications Committee member within 24 hours of the event; a telephone contact by the pastor within 72 hours of the event; a hand written note within 72 hours of the event. A second visit will trigger the distribution of an information packet and another telephone call from a "Visitor Caller". A third-time visitor will receive a brief visit at their home to drop off a "Friendship Loaf". The purpose is not to stay and visit, but acknowledge their interest with comfort food. The full proposal is attached and will be discussed by Deacon Sid McCollum at the Session meeting.
- WHPC 101 – The next gathering is July 20, 2008 in the Chapel. Ray will be the facilitator. Food will be provided by Susan – cookies – and Eileen – fruit. Invitations will be sent this week to individuals who have been identified as prospective members. Dotty will follow-up no later Tuesday July 15 with a personal telephone call as a friendly reminder.
- Facility maps – Some maps were received, but are not suitable for use. Sid will ask Alison to contact the building architects to see if they have something that can be used. The Committee's suggestion that new members may be able to give valuable input on what to include will be followed up on.
- Libby provided a written visitor update that Dotty shared with the committee.
- 2008-09 Youth Calendar – The committee discussed the ways that the youth could be of assistance and proposed the following opportunities:
 - Third Sunday Youth Greeters – continue this valuable contribution to the life of WHPC
 - Cotham Lecture Series Flyer Distribution – to be determined
 - Advent Schedule Flyer Distribution – possibly November 22nd or 23rd
 - Holy Week Schedule Flyer Distribution – possibly March 27th or 28th
 - Vacation Bible School Flyer Distribution – to be determined by Christian Education
- Eileen will follow up on the status of the revised "Praising God in the Heights..." booklet.

Plan for Worship Visitors:

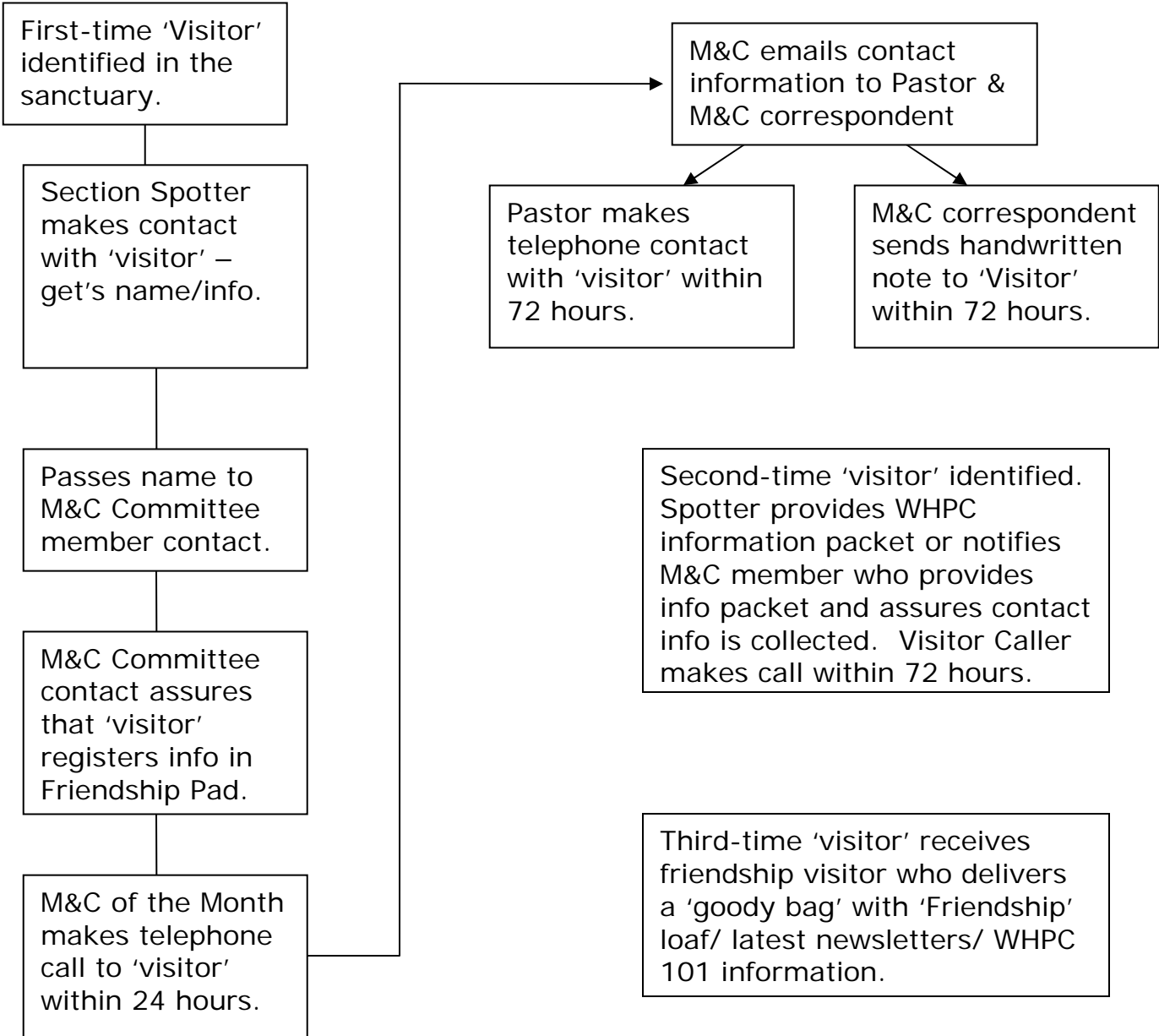
Visitor identification and assimilation are a responsibility of the members of the Session, the Diaconate, the Membership & Communications Committee and the congregation. The Membership & Communications Committee must be kept aware of visitors to our worship services. If a visitor (or someone you don't know) is spotted, go over and introduce yourself to them and ask that they sign the fellowship slip with their name, address & phone number and place it in the offering plate when it is passed OR the spotter can wait while the visitor fills in their info and take the slip with them. (Locate and hand a Fellowship Book to the visitor).

Elders assigned to monitor a section of the Sanctuary will identify a "visitor" and will make contact with them. (For example, "Hi, I'm Bob Stewart, I'm glad to see you." If they don't tell you their names, then say something such as, "I'm terrible with names, tell me yours, please." They will tell you their name. Say, "I'm glad to see you today. "Let me know if there is anything I can do for you."). The purpose is to assure that "Visitors" are identified and welcomed. If you are uncertain if the person you just visited with is a visitor or a lapsed member, go ask another session member or another member. If that fails, find the pastor and ask her/him.

The Membership & Communications Committee member for the month is responsible for contacting the visitor within 24 hours with a phone call welcoming them to WHPC, telling them how glad we were to have them, and ask if they have any questions. The phone call should be 5 minutes or less and any information gleaned should be emailed/phoned to the pastor who will contact the visitor(s) within 72 hours of their visit on Sunday. Eileen Joyce receives the information on Sunday so that she can jot them a quick note within 72 hours.

When the individual visits a second time, the Elder spotter either provides a WHPC information packet to the visitor or alerts an M&C member who will provide a WHPC information packet to the visitor ("Praising God In The Heights...", the last mid-month and regular newsletters, etc.). If the second time visitor sits in a different section and is not recognized as a repeat visitor, the Elder spotter follows the initial visit protocol. The M&C of the Month will attempt to deliver the WHPC information packet. Within 72 hours, the visitor will receive a call from a Visitor Caller

If the visitor returns a third time, they will be visited by the M&C of the Month with a "bag of goodies" (a small loaf of bread, information about WHPC,). Again the visit is brief. The idea is to drop by their house give them the bag of goodies but not stay. If they want to visit set up a time or visit for no more than 10 or 15 minutes. Third time visitors will be invited to the next quarterly WHPC 101 gathering.



Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Stewardship

Date of committee meetings: Tuesday, Jul 09, 2008

Consent Agenda Items: None

Need for docket time in Session Meeting: Yes No

Minute for Mission: Nancy Evans

Monthly Update of Financial Status

Balance Sheet ~ Modified

Restricted Account ~ Summary explanation

Operating Account ~ Monthly report

TPF Endowment updates

Cotham Endowment \$126,554.78

Mission Endowment \$ 6,572.25 \$73.00 added in June

Monthly Financial Update for Mid Month Newsletter (see attachment)

Income Chart ~ pledge, non-pledge and loose plate (see attachment)

Charitable Donation Receipt

Term Insurance idea

BOZ Visit comments: Session provided advance copy, questions welcomed

Comments on Stewardship Committee discussion, June 8

Calendar Items:

None for July

Actions for Discussion during Session Meeting

New Business

Motions (2) 2009 Annual Stewardship & CC II Task Force

Attachments:

Monthly Financial Update

Motions

Income charts

Income Requirements through June 30, 2008

	Operating	Mortgage	Total to date
2008 Budget	\$183,031.98	\$107,792.76	\$290,824.74
All Income	\$171,860.27	\$ 45,000.70	\$216,860.97
<hr/>			
Balance	(\$11,171.71)	(\$62,792.06)	(\$73,963.77)
Other Gift		\$100,000.00	\$100,000.00
With Adjustment		\$37,207.94	\$26,036.23

2008 Budget: The cumulative 2008 **Budget** and **Mortgage** income requirements from Jan 1 through Jun 30 ~ combined cumulative amounts reflected in the **Total to date** block

All Income The cumulative amount of **income** and pledges (CCI & CC II) received from all sources Jan 1 – Jun 30, 2008 ~ combined cumulative amounts received noted in the **Total to date** block.

Balance The amount either over or under in the 2008 Operating account; monthly mortgage requirement, and the combined cumulative amount noted in the totals to date

Assets as of June 30, 2008

Operating Account Checking	
Operating	\$10,363.94
Operating Reserve Acct	\$30,876.86
Operating Designated Funds (Restricted)	<u>\$18,618.69</u>
Operating Total	\$59,859.49
Construction Account balance to service the Mortgage	\$211,532.62
Total Cash assets, June 30, 2008	\$271,392.11

Liabilities

Construction Loan Payable (mortgage due in full Jul 1, 09) **\$2,347,601.04**

The following church members have agreed to serve on the 2009 Annual Stewardship Campaign team.

Fara Faubus
Wilma Lewis
David Stricklin
Laura Wehner
Sid McCollum
Alison Nicholson
_____ (1 Pending Fill)

With your committee approval and concurrence these church members names shall be presented to the Session on Jul 13, 2008, using the below motion.

Motion: That the following church members be accepted as the 2009 Annual Stewardship Campaign team members; and further, to commission them on Sunday, August 10, 2008, to serve faithfully following the spiritual guidance of our lord, Jesus Christ

Fara Faubus
Wilma Lewis
David Stricklin
Laura Wehner
Sid McCollum
Alison Nicholson

(1 Pending Fill)

Don McDaniel (Stewardship Committee Liaison)

Support: Jann Greenland, Brochure Design

Capital Campaign III Task Force Motion

With the conclusion of Capital Campaign II in December 2009, there is a need to have Capital Campaign III in place to start receiving pledge funds on January 1, 2010. It is essential that the church show an ability to repay the new loan before we ask for refinancing in May 2009.

The church has two options; do Capital Campaign III in-house, or to have professional fundraisers do the campaign for us. There is a need for a task force of church members to assess the most effective way to secure pledges and/or special gifts to service the mortgage for 2010-2012 and in the subsequent years.

Motion:

Approve a measure to create a task force consisting of 3 current Session Elders, 2 current

Deacons, 1 youth representative and 2 members at large from the congregation to examine

the structure and goals required for Capital Campaign III and other fund raising options.

The appointment of this task force requires completion before the session meeting on

August 10, 2008. Further, that the task force report back to the session on September 14,

2008, of their findings on the most effective means of conducting Capital Campaign III

either in-house or by professional fundraisers. Complete the primary efforts to garner the

required pledges and special gifts by starting by no later than January 1, 2009 and ending

by April 30, 2009.

Note that with no visible means of showing a means to repay the mortgage after December 2009, the church is not in a favorable position to receive a new loan from any lending institution.

Stewardship Committee
Budget Income Tracking
as of 6-29-08

2006	2007	Month	Week	Pledges	Non Pledges	Loose Plate	Total by week	Month Total	Cumulative Total year to date
\$25,101.18	\$ 47,358.83	Jan-08	1	\$9,344.00	\$510.00	\$80.00	\$9,934.00	\$22,961.35	\$22,961.35
			2	\$3,900.50	\$495.00	\$82.00	\$4,477.50		
			3	\$4,655.50	\$240.00	\$116.50	\$5,012.00		
			4	\$3,322.50	\$85.00	\$130.35	\$3,537.85		
\$19,596.50	\$ 24,552.63	Feb-08	1	\$7,752.00	\$365.00	\$118.00	\$8,235.00	\$25,259.50	\$48,220.85
			2	\$5,561.00	\$360.00	\$174.00	\$6,095.00		
			3	\$4,436.00	\$70.00	\$104.00	\$4,610.00		
			4	\$5,641.50	\$600.00	\$78.00	\$6,319.50		
\$19,446.50	\$ 23,460.11	Mar-08	1	\$7,190.00	\$79.00	\$74.00	\$7,343.00	\$34,795.07	\$83,015.92
			2	\$5,862.00	\$365.00	\$98.07	\$6,325.07		
			3	\$7,227.50	\$214.00	\$90.00	\$7,531.50		
			4	\$4,867.50	\$205.00	\$237.05	\$5,309.55		
			5	\$7,890.00	\$279.00	\$116.95	\$8,285.95		
\$33,050.50	\$ 29,323.54	Apr-08	1	\$7,177.50	\$190.00	\$107.00	\$7,474.50	\$30,109.60	\$113,125.52
			2	\$4,832.50	\$350.00	\$71.00	\$5,253.50		
			3	\$9,675.00	\$470.00	\$89.10	\$10,234.10		
			4	\$6,775.50	\$225.00	\$147.00	\$7,147.50		
\$15,868.00	\$ 18,545.63	May-08	1	\$8,419.50	\$725.00	\$76.00	\$9,220.50	\$22,312.66	\$135,438.18
			2	\$3,270.00	\$1,650.00	\$121.00	\$5,041.00		
			3	\$3,807.50	\$640.00	\$143.66	\$4,591.16		
			4	\$3,361.00	\$60.00	\$39.00	\$3,460.00		
\$21,453.23	\$ 27,374.50	Jun-07	1	\$8,195.00	\$275.00	\$38.00	\$8,508.00	\$28,739.55	\$164,177.73
			2	\$6,154.00	\$420.00	\$101.00	\$6,675.00		
			3	\$5,499.50	\$350.00	\$125.05	\$5,974.55		
			4	\$2,867.00	\$100.00	\$67.00	\$3,034.00		
			5	\$4,320.00	\$175.00	\$53.00	\$4,548.00		
				\$27,035.50	\$1,320.00	\$384.05			

Capital Campaign Receipts, 2008 Consolidated CC I & II

	Beginning Balance	Pledged	Non Pledged	Total for week	Total to Date
	\$ 170,346.96				
January					
1	\$ 172,806.96	\$ 2,460.00	\$ -	\$ 2,460.00	\$ 2,460.00
2	\$ 173,341.96	\$ 450.00	\$ 85.00	\$ 535.00	\$ 2,995.00
3	\$ 174,322.96	\$ 981.00	\$ -	\$ 981.00	\$ 3,976.00
4	\$ 175,732.96	\$ 1,410.00	\$ 125.00	\$ 1,535.00	\$ 5,511.00
February					
1	\$ 177,162.41	\$ 1,279.45	\$ 150.00	\$ 1,429.45	\$ 6,940.45
2	\$ 177,972.41	\$ 710.00	\$ 100.00	\$ 810.00	\$ 7,750.45
3	\$ 180,181.86	\$ 2,124.45	\$ 85.00	\$ 2,209.45	\$ 9,959.90
4	\$ 181,531.86	\$ 1,350.00	\$ -	\$ 1,350.00	\$ 11,309.90
March					
1	\$ 182,486.86	\$ 955.00	\$ -	\$ 955.00	\$ 12,264.90
2	\$ 183,641.31	\$ 1,154.45	\$ -	\$ 1,154.45	\$ 13,419.35
3	\$ 184,241.31	\$ 515.00	\$ 85.00	\$ 600.00	\$ 14,019.35
4	\$ 185,621.31	\$ 1,180.00	\$ 200.00	\$ 1,380.00	\$ 15,399.35
5	\$ 187,611.31	\$ 1,865.00	\$ 125.00	\$ 1,990.00	\$ 17,389.35
April					
1	\$ 189,106.31	\$ 1,360.00	\$ 135.00	\$ 1,495.00	\$ 18,884.35
2	\$ 191,040.76	\$ 1,500.00	\$ 240.00	\$ 1,740.00	\$ 20,624.35
3	\$ 192,755.76	\$ 1,649.45	\$ 285.00	\$ 1,934.45	\$ 22,558.80
4	\$ 192,755.76	\$ 1,340.00	\$ 375.00	\$ 1,715.00	\$ 24,273.80
May					
1	\$ 193,490.76	\$ 735.00	\$ -	\$ 735.00	\$ 25,008.80
2	\$ 194,470.21	\$ 879.45	\$ 100.00	\$ 979.45	\$ 25,988.25
3	\$ 195,940.21	\$ 1,270.00	\$ 200.00	\$ 1,470.00	\$ 27,458.25
4	\$ 201,205.21	\$ 4,215.00	\$ 1,050.00	\$ 5,265.00	\$ 32,723.25
June					
1	\$ 204,192.21	\$ 2,987.00	\$ -	\$ 2,987.00	\$ 35,710.25
2	\$ 208,417.66	\$ 3,500.45	\$ 725.00	\$ 4,225.45	\$ 39,935.70
3	\$ 209,777.66	\$ 1,260.00	\$ 100.00	\$ 1,360.00	\$ 41,295.70
4	\$ 210,747.66	\$ 450.00	\$ 520.00	\$ 970.00	\$ 42,265.70
5	\$ 213,482.66	\$ 2,610.00	\$ 125.00	\$ 2,735.00	\$ 45,000.70

Westover Hills Presbyterian Church
Oper/Acct Analysis of Revs & Exps -Detail Landscaped 08
Month-to-date, Through June 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)
<u>Revenues</u>					
Tithes and Offerings					
60100 - Loose Plate	\$7,500.00	\$2,676.73	\$4,823.27	35.69%	\$384.05
60200 - Pledge Receipts	\$324,123.00	\$152,004.00	\$172,119.00	46.90%	\$27,035.50
60250 - Non-Pledge Receipts	<u>\$12,000.00</u>	<u>\$9,497.00</u>	<u>\$2,503.00</u>	<u>79.14%</u>	<u>\$1,320.00</u>
Total Tithes and Offerings	\$343,623.00	\$164,177.73	\$179,445.27	47.78%	\$28,739.55
Other Income					
60300 - Building Deposits & Use Fee	\$10,000.00	\$1,731.38	\$8,268.62	17.31%	\$0.00
60400 - Interest Income	\$400.00	\$65.23	\$334.77	16.31%	\$7.33
60500 - Organ Mtnc. Fund	\$1,000.00	\$1,358.00	(\$358.00)	135.80%	\$0.00
60600 - Preschool Use Fee	\$8,226.00	\$4,188.36	\$4,037.64	50.92%	\$685.50
60700 - Joy Gift	\$295.00	\$20.00	\$275.00	6.78%	\$0.00
60705 - One Great Hour of Sharing	\$1,265.00	\$319.57	\$945.43	25.26%	\$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>
Total Other Income	<u>\$22,441.00</u>	<u>\$7,682.54</u>	<u>\$14,758.46</u>	<u>34.23%</u>	<u>\$692.83</u>
Total Revenues	<u>\$366,064.00</u>	<u>\$171,860.27</u>	<u>\$194,203.73</u>	<u>46.95%</u>	<u>\$29,432.38</u>
Total Expenses	<u>\$366,064.00</u>	<u>\$168,795.98</u>	<u>\$197,268.02</u>	<u>46.11%</u>	<u>\$22,445.35</u>
Net Total	\$0.00	\$3,064.29	(\$3,064.29)	0.00%	\$6,987.03
<u>Expenses</u>					
Child Care					
71100 - Child Care	<u>\$5,000.00</u>	<u>\$1,327.50</u>	<u>\$3,672.50</u>	<u>26.55%</u>	<u>\$0.00</u>
Total Child Care	<u>\$5,000.00</u>	<u>\$1,327.50</u>	<u>\$3,672.50</u>	<u>26.55%</u>	<u>\$0.00</u>
Session/Presbytery Costs					
72100 - Session/Presbytery Costs	<u>\$500.00</u>	<u>\$178.71</u>	<u>\$321.29</u>	<u>35.74%</u>	<u>\$0.00</u>
Total Session/Presbytery Costs	<u>\$500.00</u>	<u>\$178.71</u>	<u>\$321.29</u>	<u>35.74%</u>	<u>\$0.00</u>
Christian Education					

73100 - Curriculum Literature	\$1,900.00	\$464.17	\$1,435.83	24.43%	\$125.27
73110 - Drama	\$800.00	\$282.20	\$517.80	35.28%	(\$150.00)
73300 - Youth Group	\$1,000.00	\$982.08	\$17.92	98.21%	\$748.88
73400 - Supplies	\$800.00	\$838.90	(\$38.90)	104.86%	\$149.60
73401 - Special Activities	\$100.00	\$59.50	\$40.50	59.50%	\$0.00
73402 - Camps, Conf., LDR Training	\$1,000.00	\$850.00	\$150.00	85.00%	\$0.00
73403 - Book Study Group/Library	\$100.00	\$0.52	\$99.48	0.52%	(\$43.00)
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	\$281.71	(\$181.71)	281.71%	\$54.43
73409 - Vacation Bible School	<u>\$650.00</u>	<u>\$396.26</u>	<u>\$253.74</u>	<u>60.96%</u>	<u>\$307.04</u>
Total Christian Education	\$6,900.00	\$4,242.94	\$2,657.06	61.49%	\$1,192.22
Fellowship					
74100 - Kitchen Supplies/Coffee	\$650.00	\$523.11	\$126.89	80.48%	\$7.68
74200 - Special Projects	\$850.00	\$92.00	\$758.00	10.82%	\$0.00
74300 - Misc.-Fellowship	\$200.00	\$36.86	\$163.14	18.43%	\$0.00
74400 - Westover Wednesdays	<u>\$2,000.00</u>	<u>(\$225.19)</u>	<u>\$2,225.19</u>	<u>0.00%</u>	<u>(\$268.80)</u>
Total Fellowship	\$3,700.00	\$426.78	\$3,273.22	11.53%	(\$261.12)
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	\$1,050.00	\$950.00	52.50%	\$0.00
84400 - Pulpit Supply	\$1,000.00	\$150.00	\$850.00	15.00%	\$0.00
84401 - Musician Substitutes	\$75.00	\$0.00	\$75.00	0.00%	\$0.00
84500 - Special Projects - W & M	\$200.00	\$97.74	\$102.26	48.87%	\$0.00
84700 - Communion	<u>\$100.00</u>	<u>\$0.00</u>	<u>\$100.00</u>	<u>0.00%</u>	<u>\$0.00</u>
Total Worship & Music	\$5,225.00	\$1,297.74	\$3,927.26	24.84%	\$0.00
Finance & Administration					
75100 - Office Supplies	\$3,300.00	\$1,614.97	\$1,685.03	48.94%	\$75.85
75200 - Postage	\$2,700.00	\$1,374.00	\$1,326.00	50.89%	\$300.00
75300 - Copier Expense	\$10,000.00	\$4,755.13	\$5,244.87	47.55%	\$215.81
75600 - Misc. - F & A	<u>\$2,700.00</u>	<u>\$1,011.83</u>	<u>\$1,688.17</u>	<u>37.48%</u>	<u>\$249.11</u>
Total Finance & Administration	\$18,700.00	\$8,755.93	\$9,944.07	46.82%	\$840.77

Staff Expense

Pastor-Debbie						
76101 - Salary/Allowance - Debbie	\$57,474.00	\$28,736.88	\$28,737.12	50.00%	\$4,789.48	
76105 - Auto Allowance - Debbie	\$1,700.00	\$500.96	\$1,199.04	29.47%	\$0.00	
76201 - Pension/Insurance - Debbie	\$17,817.00	\$8,908.56	\$8,908.44	50.00%	\$1,484.76	
76202 - Dental - Debbie	\$1,216.00	\$507.10	\$708.90	41.70%	\$0.00	
76301 - FICA-Debbie	\$4,397.00	\$1,099.25	\$3,297.75	25.00%	\$0.00	
76501 - Professional - Debbie	<u>\$3,000.00</u>	<u>\$1,899.41</u>	<u>\$1,100.59</u>	<u>63.31%</u>	<u>\$1,001.06</u>	
Total Pastor-Debbie	\$85,604.00	\$41,652.16	\$43,951.84	48.66%	\$7,275.30	
Church Staff						
DCE						
76900 - DCE's salary	\$31,000.00	\$15,500.04	\$15,499.96	50.00%	\$2,583.34	
76901 - DCE's FICA/Medicare	\$2,371.00	\$1,185.72	\$1,185.28	50.01%	\$197.62	
77301 - DCE's auto allowance	\$200.00	\$173.61	\$26.39	86.81%	\$0.00	
77302 - DCE book allowance	\$200.00	\$230.50	(\$30.50)	115.25%	\$0.00	
77303 - DCE Cont. Ed.	<u>\$750.00</u>	<u>\$144.52</u>	<u>\$605.48</u>	<u>19.27%</u>	<u>\$0.00</u>	
Total DCE	\$34,521.00	\$17,234.39	\$17,286.61	49.92%	\$2,780.96	
Director of Music						
77200 - Director of Music's salary	\$22,231.00	\$11,115.48	\$11,115.52	50.00%	\$1,852.58	
77202 - Director of Music FICA/Medicare	<u>\$1,701.00</u>	<u>\$850.32</u>	<u>\$850.68</u>	<u>49.99%</u>	<u>\$141.72</u>	
Total Director of Music	\$23,932.00	\$11,965.80	\$11,966.20	50.00%	\$1,994.30	
Other Staff						
76803 - Adm. Assistant's salary	\$27,300.00	\$13,650.00	\$13,650.00	50.00%	\$2,275.00	
76805 - Adm. Assistant FICA/Medicare	\$2,088.00	\$1,129.04	\$958.96	54.07%	\$174.04	
76807 - Adm. Assistants Auto Allowance	\$200.00	\$162.59	\$37.41	81.30%	\$38.38	
76812 - Children's Choir Dir.	\$1,800.00	\$1,108.20	\$691.80	61.57%	\$0.00	
76814 - Temporary Labor	\$300.00	\$550.00	(\$250.00)	183.33%	\$0.00	
77500 - Sexton Salary	\$21,239.00	\$10,619.52	\$10,619.48	50.00%	\$1,769.92	
77501 - Sexton FICA/Medicare	<u>\$1,625.00</u>	<u>\$812.40</u>	<u>\$812.60</u>	<u>49.99%</u>	<u>\$135.40</u>	
Total Other Staff	<u>\$54,552.00</u>	<u>\$28,031.75</u>	<u>\$26,520.25</u>	<u>51.39%</u>	<u>\$4,392.74</u>	
Total Church Staff	<u>\$113,005.00</u>	<u>\$57,231.94</u>	<u>\$55,773.06</u>	<u>50.65%</u>	<u>\$9,168.00</u>	
Total Staff Expense	\$198,609.00	\$98,884.10	\$99,724.90	49.79%	\$16,443.30	
Membership						
78100 - Membership Comm.	\$1,610.00	\$346.25	\$1,263.75	21.51%	\$0.00	
78200 - Communication Com.	<u>\$1,140.00</u>	<u>\$807.97</u>	<u>\$332.03</u>	<u>70.87%</u>	<u>\$0.00</u>	
Total Membership	\$2,750.00	\$1,154.22	\$1,595.78	41.97%	\$0.00	

Diaconate

86000 - Diaconate Care	<u>\$1,000.00</u>	<u>\$619.24</u>	<u>\$380.76</u>	<u>61.92%</u>	<u>\$228.49</u>
Total Diaconate	\$1,000.00	\$619.24	\$380.76	61.92%	\$228.49
Property & Maintenance					
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	\$863.28	(\$463.28)	215.82%	\$601.56
79600 - Painting	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
79700 - Pest Control	\$500.00	\$80.63	\$419.37	16.13%	\$0.00
79800 - Dumpster	\$2,200.00	\$1,218.58	\$981.42	55.39%	\$208.56
79900 - Janitorial Supplies	\$4,500.00	\$1,786.80	\$2,713.20	39.71%	\$169.54
80000 - Misc.-P & M	\$1,500.00	\$844.49	\$655.51	56.30%	\$39.74
80001 - Grounds	\$1,800.00	\$1,229.64	\$570.36	68.31%	\$322.50
80002 - Van Expense	\$1,000.00	\$681.33	\$318.67	68.13%	\$677.58
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%	\$0.00
80005 - Fire Alarm Inspection	\$250.00	\$234.67	\$15.33	93.87%	\$0.00
80006 - RPZ Inspections	\$750.00	\$546.00	\$204.00	72.80%	\$0.00
80007 - HVAC Maintenance Contract	<u>\$12,200.00</u>	<u>\$7,452.17</u>	<u>\$4,747.83</u>	<u>61.08%</u>	<u>\$0.00</u>
Total Property & Maintenance	\$32,950.00	\$16,927.16	\$16,022.84	51.37%	\$2,019.48
Utilities					
81100 - Gas	\$10,000.00	\$8,483.63	\$1,516.37	84.84%	\$0.00
81200 - Electricity	\$20,500.00	\$6,911.97	\$13,588.03	33.72%	\$1,417.41
81300 - Water	\$2,000.00	\$1,059.91	\$940.09	53.00%	\$0.00
81400 - Sprinklers	\$600.00	\$207.67	\$392.33	34.61%	\$0.00
81500 - Telephone	<u>\$8,000.00</u>	<u>\$4,252.23</u>	<u>\$3,747.77</u>	<u>53.15%</u>	<u>\$564.80</u>
Total Utilities	\$41,100.00	\$20,915.41	\$20,184.59	50.89%	\$1,982.21
Insurance					
81600 - Insurance	<u>\$10,900.00</u>	<u>\$5,087.50</u>	<u>\$5,812.50</u>	<u>46.67%</u>	<u>\$0.00</u>
Total Insurance	\$10,900.00	\$5,087.50	\$5,812.50	46.67%	\$0.00

Service

82100 - Service Comm.	<u>\$1,200.00</u>	<u>\$300.00</u>	<u>\$900.00</u>	<u>25.00%</u>	<u>\$0.00</u>
Total Service	<u>\$1,200.00</u>	<u>\$300.00</u>	<u>\$900.00</u>	<u>25.00%</u>	<u>\$0.00</u>
Benevolences					
83100 - Presbytery/Synod/GA	\$25,100.00	\$6,275.00	\$18,825.00	25.00%	\$0.00
83200 - Presbyterian Village	\$1,200.00	\$300.00	\$900.00	25.00%	\$0.00
83400 - Stewpot	\$2,200.00	\$550.00	\$1,650.00	25.00%	\$0.00
83500 - Life Quest	\$1,200.00	\$300.00	\$900.00	25.00%	\$0.00
83604 - Pastors' Disc. Fund	\$840.00	\$210.00	\$630.00	25.00%	\$0.00
83606 - Theological Educ. Fund	\$500.00	\$125.00	\$375.00	25.00%	\$0.00
83608 - Joy Gift	\$295.00	\$0.00	\$295.00	0.00%	\$0.00
83609 - Ferncliff	\$500.00	\$125.00	\$375.00	25.00%	\$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	<u>\$535.00</u>	<u>\$0.00</u>	<u>\$535.00</u>	<u>0.00%</u>	<u>\$0.00</u>
Total Benevolences	\$34,355.00	\$7,885.00	\$26,470.00	22.95%	\$0.00
Presbyterian Women					
83600 - Presbyterian Women	<u>\$3,175.00</u>	<u>\$793.75</u>	<u>\$2,381.25</u>	<u>25.00%</u>	<u>\$0.00</u>
Total Presbyterian Women	<u>\$3,175.00</u>	<u>\$793.75</u>	<u>\$2,381.25</u>	<u>25.00%</u>	<u>\$0.00</u>
Total Expenses	<u>\$366,064.00</u>	<u>\$168,795.98</u>	<u>\$197,268.02</u>	<u>46.11%</u>	<u>\$22,445.35</u>
Net Total	\$0.00	\$3,064.29	(\$3,064.29)	0.00%	\$6,987.03

**Summary of Restricted Accounts
Month-to-date, Through June 2008**

Accounts	Beginning Balance	Restricted Revenues	Restricted Expenses	Ending Balance
Temporary Restricted				
10202 - Capital Campaign Grounds	\$200.03	\$0.00	\$0.00	\$200.03
90000 - Memorial Fund	\$2,225.15	\$40.00	\$0.00	\$2,265.15
90003 - Gifts/Misc	\$181.06	\$0.00	\$0.00	\$181.06
90005 - Lacandon Ladies Society Mission	\$1,980.00	\$400.00	\$0.00	\$2,380.00
90006 - InterFaith Hospitality Network	\$468.37	\$175.00	\$0.00	\$643.37
90008 - Choir	\$15.67	\$0.00	\$0.00	\$15.67
90009 - Back-To-School Supplies	\$50.00	\$0.00	\$0.00	\$50.00
90010 - Misc. Designated	\$654.45	\$224.00	\$45.00	\$833.45
90012 - Lewis House	\$473.12	\$0.00	\$0.00	\$473.12
90016 - MX Mission Endowment	\$0.00	\$73.00	\$73.00	\$0.00
90018 - Whitmore Scholarship	\$626.95	\$30.00	\$0.00	\$656.95
90020 - Pres. Women Birthday	\$0.00	\$517.00	\$497.00	\$20.00
90026 - Deacons Helping Hands-PDF	\$40.00	\$0.00	\$0.00	\$40.00
90035 - Ellis Footsteps in Faith	\$284.00	\$0.00	\$0.00	\$284.00
90050 - Souper Bowl Luncheon	\$178.50	\$0.00	\$153.50	\$25.00
90060 - Drama Group	\$48.33	\$0.00	\$0.00	\$48.33
90070 - Kerygma Study Books	\$67.57	\$0.00	\$67.57	\$0.00
90400 - Susie Wiggins' Seminary Fund	\$0.00	\$50.00	\$50.00	\$0.00
90500 - Chiapas Trip 2008	\$4,080.39	\$1,132.00	\$160.74	\$5,051.65
90600 - Chapel Renovation	\$5,000.00	\$0.00	\$599.70	\$4,400.30
90700 - Computer Replacement	\$3,000.00	\$0.00	\$2,200.39	\$799.61
90800 - Honorarium	\$0.00	\$95.00	\$0.00	\$95.00
90900 - Living Waters	\$0.00	\$312.00	\$156.00	\$156.00
Total Temporary Restricted	<u>\$19,573.59</u>	<u>\$3,048.00</u>	<u>\$4,002.90</u>	<u>\$18,618.69</u>

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

Accounts

Assets

Assets

Checking account at BOZ	
10000 - BOZ #1 Operating	\$10,363.94
10010 - BOZ #2 Operating Reserve Acct	\$30,876.86
10020 - BOZ #3 Operating Designated Funds	<u>\$18,618.69</u>
Operating Total	\$59,859.49

10900 - Construction Account	\$178,557.10
10030 - BOZ #4 Capital #1	\$14,072.29
10035 - BOZ #5 Capital #2	<u>\$18,903.23</u>
	\$211,532.62

Construction Total

Liabilities

Liabilities

40000 - Construction Loan Payable	\$2,347,601.04
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Property and Maintenance Committee Report

July 13, 2008 Session Meeting

Information only:

We have finished changing all of the exterior locks on the Ed. Bldg and Sanctuary. It will now be possible to secure the pre-school classrooms and area, with the teachers being able to lock their doors to the classrooms, and securing the double doors that go into the educational wing. All exterior door keys are numbered, and marked "DO NOT COPY". We have master keys to all interior doors, and those keys will not unlock the exterior doors nor vice versa. Several exterior locks have been repaired.

Learle Burford has painted the outside of the choir room windows to match the rest of the exterior of the building.

We are in the process of "shopping" our insurance on the building. We may have a good deal, but it has not been bid on in a long time, so we might come up with good news.

Tom Owen and Bob Quinn have completed working on the lights in the library of the admin. Bldg. and Don Rogers will be painting that room asap. Then we will be getting cost of cleaning carpet.

The choir room floor is in the process of finding the right expansion tool to level out the flooring and repairing it.

Nancy Evans
Moderator P&M

**Personnel Policies of
Westover Hills Preschool**

Adopted: October 2004

Amended May 2007

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I. Introduction

A. Philosophy

The purpose of Westover Hills Preschool is to minister quality early childhood education while nurturing values and equipping children two to five years of age with skills for social, emotional, intellectual, and physical development. The Preschool is viewed as an extension of the Westover Hills Presbyterian Church's community service program and is open to any child regardless of race or religious beliefs. Our educational curriculum meets the needs of each age group and stage of development of each child. Under the leadership of qualified teachers, the children engage in a balance of educational play activities, creative art, music, outdoor play, dramatic play, and story time. Creativity and expression are encouraged in each child's learning experiences.

B. Program Goals

1. Provide for the children's social development by:
 - a. Helping children learn to get along with children and adults.
 - b. Encouraging habits of courtesy and respect.
 - c. Offering equipment and materials that encourage children to develop age-appropriate play skills.
2. Providing for the children's emotional development by:
 - a. Encouraging habits of self-confidence, responsibility, and independence.
 - b. Accepting children and their feelings.
 - c. Encouraging self-expression.
 - d. Teaching children to express feelings in an acceptable way.
3. Provide for the children's physical development by:
 - a. Providing nutritious snacks.
 - b. Providing rest and relaxation.
 - c. Protecting their health and safety.
 - d. Providing well-equipped indoor and outdoor areas which encourage movement and development of large muscles.
4. Provide for the children's intellectual development by:
 - a. Enriching the child's background with cultural activities through unit studies.
 - b. Creating basic readiness for school experiences through varied age-appropriate educational activities.

II. Definitions

A. Preschool Board

The Westover Hills Preschool Board of Directors serves as the liaison between the Director of Westover Hills Preschool and the Session of Westover Hills Presbyterian Church. The Preschool Board is composed of a minimum of five (5) Voting Members, at least two of whom must be Session members and three Church members (may also be Session members) interested in the Preschool program. The Board may also have one voting member who is a parent of a child in the Preschool and is not a

member of Westover Hills Presbyterian Church. All members must be approved by the Session of the Church and may serve up to three years. The Chairperson of the Preschool Board must be an active Session member. The senior minister(s) of Westover Hills, the Director of Christian Education (DCE) of Westover Hills, and the Preschool Director serve as ex-officio members.

B. Preschool Director

The Director of the Preschool is hired by the Preschool Board and is approved by the Session. The Director has the responsibility for the overall day-to-day management of the program. He/she has the responsibility for financial oversight and management of the program, including recommendations for scholarships, subject to the Board's approval. He/she works closely with the Preschool Board, parents, personnel, and church staff to insure that the program meets the needs of the children and families it serves. He/she is responsible for communicating with the appropriate agencies in order to meet licensing requirements. The Preschool Director will work in co-operation with the Director of Christian Education (DCE) to coordinate facility use and scheduling.

C. Preschool Assistant Director

The Preschool Assistant Director is hired by the Director and approved by the Board. He/she works closely with the Director and fulfills the responsibilities of the Director in the Director's absence.

D. Preschool Teachers

Teachers are interviewed by the Director and hired after approval by the Preschool Board. Their goal is to provide a warm and nurturing environment for the children as they interact with them through daily learning and playing activities.

E. Support Staff

1. Financial Assistant

The Financial Assistant is hired by the Director and approved by the Board. The Financial Assistant shall be knowledgeable of ACS Headmaster accounting program utilized by the Preschool and will be responsible for entering data into the program, invoicing parents and posting to accounts. The individual will work approximately one-half day per week.

2. Afternoon Supervisor

The Afternoon Supervisor shall be well informed of the policies, procedures, and philosophy of the Preschool. He/she shall be articulate and positive to parents, to staff, as well as to the children. He/she shall be responsible for supervision of the teachers in the afternoon. He/she shall be available to stay until 5:30 p.m. if necessary.

3. Extended Care Teachers

Extended Care Teachers shall be those hired to supervise the children in the afternoons. They shall be nurturing individuals who enjoy working with children in a positive manner.

III. Organization and Administration

A. Preschool Board

The Preschool Board of Westover Hills Preschool is responsible for monitoring the activities of the Director, developing policies for the Preschool in conjunction with the Director, monitoring the Preschool's financial health and for overseeing the Preschool on behalf of the Session.

B. Responsibilities of the Board

1. Establish Preschool policies in conjunction with the Director.
2. Evaluate the Director and hire, fire and discipline the Director, subject to approval of the Session.
3. Monitor finances.
4. Create and update a long-range plan for the Preschool.
5. Approve contracts.

C. Individual Board Members' Duties

1. Attend all board meetings and activities, including special events.
2. Become knowledgeable about the Preschool.
3. Contribute to meetings by expressing their suggestions and opinions.
4. Represent the Preschool to individuals, parents, church members, the public, and other organizations.
5. Keep the Director informed about concerns of the community.
6. One Board member will take minutes of Preschool Board Meetings.

D. Chairperson of the Preschool Board's Duties

1. Be an active Session member.
2. Preside over meetings of the Board.
3. Represent the Preschool and the Board at Session meetings.
4. Work with the Director to see that all orders of the Board are carried out.
5. Assist the Director in preparing the agenda for Board meetings.
6. Work with the Director on new Board Member orientation.
7. Coordinate and participate in the Director's annual performance review.
8. Develop a positive working relationship with the Director.
9. Call special meetings as the need arises.
10. Oversee the search for a new Director when the need arises.
11. Foster a sense of team spirit on the Board.

E. Preschool Director's Responsibilities (See Appendix C)

1. Attend all Board meetings.
2. Be directly responsible to the Board.
3. Work with the Board Chair to prepare the agenda for regular Board meetings.
4. Initiate and direct the development of policies for the Board approval.
5. Take part in Board discussions.
6. Provide the Board with adequate information in order to reach sound decisions and establish policies.
7. Supervise the implementation of all Board policies.
8. Recommend to the Board new employees to hire and evaluations of all staff members.
9. Inform the Board of any steps needed for the "Progressive Discipline" of any staff member as set forth in Section V.E.
10. Direct staff in their assignments and duties.
11. Evaluate staff annually; maintain adequate personnel records on attendance, performance and disciplinary actions.
12. Prepare an annual budget and submit it to the Board for approval.
13. Work within the annual budget and be responsible for sound fiscal management.
14. Work with the Church Business Administrator on all financial aspects of the Preschool.
15. Provide adequate information to the Board about the financial status of the Preschool in conjunction with the Church Business Administrator.
16. Develop and implement the curriculum of the Preschool.
17. Oversee the physical facilities and assess the needs of the Preschool.
18. Represent the Preschool in all dealings with other organizations, individuals, and the public.
19. Promote a positive image of the Preschool in the community through good public relations.
20. Work with the Board on the organization's long-range plan.
21. Develop short-range (one-year) objectives to meet the goals of the long-range plan.
22. Coordinate or delegate fund-raising activities; seek grant opportunities and prepare/submit grant applications (with approval from Board).
23. Other duties as assigned by the Board.

F. Preschool Assistant Director Responsibilities (See Appendix D)

1. Report directly to the Director.
2. Attend Board meetings.
3. Assume responsibilities of the Director in the Director's absence.
4. Maintain all pupil records including immunizations.
5. Purchase, maintain, and manage within the Preschool's budget all consumable supplies.
6. Produce all printed information and photocopies.
7. Assist with the parent conferences, informational tours, and the public.
8. Maintain records on employees and licensing requirements.
9. Maintain all receipts.
10. Call parents of children who have been absent more than two days without notifying the Preschool.
11. Other duties as assigned by the Preschool Director.

IV. General Management Policies

A. Authority Over Personnel Matters

1. The Preschool Board has the authority to hire, fire and discipline the Preschool Director, subject to review and approval by the Session.
2. The Preschool Director has the responsibility to recruit, supervise, evaluate, discipline, and, if necessary, terminate Preschool Personnel, subject to approval by the Preschool Board.
3. All actions of the Preschool Board shall be subject to review by the Session.

B. Personnel Files

1. Employees

- a. Westover Hills Preschool will maintain a personnel file for each employee. This file will contain documentation regarding aspects of the individual's employment job description, evaluations, progress reports, conference reports, letters of commendation, acknowledgement of understanding policies and procedures, and disciplinary notices.
- b. Employees may review their personnel file in the presence of the Director. Each personnel file is confidential except for the Director and Preschool Board and except as provided otherwise by law.
- c. Each employee is expected to assist in keeping his or her personnel file up to date by notifying the Director of any changes in name, telephone number, address, marital status, dependents, criminal record, continuing education hours, and any other relevant factors.

C. Equal Employment Opportunity and Affirmative Action

1. Westover Hills Preschool will employ persons in accordance with laws of the State of Arkansas and federal laws of the United States of America pertaining to churches and religious organizations and child care/early childhood education providers.
2. Westover Hills Preschool is an Equal Opportunity employer and educator and does not discriminate with regard to religious affiliation, race, national origin, or disability.

D. Health and Safety

Westover Hills Preschool strives to provide a safe and healthful environment for employees, children, parents, visitors, and others while they are on the premises.

1. All persons working at Westover Hills Preschool in any capacity will provide a health card or physician's statement showing the absence of communicable disease and tuberculosis. This proof shall be renewed on an annual basis.
2. The Director is responsible for establishing procedures and programs which minimize the risk of personal injury.
3. All employees are required to follow the Preschool's safety procedures. They are expected to report any potential injuries or unsafe or hazardous conditions to the

- Director immediately.
4. Employees injured in the course of work are subject to the provisions of the Arkansas Worker's Compensation program.
 5. All employees share responsibility for personal safety and the security of Westover Hills Preschool property. Any abnormal behavior by any visitor or suspicious person in the vicinity of the Preschool premises should be reported to the Director immediately.

E. Sexual Harassment

It is the Preschool's policy that an individual's rights shall not be infringed upon by others. The Preschool will not tolerate sexual harassment of any kind. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and repetitive words, gestures, and actions which have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile working environment. All employees are required to notify the Director or Chairperson of the Board immediately in the event they believe they are being subjected to such conduct, or if they are aware of such actions affecting others. A prompt investigation will then be conducted by the Preschool Board and Director.

F. Drug-Free Workplace

1. A person convicted of an offense involving sale, use, or possession of illegal drugs will not be employed. The sale, use, or possession of illegal drugs on the Preschool's premises is prohibited.
2. The use of prescription drugs on the Preschool's premises shall be done only in the manner, combination, and quantity prescribed.

G. Reporting Child Abuse and Neglect

1. All employees of the Preschool are mandated reporters under the child abuse laws (Ark. Stat. Ann. 42-807--42-818). If any employee suspects a case of child abuse or neglect, he/she must report this to the Director who will in turn contact the Arkansas Department of Human Services, or other appropriate authorities. A form from the Department of Human Services should be completed prior to calling.
2. Children, while in the care of Westover Hills Preschool, are subject to being interviewed by Child Care Licensing, Division of Children and Family Services Special Investigations of the Department of Human Services and law enforcement officers for investigative purposes or for determining compliance with Licensing Requirements.
3. Should parents or employees suspect licensing violations, they should file a written report with Child Care Licensing and the Preschool Director. The Preschool Director will provide an appropriate form to file the report. Parents will be notified of this reporting policy in the Westover Hills Preschool Parent Handbook.

V. Employment Policies

A. Process of Employment

1. Written position descriptions shall be developed by the Director under the guidance of the Preschool Board. Revisions shall be approved by the Preschool Board.
2. Position descriptions shall be discussed with new staff members by the Director.
3. If a vacant position is advertised, the advertisement shall state that Westover Hills Preschool is an Equal Opportunity Employer.
4. The Director will be responsible for recruiting staff (i.e. posting in church bulletins, newspaper ads, etc.)
5. The Director will screen applicants by reviewing applications, checking references, and conducting interviews. The Director will contact the applicant's employers for the six years preceding the application to determine the applicant's suitability for child care.
6. Background checks through the Arkansas Child Abuse and Central Registry as well as criminal records and fingerprinting will be required for all employees. Employment is contingent upon no violations with these agencies. Westover Hills Preschool covers the cost of background checks.
7. A person convicted of an offense involving child abuse, child neglect, child molestation, or sale, use, or possession of illegal drugs will not be employed.
8. Job applications shall be kept on file for at least six months from date of reception in order to comply with legal requirements for equal employment opportunity.

B. Employee Status

1. Employee Appointments

The Director and the Assistant Director will be employed on a twelve month appointment, and teachers and other staff will be employed on a nine month appointment. Twelve month appointments are defined as being on the job for all school days and play days, exclusive of sick/personal days and approved holidays. For planning purposes and curriculum development, etc., it is understood that both the Director and Assistant Director will be on the job as necessary to fulfill their duties and responsibilities. Nine month appointments are defined as appointments running through the normal school year.

2. Probationary Period

All new hires will be engaged for a six-week probationary period. Employment may be terminated at any time for cause, including excessive absences, tardiness, or unsatisfactory work performance. Upon successful completion of the probationary period, employees will be granted full-time or part-time status.

3. Substitutes

A list of qualified substitute teachers will be maintained by the Director for use as needed.

4. Resignation

Employees who resign should do so in writing to the Director and give two weeks notice prior to departure.

C. Employee Benefits

1. Social Security

All personnel will be covered by FICA (Social Security) as required by Federal law.

2. Sick/Personal Leave

The Director and the Assistant Director will be eligible for 10 days of sick/personal days per year. The amount of sick/personal leave days per school year for teachers will correspond to the number of days per week a teacher/worker works. If a teacher works two (2) days per week, he/she will be allowed two (2) sick/personal days per school year; three (3) days per week, three (3) sick/personal days per school year, etc. Teachers will receive one additional day of sick/personal leave after they have completed their fifth year of employment. Any unused sick/personal leave will carry over each year up to a maximum of twenty (20) days. Sick/Personal leave has no cash value upon termination of employment whether by resignation, retirement or discharge.

Personal days are to be taken when it is convenient for the Preschool schedule and must be arranged with the Preschool Board for the Director and with the Preschool Director for the Preschool staff. Personal days should not be scheduled during the scheduled Teacher Work Week or during special events such as Open House, Christmas and Thanksgiving Events, School Programs, Popsicle Party, Fund-raisers, Staff Meetings, etc. Personal days must be taken as a minimum in 1/2 day increments.

Teachers will be paid for sick/personal days utilized up to their allowed number of days. After the number of allowed number of sick/personal days have been used, the salary of the substitute will be deducted from their pay.

Employees are expected to be on the job each day the program is in operation. Absences for reasons other than illness must be arranged in advance with the Director. Employees are responsible for contacting the Director as far in advance as possible when they are to be absent or late. The Director is responsible for arranging a list of substitutes. Teachers are responsible for finding their own substitute from this list and informing the Director. The Director must maintain attendance records for each employee.

3. Leave of Absence

Full-time employees may be granted a leave of absence with or without pay as needed for family emergencies. Leave of absence may be granted at the sole discretion of the Board for up to one day for each year of employment up to a maximum of 15 days per calendar year.

5. Bereavement Leave

A paid substitute will be available in the case of death of an immediate family member for up to three days. These days will not be subtracted from the sick /personal leave. Up to five additional days of unpaid leave will be available. Immediate family is defined as spouse, mother (in-law), father (in-law), sibling (in-law), grandmother (in-law), grandfather (in-law), children, grandchildren aunt or uncle. An employee attending a funeral not included in the above list must use sick/personal leave.

6. Salaries

The Preschool Director in conjunction with the Preschool Board determines salaries and raises for the teachers and the Assistant Director. The Preschool Board determines the salary and raises for the Director. Salaries will be discussed by the Director with each prospective employee prior to employment. Employees are paid for days worked. Paydays are the 15th and last working day of each month. All teachers working nine months a year will be paid a salary amount divided equally into 18 payments. The Director and Assistant Director will be on a twelve-month basis and will receive 24 equal payments. All required and voluntary deductions will be withheld automatically from the paycheck. When a payday falls on a weekend or official holiday, payroll checks will be issued the preceding business day.

7. Tuition for Staff Children

Children of staff members of the Preschool and full-time Church employees may attend the Preschool at a tuition cost of one-half the regular amount, plus the full cost of registration and other fees.

8. Holidays

The Preschool will be closed on New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, and other holidays designated by the Preschool Board.

9. Staff Children

Children of employees may accompany them on particular days with prior notification and approval from the Director. The children must follow the same rules as the Preschool children. If problems arise, at the Director's discretion, the children of the employee may be asked not to return.

D. Grievances

Grievances about conditions of employment shall be directed to the Preschool Director. If the grievance is not resolved to the employee's satisfaction, it may be appealed to the Preschool Board. Grievances concerning the Director shall be directed to the Board. The employee may appeal to the Session.

E. Progressive Discipline

In the event of misconduct or unsatisfactory job performance by a permanent employee, a four-step procedure of progressive discipline will be applied in those cases where the severity of the problem does not warrant immediate termination. The purpose of progressive discipline is to improve the conduct and performance of the employee and to protect the Preschool's investment in the employee.

1. Oral Warning

In the event that an employee is not fulfilling the work expectations of the Director, the Director shall clearly state what is expected. If, after a reasonable length of time the problems have not been corrected, the Director will issue an official oral warning to the employee, which shall be documented and dated in the employee's personnel file. This will be done in an official and private manner. A record of the oral warning, including the date and content, will be documented. The Preschool Board Chairperson will be notified of any Oral Warning.

2. Written Reprimand

If the problem persists after a reasonable length of time, the Director shall issue a written warning to the employee and notify the Preschool Board. After reading and discussing the warning, the employee shall sign it, signifying he/she has read it, even though not necessarily agreeing with it. A copy will be given to the employee and a copy placed in his/her personnel file.

3. Disciplinary Action

D

If, after a reasonable length of time, the problem persists, the Director shall suspend, demote, withhold salary increases, or administer other disciplinary action. The Director shall notify the Board. A statement of the disciplinary action shall be signed by the employee, with a copy given to the employee and a copy placed in his/her personnel file.

4. Discharge

Employment at the Preschool is at will and may be terminated at any time without oral warning or written reprimand. If the problem cannot be resolved, the Director shall dismiss the employee with the approval of the Preschool Board. The Director may immediately suspend an employee for a serious offense pending a Board meeting.

F. Termination

Dismissal shall take place by written notice from the Director after consultation with the Preschool Board, giving reasons for termination. Reasons may include but are not limited to: falsification of application information unsatisfactory performance, refusal to work within his/her position description, repeated unexcused absences (absences in excess of allotted days, unless approved by the Director), repeated tardiness, failure to notify the Director in case of absence or tardiness, failure to meet job requirements or work expectations as stated in employee job description, incompetence, substantiated report of abuse or neglect of children, failure to successfully complete the six-week probationary period.

For reasons of reorganization, retrenchment of program or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Director who shall terminate the employee upon recommendation of the Preschool Board.

G. Annual Performance Review

The Director of the Preschool shall conduct an annual performance review with each employee. The Preschool Board will review the written performance report. Key areas to be evaluated are skills that deal with relationships (children, parents, and other staff members), classroom performance, preparation, and work initiative (such as continuing education, and attending workshops over and above licensing requirements). The Preschool Director will have an annual performance review with the Preschool Board. Key areas to be evaluated are financial health of the Preschool, meeting child care licensing standards, meeting designated goals for the year and maintaining good parent/public church relationships.

H. Annual Compensation Review

1. The Director will present a compensation review of the staff in developing the annual budget.
2. The Preschool Board is responsible for recommending employee salaries in the annual budget proposal to the Session. Merit increases may be considered for exemplary performance or number of years of service.
3. The Preschool Board will evaluate the Director on an annual basis and determine if a raise or merit salary increase is appropriate.

I. General Staff Requirements

Westover Hills Preschool requires each teacher to have satisfactory experience in working with young children and to meet all child care licensing requirements. Some college course work in an appropriate major subject area is desirable but not mandatory, and a college degree is preferred. All persons working during the Westover Hills Preschool school year must be at least 18 years old. Helpers in the summer Play Day may be 14 to 17 but are not to be left in charge of or alone with the children. They and their parents must have a criminal background check. Children 10-13 who volunteer and their parents also must have a criminal background check. No more than one helper may be present in a room.

Persons employed by the Preschool must be in good health, mentally alert, emotionally secure, neat in appearance, and possess an attractive personality. They should find enjoyment in working with children and be able to work with other adults as well. They must be sensitive to the needs and feelings of others. Westover Hills Preschool teachers should be willing to learn and to try new ideas and teaching methods

J. Training

All employees working directly with children shall receive at least fifteen hours of in-service training or outside workshop attendance regarding child care practices each year. This instruction shall be documented in the personnel records.

All employees shall receive an orientation regarding the Preschool's policies and procedures and shall review the child care licensing requirements. Each employee shall sign a statement that he/she has read and agrees to follow the policies, procedures, and licensing requirements, and the statement shall be kept in each employee's personnel file.

K. Jury Duty

If an employee is called upon to serve on a jury or as a subpoenaed witness in a court case, the Preschool will encourage the employee to fulfill this civic duty. Upon presentation of jury duty attendance, the Preschool will pay the difference between the regular pay and the amount earned from jury duty. If jury duty is required when the employee is not ordinarily scheduled to work, the Preschool will make no payment for that time.

VI. Teacher Duties and Expectations

A. Staff Breaks

Morning and afternoon staff breaks will be arranged by the Director. Teachers shall return from the break within the allotted time. Smoking is not allowed in the building, on the premises, or in the presence of children or parents. Teachers shall not consume food or drinks in the presence of the children which are not available to them.

B. Dress Code

Teachers are expected to present a pleasing and professional appearance to the children and to the public. Appropriate dress is recommended, keeping in mind that the teacher will be sitting on the floor with children, going to the playground, and working on art projects. Pants, nice jeans, and long skirts are appropriate. Jeans with holes or that are extremely worn as well as sweat suits and bare midriffs are not appropriate. Dress should be conservative and professional. If in doubt about an article of clothing, don't wear it.

C. Telephone Use

Teachers may use the telephone, including cell phones, only at break time. Phone calls should be limited. Messages will be taken, but teachers will only be called from the classroom for an emergency.

THE USE, POSSESSION, OR DISPLAY OF CELL PHONES IS PERMITTED DURING SCHEDULED BREAKS ONLY. DURING ALL OTHER TIMES, INCLUDING REST TIME AND RECESS TIME, USE IS STRICTLY PROHIBITED.

When answering the Preschool telephone, answer, "Westover Hills Preschool" and identify yourself. For anyone answering the telephone, the following information is to be written down: name, date of call, time, nature of call, number where person can be reached.

D. Health

Any child who becomes ill and unable to participate in the daily activities will be taken to the Director's office. If a child has a fever, diarrhea, or generally does not feel well enough to participate in the activities of the day, the parent will be called and requested to pick up the child.

Parents are asked to call the school if their child is sick and not going to be at school. Teachers shall notify the Preschool office if a child is absent for two days. The Assistant Director will call to check on the child.

Any prescription medication will be administered at noon unless otherwise noted in the prescription. Medication will be administered by the Director or Assistant Director after parents complete the proper form provided by Department of Human Services. Medication will be kept in a locked area in the Preschool kitchen.

E. Emergency Drills

Monthly emergency fire and tornado drills will be carried out. Explanations of fire and tornado drill procedures are posted in each classroom. Class rosters are to accompany the teachers during drills.

F. Discipline

Westover Hills Preschool is committed to directing children toward positive, acceptable behavior in a well-planned, interesting learning environment. Acceptable or desired behavior will be reinforced with praise. Positive reinforcement of acceptable behavior is preferable to criticism.

Each teacher will be in charge of the discipline in the classroom. The Director and Assistant Director will assist in any way possible. Each teacher will provide reasonable rules with logical consequences for breaking those rules. Discipline shall be consistent and appropriate to the child's level of understanding.

Children who repeat unacceptable behavior shall spend an appropriate period away from the group. The period away from the group shall be one minute per year of the child's age, not to exceed five minutes. The area away from the group shall be specified by the teacher, but not in an area associated with eating, sleeping, restroom

facilities, or in the hall. If a child shows destructive or harmful behavior on a regular basis, a call or conference will be held with the child's parents, teacher, and the Director. Redirection will be used with children under two years of age.

If a child of any age continues undesirable behavior which disrupts the classroom and impairs the ability of the teacher to provide care for other children, then an Incident Report will be sent home. After two Incident Reports, a conference will be scheduled with the parents. As approved by the Westover Hills Preschool Board, after a child accumulates four incidents, it is the discretion of the Director to dismiss the child with approval from the Preschool Board.

Westover Hills Preschool will not administer corporal punishment.

G. Lunch Time

A bell will ring at 11:25 a.m. indicating that the children going home may be taken to the hall. Teachers will have the children's papers, artwork, materials, and possessions gathered in a manner manageable by the child. When these children are in the hall, the children staying for lunch will prepare to eat in their rooms. Lunches are not to be opened until 11:25 a.m.

Staff members are expected to assist children with lunch and encourage good eating habits. Lunchtime is a learning time; therefore, teachers are expected to sit with children during class lunch.

Westover Hills Preschool has alternative compliance from Department of Human Services in the area of lunches. Each child is to eat the food he/she brought from home. Therefore, employees are to monitor lunches and keep a record of those lunches which are lacking food from any of the four basic food groups. Soft drinks are not allowed. Parents will be notified in writing when lunches do not meet minimum standards. The Preschool will provide alternative foods when necessary to meet the four food group requirements. Milk will be provided by the Preschool for the children at lunch.

Children will eat lunch in their respective classrooms with their teachers. They must stay in their seats until they have completed their lunches. They should then throw trash away and put away their lunch boxes. Each child should go to the restroom and wash their hands before and after eating. Afterwards, each teacher of the two-year olds and three-year olds will take the class to the nap room and help the children settle on their mats. The teachers of the four-year-olds or five-year-olds shall take their classes to the Playground or a designated room. All teachers shall clean tables and sweep the floor after lunch.

H. Arrival Time/Departure Time

Each teacher must sign in on the designated form with name and correct time of arrival. There will be an official clock by sign-in sheets. Most of the morning teachers are to be at school by 8:15 a.m., unless designated in their contract. The children will be collected from Room I at 8:25 a.m. All supplies that are needed shall be gathered and ready to use by 8:25 a.m.

All teachers must leave their rooms clean and neat for the next day before they leave the premises and clean up any supplies left in the kitchen. Toys and equipment must be replaced in their proper crate, box, or cubby. The exact departure time for each staff member is stated in his/her contract.

The Assistant Director's hours will be from 7:45 a.m. – 2:30 p.m. (or later if needed). The Director's hours will vary, sometimes daily, depending on the activities and events in the Preschool. The Director will be in the Preschool from 7:45 a.m. until at least 3:30 p.m.

I. Accidents and Incidents

Staff must inform the Director or Assistant Director of all accidents and incidents by verbal reports confirmed by written explanation. (See Accident/Incident Forms in Appendices)

J. Bulletin Boards

All teachers will change one of their bulletin boards at least once a month. Bulletin boards should reflect the unit being studied or seasonal subjects. Display of children's work at the child's eye level is encouraged.

K. Learning Centers

Learning centers shall be changed at least once a month. Materials should relate to the units that are taught.

L. Church Office

Children may not be taken into the church offices.

M. Curriculum Materials

Most curriculum is kept in the Director's office. Teachers must return curriculum items or books to correct places after use. Back issues of Mailbox are kept in the file cabinet in the hall.

N. Gate Duty

On a rotating basis, one teacher will greet children at the gate between 8:30 and 8:45 a.m.

O. Outdoor Recess

All children enrolled in the Westover Hills Preschool shall have the opportunity for outdoor experiences year round. Outdoor activity periods will be scheduled by the Director. Recess will be outdoors, weather permitting.

P. Notices

1. Office

Each note sent home shall state the child's name. If a child is absent, the teacher will keep the note and send it home on the next day the child is present. If information in the note is urgent, the teacher will call parents of the absentees. School-wide notices will be handled through the Director's office. Notes to parents shall not be placed in the hall without permission from the Director.

2. Classroom

Letters to parents about classroom activities will be sent home at the beginning of each week. Teachers will present them to the Director by Wednesday of the week before. Notes should be typed. A computer in the office will be designated for teachers' use. The Assistant Director will copy the letters after the Director's approval.

3. Staff

Important information will be written and left in teachers' mailboxes in the Director's office. It is the teachers' responsibility to check mail boxes daily and retrieve all messages and notices.

Q. Parent Conferences

From time to time teachers may need to talk with a parent about a child. Teachers will inform the Director of problems before calling parents or arranging conferences. Conferences shall be held at a time when the children are not present. Calls and conversations should be documented and a copy given to the Director. Teachers must inform the Director of any parental concerns. Each teacher is a public relations representative of the Preschool. **Conferences with parents for updating them on their child's progress (and not concerning problem behavior) are welcomed and encouraged.**

R. Parking

Teachers should park on the back half of the parking lot, reserving the front two rows for church staff and visitors.

S. Receiving Children

Teachers will give each child and parent a warm greeting and farewell. If possible, teachers will go to the child when he or she arrives and call the child by name. Teachers will tell parents special things that their child has done that day.

T. Snacks

Each teacher will have a juice pitcher, cups, napkins, and snacks brought to their room. Special snacks prepared in the room with the children are encouraged. At the end of the morning or afternoon snacks, the teacher will take the snack basket and juice pitcher back to the kitchen. Empty pitchers will be washed by the teacher. If there is just a small amount of juice left, it shall be combined in another pitcher and put in the refrigerator. Baskets, any leftovers, other utensils and equipment should be put away. Teachers' lunches or snacks brought during the week shall be cleaned out of the refrigerator by Friday of each week.

U. Staying with the Children

Teachers shall not leave children unattended at any time. Teachers shall count the children upon leaving the room, the playground, field trip sites, and the playroom. **Teachers should know how many children are in their care at all times.**

V. Supplies

Teachers should submit a list of supplies needed to the Assistant Director at least one week in advance. Each teacher is responsible for cleaning supplies, paints, and dishes used each day. This may be done at break but must be done before leaving.

W. Staff Meetings

Staff is expected to attend all staff meetings. Staff meetings will be held monthly. Age-level planning should be done prior to staff meetings. The Director will review plans for each month with the teacher before the staff meeting. It is mandatory the Director go over the plans with each teacher each month. Emergency meetings will be called as needed.

X. Field Trips

Field Trips will be at the discretion of the Director.

Y. Bad Weather Policy

When the Little Rock School District closes due to bad weather, the Preschool will also close. If the Little Rock School District opens one hour late due to bad weather, the Preschool will also open one hour late. When the Little Rock School District opens later than one hour, the Preschool will not open at all that day. On the day(s) that the Preschool opens one hour late, each employee must decide whether or not he/she can safely come to work, since road conditions and individual circumstances vary so greatly. If an employee determines that he/she cannot safely come to work, the Board may allow the employee to take leave with pay. Each teacher should make a good-faith effort to get to work on these days. Employees shall notify the Director as early as possible on such days.

Z. Professionalism

All children, parents, and visitors should be treated with kindness, friendliness, patience, and respect. Professionalism is seen in how the teachers present themselves, how the room is presented and maintained, how children and adults are spoken to, and by the effort put into each day's teaching.

VII. Appendices

A. Incident Report

Westover Hills Preschool Incident Report

As stated in our policy book, Westover Hills Preschool is committed to directing children toward positive, acceptable behavior. We take behavior seriously and are here to teach appropriate behavior, to create a positive learning environment and to protect all children.

This incident report is being sent home today to describe an incident that occurred with your child. A copy of this Incident Report will be maintained in your child's records. As approved by the Westover Hills Preschool Board, after a child accumulates four incident reports, it is the discretion of the Director to dismiss the child with approval from the Preschool Board.

Name of Child _____ **Date** _____

Time of Incident _____ **Place of Incident** _____

Describe the incident fully _____

Physical and/or Behavior Indicators observed and when: _____

Action taken by reporting source: _____

Reporter's name and position:

For Director's Use

Further action taken by Director:

Did the parents discuss this with teacher or Director? _____ Date _____

Did the Director call to discuss? _____ Date _____

Notes on parent's conversation:

Notes on parent's conferences :

Incident # _____

B. Accident Report

Accident Report

Child's Name _____ **Date of Accident** _____

Time of Accident _____

Place _____

Cause _____

Describe injury _____

Notification: Director? _____ **Parents?** _____ **Doctor?** _____

Treatment: _____

Comments: _____

C. Job Description of Preschool Director

Qualifications

The Director must meet Arkansas Minimum Child Care Licensing Standards. He/she must have ability to manage and work well with parents, children, teachers, and church staff, be able to creatively and resourcefully guide the Preschool and maintain its high standards in the community.

Education and Experience

The Director must have at least a bachelor's degree in education, child development, or a related major field, or five years of experience working with young children, preferably two of those in administration.

Job Summary

This is an administrative position with ultimate responsibility and accountability to the Preschool Board for the coordination and management of all aspects of the Preschool Program at Westover Hills Presbyterian Church. This Preschool Program includes: (1) Preschool Education and Extended Care, (2) Summer Play Day. The position receives direct guidance and supervision from the Board.

Job Duties

Administration

- Serves as ex-officio member of the Westover Hills Preschool Board.
- Recommends annual budget.
- Hires and fires all personnel after Board consultation and approval.
- Maintains an up-to-date list of substitutes for all staff positions.
- Coordinates all programs.
- Notifies parents of all holidays and events in advance.
- Works with teachers to arrange parent/teacher conferences.
- Arranges special educational visitors for classes.
- Ensures compliance with State Health Department and Department of Human Services' Regulations.
- Maintains accurate records for Department of Human Services, Criminal Records Check and Child Maltreatment Central Registry Check.

- Maintains current and accurate files on each student, including but not limited to health and immunization records.
- Maintains accurate records of TB skin tests of staff.
- Writes and distributes a monthly newsletter to parents.
- Writes articles to include in Church newsletter.
- Supervises the purchase of materials, supplies, and food.
- Performs annual staff performance and evaluation.
- Recommends staff salaries to the Preschool Board.
- Consults on minor problems or concerns on a day-to day- basis with the DCE and refers significant problems or concerns to the Board for advice or their information.
- Writes and updates staff and parent handbooks.
- Keeps personnel records and staff attendance records.
- Plans the yearly calendar.
- Plans, schedules, and supervises the management of classroom and staff schedules.
- Coordinates activities with the Church by attending weekly Church staff meetings.
- Welcomes prospective families and visitors to the school and explains the program.
- Enrolls students and organizes classes to best fit the needs of the individual child and the school.
- Plans orientation of newly enrolled students and staff.
- Works with a parent association to organize fundraisers and school-wide activities.
- Plans and conducts fire and tornado drills.
- Plans the educational curriculum.
- Seeks grant opportunities, prepares and submits grant applications (with approval from Preschool Board).

Supervision

- Supervises all staff members.
- Acts as a resource and support person for all employees.

- Schedules extended care assignments.
- Conducts monthly staff meetings.
- Works with staff on curriculum and special events.
- Alerts staff to local workshops and seminars pertaining to preschool education.

Bookkeeping

- Invoices all parents, creates and distributes monthly statements, posts payments, pays all bills, makes deposits.
- Creates monthly financial statements for Board and submits them to Church Office for inclusion in *Session packets*.
- Works with Church Business Administrator to write semi-monthly payroll for staff and distributes paychecks to the staff.

Teaching

- Establishes a relationship with each student in order to evaluate their overall well-being.
- Presents workshops to staff when needed.
- Plans and conducts extra unit events or activities.

Maintenance

- Remains alert to potential safety hazards, repairs, and problems and notifies the Board and the Property and Maintenance Committee.
- Maintains product safety recall book on public display.
- Displays weekly curriculum materials, enhancements, and books for use by teachers
- Decorates bulletin boards and the unit table in the hall.

D. Job Description of Assistant Preschool Director

Qualifications:

The Assistant Director must meet Arkansas Minimum Child Care Licensing Standards. He/she must be able and willing to work successfully with parents, children, Director, teachers, and church staff members. He/she must be willing to increase knowledge in early childhood education and skills and to effectively assist in the Preschool office.

Education and Experience:

A Bachelor's Degree in early childhood education, elementary education, or related field is preferred with at least two years experience working in an early childhood program. Administrative, bookkeeping, and computer skills are necessary.

Staff Relationship:

The Assistant Director is responsible to the Director of the Preschool.

Responsibilities shall include, but not be limited to the following:

1. Attend to the extended care children between 7:45 - 8:30 a.m.
2. Prepare snacks and distribute to classrooms.
3. Be available to stay late if necessary.
4. Assume the duties of acting Director at times when the Director is absent.
5. Keep the confidences of the discussions with the Director of children, staff, parents and church staff.

Office Duties:

1. Maintain all pupil records, including immunizations and computerized data.
2. Purchase, maintain, and manage within the Preschool's budget all consumable supplies for school, including food.
3. Keep inventory of supplies up-to-date.
4. Produce all printed information and photocopies.
5. Be available to assist with parent conferences, school informational tours, and communication with the public.
6. Keep records up-to-date on employees and minimum licensing requirements.
7. Keep notebook of receipts accurate and up-to-date.
8. Call parents of children who have been absent more than two days without notification.

Periodic Duties:

1. Help teachers maintain and equip classrooms with supplies and equipment.
2. Attend necessary training to help meet child care licensing requirements.
3. Attend staff meetings.
4. Assist with evaluation of classroom personnel and programs.
5. Help during class time when needed, with the goal of spending an equal amount of time helping each teacher.
6. Assist with special programs.
7. Assist with maintaining and acquiring accreditations and licensing standards.
8. Assist teachers with helping children in the restrooms.
9. Assist with "gate duty" as needed.
10. Gather unit activities for display and for teachers' use.
11. Use time in nap room to make folder games or other unit activities that will enhance the Preschool's unit resources.
12. Manage the laundry on a weekly basis.

13. Prepare the nap room for rest time and be in charge of teachers getting the children up from naps and ready for snacks.
14. Prepare snacks for the afternoon.
15. Keep the waiting list up-to-date.
16. Assist the Director in supervising the teaching staff and ensuring the smooth coordination of all classroom activities and staff and student interrelationships.
17. Assist the Director in teacher training activities, teaching demonstrations, and staff evaluations.
18. Prepare lunch lists, sign-in sheets, etc., for each month.

E. Job Description of Classroom Teachers

Qualifications

Each teacher shall have satisfactory experience in working with children and meet the requirements of Arkansas Minimum Child Care Licensing Standards. Each teacher must be a sensitive and mature individual, able to relate well to both children and parents. He/she shall be willing to work for the best interests of the children and the Preschool. He/she shall model, encourage, and nurture high moral and ethical values.

Education and Experience

The person selected for this position must be professionally prepared, or have sufficient experience, as a teacher of young children in the field of early childhood education or development.

Staff Relationship

The teacher is responsible to the Director of the Preschool.

Responsibilities

Responsibilities shall include, but are not limited to, the following:

1. Plan and execute daily classroom and outdoor activities in keeping with the philosophy and policies of the Preschool program.
2. Gear the program to the needs of individual children with concerns for their interests, handicaps, special talents, and individual style and pace of learning.
3. Treat children with dignity and respect and help them become aware of their roles as integral members of a group.
4. Assure the health, welfare, and safety of children in a group.
5. Supervise the group in the classroom, bathroom, and play areas outside and inside.
6. Positively guide and discipline on the children on their level in keeping with the Preschool's policy on discipline.
7. Care for the rooms and equipment, report items needing repair or replacement; submit requests for additional equipment or materials.
8. Post classroom rules, emergency procedures, and daily classroom schedules.
9. Prepare lesson plans one month in advance. A copy of the plans will remain in the classroom.
10. Provide all snack time activities of the group and cleanup.
11. Arrive promptly at the time designated in the contract. Be in the classroom with all supplies needed for the day at the designated time. Prepare the room for the next day before leaving.
12. Maintain interesting, attractive rooms and monthly bulletin boards.
13. Cooperate with the Director and other staff in all school activities.
14. Carry out all personnel policies of the program.
15. Assume an equal share of the joint housekeeping responsibilities of the staff.
16. Send out unit guides to parents every Monday. Have them approved by the Director by the Wednesday before.

17. Attend staff and age-level meetings each month or when called.
18. Participate in recommended training programs, conferences, courses, and other aspects of professional growth.
19. Plan with the Director and participate in all special events for the Preschool such as open houses, school programs, and fund-raiser events.
20. Be available for parent conferences as needed or requested.
21. Keep individual records for each child as specified:
 - a. Monthly samples of work
 - b. Written samples of classroom observations
 - c. Evaluations or skills checklist
22. Carry out "gate" duties as assigned.
23. Be familiar with all licensing requirements.
24. Begin work one week prior to the children's arrival for classroom readiness, planning, and staff meetings.
25. Never leave children unattended for any reason.

Outdoor and Indoor Playtime

1. Supervise children closely on the playground or in the playroom.
2. Circulate so that all areas of the playground or playroom are visible.
3. Escort children to the bathroom from the playground.
4. Continually count the number of children in the teacher's care.

F. Job Description of Computer Teacher

QUALIFICATIONS

The teacher shall have satisfactory experience in working with children and meet the requirements of Arkansas Minimum Child Care Licensing Standards. The teacher must be a sensitive and mature individual able to relate well to both children and parents. He/she shall be willing to work for the best interests of the children and the Preschool. He/she shall model, encourage, and nurture high moral and ethical values.

EDUCATION AND EXPERIENCE

The teacher must be professionally prepared, or have sufficient experience, as a teacher of young children in the field of computer applications.

STAFF RELATIONSHIPS

The teacher is responsible to the Director of the Preschool. The teacher must always notify the classroom teacher when she takes a child to Computer Corner and when she returns the child to the classroom.

RESPONSIBILITIES

Responsibilities shall include, but are not limited to, the following:

1. Plan and execute daily activities for each child who attends Computer Corner. Keep records of each child's attendance and activities in Computer Corner.
2. Gear the activities to the needs of individual children with concerns for their interests, special needs, individual style, and pace of learning.
3. Assure the health, welfare, and safety of the children. Never leave children unattended.
4. Positively guide and discipline the children on their level in keeping with the Preschool policy on discipline.
5. Plan lessons to educate the children on computer skills, computer terminology, computer etiquette, and computer capabilities.
6. Care for the computers and equipment, and submit requests for additional materials or equipment.
7. Help supervise children who come into Computer Corner to use the bathroom.
8. Assist the Director, Assistant Director, and classroom teachers when not directly instructing children in Computer Corner.
9. Arrive promptly at the time designated in the contract.
10. Cooperate with the Director and staff in all school activities.
11. Carry out all personnel policies of the program.
12. Attend staff meetings each month or when called.
13. Participate in recommended training programs, conferences, courses, and other aspects of professional growth.
14. Plan with the Director and participate in all special events for the Preschool such as open houses, school programs, and fund-raiser events.
15. Be available for parent conferences as needed or requested.
16. Other duties as assigned.

G. Job Descriptions of Support Staff

1. Financial Assistant

Qualifications

The financial assistant will be knowledgeable of the ACS Headmaster software program. She shall be friendly and helpful to parents and staff as well as the children. She shall be willing to work one half-day per week and more if needed.

Staff Relationship

The financial assistant is responsible to the Director of the Preschool.

Responsibilities

Responsibilities will include, but will not be limited to, the following:

1. Entering data into the ACS Headmaster software program.
2. Producing invoices.
3. Posting to accounts.
4. Attend staff meetings and orientation workshops.
5. Attend programs, fund-raisers, and other public relation events.

2. Afternoon Supervisor

Qualifications

The afternoon supervisor will be selected from one of the classroom teachers or the afternoon workers. He/she shall be available to stay until 5:30 or until all children are picked up. He/she shall be well informed about the policies, procedures, and philosophy of the Preschool. He/she shall be articulate and positive to parents, the afternoon workers, and other staff, as well as to the children.

Staff Relationship

The afternoon supervisor is responsible to the Director of the Preschool.

Responsibilities

Responsibilities will include, but will not be limited to, the following:

1. Train extended care teachers according to the procedures of the Preschool.
2. Assist with supervision of the children and record keeping.
3. Greet parents and answer questions if needed.
4. Work with the staff on problem solving.

5. Inform the Director of repairs needed and supplies needed for the playground or playroom.
6. Inform the Director of situations that may occur in the afternoon that may be of concern to the Preschool.
7. Check every class's folders to be sure everyone has been signed out.
8. Prepare afternoon water if needed for the playground and instruct the other extended care teachers on what is available for the late afternoon snacks.
9. Assist with the afternoon billings as needed.
10. Correct, if necessary, the methods of the extended care teachers in dealing with the children or parents.
11. Keep the Director informed on the effectiveness of the extended care teachers.
12. Be available for conferences with parents about the child's behavior.
13. Make sure extended care teachers know to count children when they are taken to the playground and returned to the classrooms, to never leave children unattended, and to circulate on the playground so that all areas of the playground are visible.
14. Make sure afternoon tallies are kept accurately.
15. Be responsible for turning out lights, locking doors, and checking thermostats. All books and folders should be returned to a designated area to be ready for the next day.
16. Fulfill other duties as assigned.

3. Extended Care Teachers

Qualifications

Extended Care Teachers must have satisfactory experience in working with children and meet all requirements of the Arkansas Minimum Child Care Licensing Standards. Each teacher must be mature and sensitive in working with children, parents, and other staff persons.

Education and Experience

The Extended Care Teacher must have sufficient experience working with and nurturing young children. A person with a college degree or college hours is preferred but not required.

Staff Relationship

Extended Care Teachers are responsible to Afternoon Supervisor and ultimately to the Director of the Preschool.

Responsibilities

Responsibilities shall include, but are not limited to, the following:

1. Supervise children in the nap rooms as they arrive from their respective classrooms for nap time.
2. Never leave children unattended.
3. Remain in the room with the children at all times (even when they are asleep).
4. Help put mats and blankets away after nap time.
5. Help supervise children in the restroom after naps.
6. Accompany the children to the room for snacks.
7. Clean tables after snacks in the rooms.
8. Return snack containers to the kitchen before going outside or to the playroom.
9. Supervise children closely on the playground and in the playroom.
10. One extended care teacher shall accompany a child to the restroom from the playground.
11. Circulate on the playground so that all areas are visible.
12. Pick up all toys and trash on the playground and playroom before leaving.
13. Count the children before leaving.
14. Keep the tally of the children accurate at all times.
15. Sign out the children in the classes' folders and list their names and time of departure in the attendance notebooks.
16. Close the gate upon leaving the playground.
17. Close the front door upon entering or leaving the building.
18. Attend orientation workshops and other workshops as required.
19. Speak kindly at all times to the children. Use positive discipline.
20. Greet parents and visitors in a friendly and professional manner.
21. Wash the children's faces and hands before snacks, after restroom time, and as needed.
22. Record any accident and send home a copy of the record to parents.
23. Make sure the rooms that the children are in at the end of the day are left clean and tidy.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Worship & Music

Date of Meeting: 29 June 2008

Consent Agenda Items: None

Need for Docket Time in Session Meeting: N/A

Calendar Items: None

Action Items for Discussion during Session Meeting: None

Information:

I2C

- The committee continued our discussion on the Invitation to Christ paper. We decided to postpone this month's session discussion due to the Triennial visit that will occur at this meeting.

Time and Talent Cards

- The committee reviewed our items on last year's Time and Talent cards and decided on the changes/additions that we would like to make for this year. We are prepared for the Stewardship committee to ask for our input.

Prayers of the People

- We discussed the idea of using liturgists to lead the Prayers of the People. It would emphasize the "of" in the title of the prayer. We worked through the logistics of the idea (i.e. if the liturgist is a choir member they could lead the prayer from the back microphone). We will need to have some final discussions before doing it in a service. It is not something we plan to do every Sunday.

Advent Season

- Yes, advent! Sally Browder will take on the advent devotional project again this year. Last year's devotional was outstanding. We will begin by choosing a theme. Pastor Freeman will talk to the Membership and Communications committee about potential Advent candle lighters. It is our tradition to invite members who have joined in the last year to light the candles.

Committee Finances

- We concluded with an exciting discussion of our committee's finances....ok, not really. We are in very good shape and have a solid plan for the rest of the year.

Pastor's Report

I finished my doctorate. Thank you for your support, encouragement, and prayers.

I began the all-member visitation. I have made over 50 visits. These visits have been good. Everyone is happy to see me and share ideas. It is my intention to write a report of these visits for the session. In addition to the all-member visitation, I have administered home communion to Richard Dixon, Dorothy Dober, Rex and Betty Thompson, Catherine Getchell, and Herb and Mary Knopf. I also attended VBS, meetings, worked at Stewpot, and prayed with folks before surgery

Triennial Reports

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church Westover Hills Presbyterian Church

No. of Session Members 22

Date of Visit _____ Time _____

No. present including Moderator _____

COM Reps _____

Rep's Address _____

City _____ Zip _____

Phone: _____

1. AVERAGE AGE OF MEMBERS _____

AVERAGE CHURCH SCHOOL ATTENDANCE _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?

I WOULD SAY IT'S GOOD. THERE ARE AREAS WE NEED TO WORK ON, BUT I FEEL GOOD ABOUT THE FUTURE OF THE CONGREGATION.

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?

I WAS NOT IN THE CHURCH FIVE YEARS AGO. A REVIEW OF THE MEMBERSHIP ROLL IS UNDERWAY AT THIS TIME.

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH.

STRONGEST ACTIVITIES, IT SEEMS TO ME, ARE CORPORATE WORSHIP EXPERIENCES. THEY ENGAGE ALL MEMBERS AND VISITORS PRESENT AND INVITE WORSHIPPERS TO JOIN IN SERVICE OPPORTUNITIES THE CHURCH PROVIDES AND PROMPTS.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM?

STEWARDSHIP IS ALWAYS A STRUGGLE. WE HAVE A PLAN TO INCREASE GIVING THAT INVOLVES THE SESSION AND A COUPLE OF COMMITTEES.

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? 20-25 IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS

A NUMBER OF LOCAL EFFORTS ARE ONGOING, RANGING FROM GROUPS THAT GO REGULARLY TO SERVE HOMELESS PEOPLE IN A DOWNTOWN SOUP KITCHEN TO THE REGULAR TURN OUR CONGREGATION TAKES HOSTING OVERNIGHT STAYS OF HOMELESS FAMILIES TO NEIGHBORHOOD OUTREACH EFFORTS TO YOUTH. STATE AND NATIONAL EFFORTS INCLUDE TRIPS TO DISASTER AREAS. AN ANNUAL TRIP TO MEXICO HAS BECOME A MAJOR EVENT FOR THE CONGREGATION. WE ENGAGE IN REGULAR LEAFLETING OF THE NEIGHBORHOOD, INVITING PEOPLE TO SPECIAL EVENTS SUCH AS VBS AND ADVENT SERVICES.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM

ANNUAL AWARENESS AND EMPHASIS EFFORTS LEAD UP TO STEWARDSHIP "SEASON." PRINTED MATERIAL, PRESENTATIONS DURING WORSHIP, AND COMMUNICATIONS THROUGH ELECTRONIC MEDIA GET THE MESSAGE TO MEMBERS.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION

RIGHT NOW, THE BIGGEST CHANGE I WOULD PREDICT WILL COME FROM RISING FUEL PRICES, WHICH MAY CAUSE MEMBERS WHO LIVE FAR FROM THE CHURCH TO CONSIDER MOVING THEIR MEMBERSHIP AND MAY CAUSE PEOPLE WHO LIVE CLOSE TO THE CHURCH BUT BELONG TO OTHER CONGREGATIONS TO CONSIDER JOINING WHPC.

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? I'M NOT AWARE OF ONE. PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH

I THINK THE COMMUNITY REGARDS THE CHURCH VERY HIGHLY, BUT I DON'T HAVE A LOT OF EVIDENCE OF THAT. THE CHURCH HAS A LONG-STANDING REPUTATION FOR STANDING UP FOR SOCIAL JUSTICE.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A "CONNECTIONAL CHURCH." HOW DO YOU FEEL YOUR CHURCH'S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES?

I FEEL IT IS A GOOD THING, BUT I WISH WE HAD MORE OPPORTUNITIES TO EXPERIENCE IT.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH?

AT MONTHLY MEETINGS, WE ENGAGE IN AN INTENTIONAL STUDY OF SACRAMENTAL AND OTHER ISSUES THAT WE FEEL LINK THE CONGREGATION WITH THE LARGER BODY OF BELIEVERS.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE?

I'M NOT A MEMBER OF THIS GROUP.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW?

I SEE THE CHURCH WITH A YOUNGER AVERAGE AGE, MORE ETHNICALLY DIVERSE, AND STRUGGLING FINANCIALLY, WITH A VIBRANT COMMUNITY-MINISTRY PRESENCE.

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.

THIS IS THE FRIENDLIEST CHURCH I’VE EVER BELONGED TO, AND THAT INCLUDES EIGHT CONGREGATIONS IN FOUR STATES. VISITORS ALWAYS RECEIVE A WARM WELCOME AT CHURCH, BOTH FROM THE CHANCEL AND OUT IN THE SANCTUARY BEFORE, DURING, AND AFTER WORSHIP. I DON’T KNOW ABOUT WHAT HAPPENS WITH PEOPLE WHO VISIT AND DON’T COME BACK. SIGNAGE COULD USE SOME WORK.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

CONTRIBUTING TO TRAINING OF LAY LEADERSHIP.

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN?

I DON’T PERCEIVE ANY PROBLEMS BETWEEN THE PASTOR AND ANYBODY IN THE CONGREGATION. SHE IS AN EXCELLENT, THOUGHTFUL LEADER WHOSE MINISTRY IS VALUED AND CELEBRATED.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church_ Westover Hills Presbyterian

No. of Session Members_____

Date of Visit_____Time_____

No. present including Moderator_____

COM Reps_____

Rep's Address

City Little Rock Ark _Zip_____

1. AVERAGE AGE OF MEMBERS_____

AVERAGE CHURCH SCHOOL ATTENDANCE_____

Average Worship Attendance_____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?
OLDER COULD USE MORE YOUNG FAMILIES

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?
LESS EVERY YEAR // REVIEWED YEARLY

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. WORSHIP .
WESTOVER WED.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM?
LOW SUNDAY SCHOOL ATTENDENCE

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION?_MANY IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS
MANY INH . MEXICO AND MANY OTHERS

8. DESCRIBE YOUR STEWARDSHIP PROGRAM

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION?

DUE TO THE FALLING ECOMONY I SEE MORE PEOPLE WITH MORE NEEDS

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? YES

PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH

DO NOT KNOW

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A "CONNECTIONAL CHURCH." HOW DO YOU FEEL YOUR CHURCH'S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES?

GOOD,

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? THROUGH MISSIONS AND PROGRAMS

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE?

DO NOT KNOW

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW?

16. ASK MOST CHURCH MEMBERS, "IS YOURS A FRIENDLY CHURCH?" AND THE ANSWER IS ALMOST ALWAYS "YES!" IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON'T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.

OUR CHURCH IS VERY FRIENDLY AND VISITORS SAY THEY FEEL WELCOME. WE DUE FOLLOW UP AFTER VISITORS ARE THERE

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

DO NOT KNOW

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? NO

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church Westover Hills Pres Church

No. of Session Members 21

Date of Visit 13 July 08 Time _____

No. present including Moderator _____

COM Reps _____

Rep's Address _____

City _____ Zip _____

Phone: _____

1. AVERAGE AGE OF MEMBERS _____

AVERAGE CHURCH SCHOOL ATTENDANCE _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?

I think we have many strong programs in the areas of spiritual development, Christian education, worship, fellowship, stewardship, and others. I am pleased with the variety of classes, activities, and mission opportunities that we offer. But, we seem to have limited participation, especially for the size of our church. It seems like it is mainly the same group of people who participate in everything and lead most of the activities. We are also lacking people in the young adult age range and our community could really benefit from the involvement of more young families. Lastly, we have growing financial concerns (due to the construction of the new building) that need to be addressed.

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?

The membership rolls were reviewed and adjusted in 2003 and again earlier this year. You can see the significant adjustment in the 10 year trends. In general, our overall membership has remained relatively stable in the last few years. Our budget and operating expenses have continued to grow.

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH.

We have many strong programs at our church. Our Worship services, under the leadership of Debbie Freeman, are wonderful, spiritually uplifting, and challenging. The sacraments are an integral part of our worship every Sunday and Wednesday night, and we have a strong sense of community participation in the services. I have been significantly impacted by the Worship Teams (comprised of 3-4 lay people per team) that lead our Wednesday night services. I think that program is excellent. Our Christian Education committee offers a good variety of classes and activities for adults and children (although participation is sometimes lacking). Our DRAMA program is an outreach program of CE and is always well attended. Our stewardship campaign committee is strong, growing, and really focused on the full meaning of stewardship. I appreciate the great work that they do. Our service committee is doing great things with the Interfaith Hospitality Network, and it always draws a lot of support from the congregation. I am also very proud of the mission work our church has done and is continuing to do in Chiapas, Mexico.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM?

I feel our biggest weakness is participation. I think we offer a lot of great things in the areas of worship, fellowship, outreach, and education, but we struggle to get more people to participate. I'm really not sure how to correct the problem. We are engaging in meetings with different people and groups of people to find out what they are looking for in some of our programs so we can evaluate whether we are meeting the needs of our faith community. Hopefully this will allow us to make adjustments that might encourage people to get involved. I think Debbie's every-member visits may provide some useful feedback, as well. Lastly, we really need to find a way to reach out to young adults and young families. Many of our programs struggle simply because we don't have enough children participating to make them fun.

**6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? 32 SUNDAYS, 52 WEDNESDAYS
IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?**

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS

Interfaith Hospitality Network – We provide lodging and meals for homeless families at least four weeks per year.
Second Sunday Offerings – The service committee requests a different food item each month and donates it to a local food bank or charity

StewPot – We provide volunteer workers twice a month

Gulf Coast Mission Trip – Members have and continue to support the Presbytery mission trips to the Gulf Coast; both the adult trips and the youth trip.

Presbytery of Lacondon – This church has been instrumental in establishing and continuing the relationship between the Presbytery of Arkansas and the Presbytery of Lacondon. We have sent people to do mission work in Chiapas for each of the past 4 years, and are planning another trip next year.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM

Our Stewardship folks have made great efforts to expand our views of stewardship beyond an annual fund raising campaign. We have added a Time and Talent pledge card to our monetary pledge card. They have run articles in the newsletter and careline, asked people to speak and write about their views of stewardship, time, talent, and monetary giving. Debbie incorporates the idea of the full meaning of stewardship into her sermons. The stewardship committee provides a "minute for stewardship" at each session meeting. The problem is, we are still lacking pledges and having trouble getting people to fulfill their pledges. We are also a bit behind on the building campaign money.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION? I'm sorry; I don't have a good answer for this question.

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? YES PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH

We are working hard to keep our surrounding neighborhoods informed of the things we are doing and the things we have to offer. We have seen some results from these efforts.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES?

We do have some connection with other churches in the area. We work with other churches on an Ecumenical Thanksgiving Service and our annual Back to School Service. We also have joined forces with another church to help with IHN host duties. I think there is room for us to expand our involvement with other churches. I would like to see more churches involved with the mission work in Chiapas. We are exploring ways to increase participation in some of our programs by working with other churches that are unable to provide the same program (or have small participation).

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH?

I think each committee is doing what they can to address the goals that apply to them. We have made great strides in developing programs that serve the goals of the church. New programs like Wednesday Worship Teams, Home Communion Scheduling, and the improved Stewardship campaign really show new ways that we are striving to meet our goals. The committees are seeking to address the goals of the church, but it would be nice to see a more unified effort on the part of the session as a whole.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE?

We don’t have a long range planning committee. Our session did do some strategic planning 2 years ago. During the process we established a mission statement and five goals of the church. We looked at strengths, weaknesses, opportunities, and threats; and we worked on some initial action plans to meet our goals. However, we have failed to make that an ongoing process. The session has not specifically met to discuss the strategic plan, mission statement, goals, and action plans since they were first established in 2006.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW?

I hope that the efforts we are making today will allow us to continue to grow in our mission, outreach, evangelism, and community involvement.

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.

I believe that our church is friendly and welcoming. We do have a good number of signs (necessary since the building can be a little confusing) and we also have a lot of greeters that can provide assistance. I usually see many people greeting visitors and introducing themselves before/after worship. I am not sure about correspondence and phone calls that are made to visitors after the fact.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

We would benefit from advice on refinancing our building loan. We could also benefit from ideas for enhancing our ability to attract and provide for the needs of young families.

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN?

I think our minister is doing a wonderful job of reorganizing, planning, and communicating with the session and the church. I do not perceive any tensions between the minister, session, or church. For the most part the session works well together and with the minister. When tensions do arise between session members, the minister works hard to resolve those tensions and the session is usually supportive as a whole.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church _____ **No. of Session Members** _____

Date of Visit _____ Time _____ No. present including Moderator _____

COM Reps _____ Rep’s Address _____

City _____ Zip _____ Phone: _____

1. AVERAGE AGE OF MEMBERS _____ **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?

Stable, but not attracting young families. We face some major financial challenges in the next few years.

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?

The role was reviewed in 2007. membership for the past five years has been stable. The majority of the folks who have joined recently are retirees – good and stable and willing to roll up their sleeves and work.

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH.

Three areas jump out immediately – the quality of worship opportunities, the use of the new building and the mission activities of the church. Sunday worship is phenomenal. Debby is really stepping up to the plate and is preaching the Word. The emphasis on remembering our personal baptism and what it means in our lives has really added to the meaning of the worship experience. Our music program is one of the best and David Austin has brought a new energy to it. Sunday morning is a re-energizing experience! The growing use of the new building by community groups has been very exciting. This is why we took this giant leap of faith. The increased focus on mission activities – International, National, and local – has enhanced the personal relationship with Jesus Christ and the way that we live our lives in service to God’s children.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM?

Communications – the struggle to be consistent in getting the word out in multi-faceted ways is constantly a challenge, but is essential to create an atmosphere where everyone knows the great things that are going on and the challenges that we face.

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? _____ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS

Presbyterian Women involvement with Vera Lloyd/Lewis House has spread throughout the church. We are a host church for Interfaith Hospitality Network ministry to homeless families. Members of our congregation regularly participate in Presbytery mission trips. Presbyterian Women are actively involved with Women and Children First, a ministry to battered women. The choir annually sponsors one or more students to attend Space Camp in Huntsville, Alabama.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM

We have an annual Capital Campaign and annual operating budget campaign. We have recently established two annuities. On a positive note, we continue to rise to the challenge of meeting and at times exceeding our yearly operating budget goals.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION

There seems to be a lot of informal urban renewal going on in the immediate neighborhood. Many older homes are being purchased, torn down and new construction going up. This may bring new families into the area. Higher energy costs may keep folks closer to home.

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? _____ PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH

At least twice per year and at times of special events, we distribute flyers to homes in about a 10 square block area. This has produced some visitors and comments concerning appreciation of being kept informed about what is going on at WHPC.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A "CONNECTIONAL CHURCH." HOW DO YOU FEEL YOUR CHURCH'S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES?

Good working relationship with other Presbyterian and other denomination churches. I don't think we are perceived as being a threat. We always participate in Presbyterian as well as community gatherings and mission activities.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH?

Each activity is tied to one of the goals (new or continuing activity).

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE?

Challenges of attracting new members and financing the remainder of the debt on the new facility. Our youth numbers will be down due to the graduation of a wonderful group of senior highs.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH THREE YEARS FROM NOW?

Growing in spiritual matters. More members. Maybe a little older in demographics. Always looking for another way to reach out to God's children.

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.

The membership & Communications Committee studied hospitality in 2007 and initiated a number of hospitality related activities – umbrellas available for use; pushed for new signage; visitors receive multiple communications from the M&C Committee and pastor; we host a WHPC 101 learning opportunity once per quarter for prospective members and others who want to know more about who we are.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

Continue to sponsor mission opportunities. Visit us often (let your face be seen not just at official visits). Keep us informed about issues facing the General Assembly/Synod/Presbytery and what your observations are concerning these issues.

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN?

Good working relationship. Trustworthy in carrying out the mission of the church. Much love and concern for each other – sharing each others joys and supportive in hard times. One concern is that we may be overloading our DCE.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church_____ **Westover Hills Presbyterian Church**_____ **No. of Session Members**__21

Date of Visit___7/13/08_____ **Time**_____ **No. present including Moderator**_____

COM Reps_____ **Rep’s Address**_____

City_____ **Zip**_____ **Phone:**_____

1. AVERAGE AGE OF MEMBERS_____ **AVERAGE CHURCH SCHOOL ATTENDANCE**__123__

Average Worship Attendance_____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?

SHARP DECLINE IN MEMBERSHIP IN 2003 THEN STEADY
ERRATIC CHRISTIAN EDUCATION ENROLLMENT
CONTRIBUTIONS HAD BEEN ON INCREASE UNTIL 2006 THEN SLIGHT DECLINE

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH.

IHN
WEDNESDAY NIGHT SUPPER AND CHAPEL
PRESCHOOL

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM?

ATTENDANCE/PARTICIPATION IN SOME EVENTS
NEED MORE ADVERTISING IN COMMUNITY/CITY

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION?26_ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS

IHN , CHIAPAS, YOUTH TRIPS , STEWPOT, VBS, FAMILY NIGHT, (FOR NEIGHBORHOOD), PRESCHOOL

8. DESCRIBE YOUR STEWARDSHIP PROGRAM

AGGRESSIVE, THEY KEEP THE FIGURE IN FRON OF THE SESSION AND CONGREGATION-WE KNOW WHERE WE STAND.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION

MORE NEUTRAL IN THE AREA- NOT SURE WHAT EFFECT THESE MIGHT HAVE.

10. DOES YOUR SESSION HAVE A MISSION STATEMENT?_____ PLEASE ATTACH_____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH

PRESCHOOL IS WELL KNOWN

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES?

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH?

SESSION IS VERY ATTENTITVE TO DETALS; EAGER TO EXPLORE AND IMPLEMENT NEW OPPORTUNITIES.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? FINANCIAL HEALTH

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW?

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWERE IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.

GREETERS BEFORE AND AFTER SERVICE. SEVERAL ELDERS ARE ON THE LOOKOUT FOR NEW FACES AND MAKE A POINT TO GREET PERSONALLY - VERY FRIENDLY CONGREGATION.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

18. DO YOU PERCEIVE ANY TENSION BETWVEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? FOR THE MOST PART GOOD.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, "The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church..." Our visit is in response to this mandate.

Name of Church _____ **No. of Session Members** _____

Date of Visit _____ **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep's Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS 50 **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH? SATISFACTORY

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? CHURCH ROLL LAST REVIEWED IN 2006 & 2007

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. MISSION, SERVICE, DEACONS

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? NEED MORE YOUNGER MEMBERS; MEMBERSHIP AND COMMUNICATION COMMITTEE WORKING ON THIS.

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION?_FIRST SUNDAY OF EVERY MONTH PLUS SEASON OF LENT, EASTER AND ADVENT, AND OTHER SPECIAL SUNDAYS IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS MISSION TEAMS TO CHIAPAS AND GULF COAST; YOUTH MISSION TEAM TO GULF COAST; IHN TWICE A YEAR FOR 2 WEEKS; WOMEN AND CHILDREN FIRST, LEWIS HOUSE AT VERA LLOYD HOME

8. DESCRIBE YOUR STEWARDSHIP PROGRAM - BOB SPENCER WILL BEST DESCRIBE STEWARDSHIP PROGRAM

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION

10. DOES YOUR SESSION HAVE A MISSION STATEMENT?_YES_ PLEASE ATTACH_____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? VERY GOOD

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH?

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE?

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? HEALTHY

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.

WHPC IS VERY HIGH ON THE MINISTRY OF HOSPITALITY ... VISITORS ARE GREETED AND ENCOURAGED TO SIGN OUR MEMBERSHIP PADS; WHEN DONE, IF ADDRESSES AND PHONE NUMBER GIVEN, FOLLOW-UP IS MADE BY OUR PASTOR AND BY A MEMBER OF THE M&CC BY PHONE AND OR MAIL. EXTERIOR AND INTERIOR DIRECTIONAL SIGNS ARE POSTED. AN INFORMATION PACKET IS PRESENTLY BEING DRAWN UP AND WHEN READY, WE WILL HAVE AN ELDER RESPONSIBLE FOR EACH SECTION OF PEWS TO SPOT VISITORS, INTRODUCE THEMSELVES TO THE VISITORS AND SHARE THE INFORMATION PACKET WITH THE VISITORS. OUR MEMBERS EMBRACE VISITORS AND ENCOURAGE THEM TO RETURN.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? RELATIONSHIPS ARE AMICABLE

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, "The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church..." Our visit is in response to this mandate.

Name of Church _____ **No. of Session Members** _____

Date of Visit _____ Time _____ No. present including Moderator _____

COM Reps _____ Rep's Address _____

City _____ Zip _____ Phone: _____

1. AVERAGE AGE OF MEMBERS _____ AVERAGE CHURCH SCHOOL ATTENDANCE _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?
NOT GROWING BUT STABLE

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH.
CHIAPAS, WOMAN'S

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? NEED MORE YOUTH

7. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? 5 IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS - HOME COMMUNION, CHIAPAS TRIP EACH YEAR; FOOD COLLECTIONS

8. DESCRIBE YOUR STEWARDSHIP PROGRAM - VERY ACTIVE, BUT NEEDS SOME REAL EFFORT IN FINANCIAL MATTERS, ESPECIALLY IN RETIRING BUILDING LOAN

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION - AGING OF THE CONGREGATION, LACK OF NEW MEMBERS

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? YES PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH - NOT KNOWN

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? VERY GOOD

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? VERY ADEQUATELY

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? FINANCES

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? STABLE

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. VERY POSITIVE EFFORTS TO WELCOME VISITORS AND FOLLOW-UP

17. HOW MAY PRESBYTERY HELP YOUR CHURCH? VISIT TO SESSION BY PRESBYTER

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? VERY CLOSE AND WORK TOGETHER WELL

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, "The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church..." Our visit is in response to this mandate.

Name of Church Westover Hills **No. of Session Members** 21

Date of Visit _____ **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep's Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS _____ **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH? MOST POSITIVE THING WE HAVE GOING ON IS OUR PASTOR!

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? THE CHURCH ROLL IS REVIEWED ANNUALLY BY THE MEMBERSHIP COMMITTEE. IT IS A WORK IN PROGRESS.

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. BOARD OF DEACONS, PRESBYTERIAN WOMEN, IHN, MISSION AND SERVICE PROJECTS.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? CHILDREN AND YOUTH

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? _____ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE? ALMOST EVERY SUNDAY

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS - INTERFAITH HOSPITALITY NETWORK, WOMEN AND CHILDREN FIRST, STEWPOT, TRIPS TO GULF COAST, TRIPS TO CHIAPAS.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM THE STEWARDSHIP COMMITTEE DOES AN EXCELLENT JOB,. CONGREGATION SEEMS TO TRY TO RESPOND TO MOST THINGS.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION - THE BIG "MEGA" CHURCHS SEEM TO HAVE THE BIG DRAW FOR YOUNG FAMILIES WITH CHILDREN.

10. DOES YOUR SESSION HAVE A MISSION STATEMENT?__YES__ PLEASE ATTACH_____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH. I THINK IT IS HIGHLY REGARDED IN MISSION AND OUTREACH

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? I THINK IT IS GOOD.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? WE ARE PLANNING ON WAYS TO ADDRESS THE GOALS THE SESSION HAS SET.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? HAVING THE FUNDS TO DO THE THINGS WE WOULD LIKE TO DO.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? OUR CHURCH IS ELDERLY. UNLESS WE GET SOME YOUNGER MEMBERS I SEE IT IN TROUBLE IN THREE YEARS.

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. I BELIEVE OUR CHURCH IS VERY POSITIVE IN ALL THE ABOVE ASPECTS. WE DO HAVE EXCELLENT FOLLOW-UP ON VISITORS.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? I THINK IT IS A VERY POSITIVE AND OPEN RELATIONSHIP. SESSION TRIES VERY HARD TO KEEP THE CONGREGATION INFORMED.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, "The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church..." Our visit is in response to this mandate.

Name of Church _____ **Westover Hills Presbyterian Church** _____ **No. of Session Members** _____

Date of Visit _____ **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep's Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS __middle age **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH? SPIRIT GOOD, MONEY POOR, COMMUNICATION WITH EACH OTHER FAIR. COMMUNICATIONS BETWEEN COMMITTEES SHOULD BE IMPROVED.

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? 2007

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. WORSHIP

9. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? LACK OF FAMILIES WITH CHILDREN - JUNIOR HIGH AND SENIOR HIGH AGE. NEED NEW PROGRAMS

10. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? __75_ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS - MANY, MANY

8. DESCRIBE YOUR STEWARDSHIP PROGRAM - ONGOING AND WELL DONE BUT NOT REACHING OLDER MEMBERS OF THE CHURCH

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION. - CRIME PREVENTION I HOPE AND YOUTH PROGRAMS

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? __YES__ PLEASE ATTACH _____

- 11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH. I DON'T THINK THE COMMUNITY KNOW MUCH ABOUT OUR SPECIFIC CHURCH**
- 12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A "CONNECTIONAL CHURCH." HOW DO YOU FEEL YOUR CHURCH'S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? GOOD - RELATE AS NEEDED**
- 13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? GOOD**
- 14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? WORSHIP, SPREADING THE GOSPEL AND MONEY TO PAY OUR BILLS.**
- 15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW?**
- 16. ASK MOST CHURCH MEMBERS, "IS YOURS A FRIENDLY CHURCH?" AND THE ANSWER IS ALMOST ALWAYS "YES!" IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON'T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. - ON GOING PROGRAM**
- 17. HOW MAY PRESBYTERY HELP YOUR CHURCH? GUIDANCE IN WEAK AREAS**
- 18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? NEED MORE COMMUNICATION - NEED SOME MEMBERS OF THE CONGREGATION TO ATTEND EACH SEESION MEETING. BETTER REPORTING OF SESSION ACTIONS TO THE CONGREGATION.**

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, "The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church..." Our visit is in response to this mandate.

Name of Church _____ **No. of Session Members** _____

Date of Visit _____ Time _____ No. present including Moderator _____

COM Reps _____ Rep's Address _____

City _____ Zip _____ Phone: _____

1. AVERAGE AGE OF MEMBERS _____ AVERAGE CHURCH SCHOOL ATTENDANCE _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?

3. HOW DOES THIS YEAR'S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH.
GOOD NEIGHBORHOOD OUT REACH, TEACHING, PROMOTING OUR ACTIVITIES AS FAMILY BUILDING, LOTS OF MEMBERS COMMITTED TO MISSIONS AND SERVICE.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM?

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? _____ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS. I.H.N. IS A VERY GOOD OUTREACH PROGRAM I BELIEVE FOR OUR CHURCH AS WELL AS THE INDIVIDUALS THE PROGRAM HELPS, IT BRINGS A LOT OF THE MEMBERS TOGETHER IN A LOCAL MISSION.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM I LIKE THE WAY WE ARE TALKING ABOUT BEING GOOD STEWARDS OF ALL OUR RESOURCES INCLUDING TIME AND TALANTS

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? _____ PLEASE ATTACH _____

- 11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH**
- 12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A "CONNECTIONAL CHURCH." HOW DO YOU FEEL YOUR CHURCH'S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES?**
- 13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH?**
- 14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE?**
- 15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW?**
- 16. ASK MOST CHURCH MEMBERS, "IS YOURS A FRIENDLY CHURCH?" AND THE ANSWER IS ALMOST ALWAYS "YES!" IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON'T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.**
- 17. HOW MAY PRESBYTERY HELP YOUR CHURCH?**
- 18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN?**

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church _____ **No. of Session Members** _____

Date of Visit _____ **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep’s Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS __55+ **AVERAGE CHURCH SCHOOL ATTENDANCE** __30-35__

Average Worship Attendance 100__

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH? WE NEED NEW FAMILIES

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? I AM SURE THAT THE MEMBERSHIP IS DOWN FROM 5 YEARS AGO, MOSTLY BECAUSE OF A BUILDING CAMPAIGN. THE ROLLS WERE REVIEWED IN 2007.

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. IHN, DINNER, AND CHAPEL ON WEDNESDAY, SUNDAY WORSHIP.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? MEMBERSHIP GROWTH IS A WEAKNESS. SOMETIMES I WE HAVE THE WRONG FOLKS IN THE WRONG PLACES OF LEADERSHIP. SUNDAY SCHOOL IS ALSO WEAK.

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? _70+__ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS - IHN IS VERY WELL RECEIVED. MANY FOLKS HAVE PARTICIPATED IN THIS.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM - MANY FOLKS GIVE THEIR TIME AND TALENT TO THE CHURCH; HOWEVER, WE ARE LACKING IN THE FINANCIAL AREA. WE JUST BARELY GET BY. OUR CHURCH THINKS SMALL.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION?

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? ___ YES ___ PLEASE ATTACH ___

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? I ONLY SEE THIS AT PRESBYTERY MEETINGS

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? I THINK THEY HAVE FORGOTTEN ABOUT THEM. COMMITTEES DO THEIR OWN THING.

14. WHAT ARE THE CONCERNS OF YOUR LONG-RANGE PLANNING COMMITTEE? THIS COMMITTEE DOES NOT EXIST AFTER COMPLETING THE NEW BUILDING

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? IF WE DON’T GET NEW MEMBERS THIS CHURCH WILL BE IN BIG TROUBLE, AND IT NEEDS TO BE YOUNG MEMBERS.

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN?

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church _____ **Westover Hills** _____ **No. of Session Members** 21 _____

Date of Visit _____ **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep’s Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS _____ **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? REVIEWED ROLLS LAST YEAR

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH.

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? PARTICIPATION OF SESSION IN PROGRAMS

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? __LOTS__ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS. CHILDREN FIRST, HOME COMMUNION

8. DESCRIBE YOUR STEWARDSHIP PROGRAM

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION. I THINK NEIGHBORHOOD WILL BECOME YOUNGER IN TIME AND WE SHOULD CONCENTRATE EFFORTS THEIR IN ORDER TO GROW.

10. DOES YOUR CHURCH HAVE A MISSION STATEMENT? __YES__ PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH. I DON'T THINK THEY KNOW TO MUCH ABOUT US.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? HMMMM- I THINK STAFF HAS A RELATIONSHIP AND OFFICES IN WOC.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH?

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? WE HAVE NO LONG RANGE PLANNING COMMITTEE.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? SEE QUESTION #9

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. SIGNAGE IS GOOD NOW THANKS TO HAVING PRESBYTERY HERE LAST YEAR AND NEW BUILDING. PROBABLY NEED A BIGGER, ATTRACTIVE SIGN SAYING WE ARE A CHURCH AND HAVE IT MORE VISIBLE.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH? RESOURCES

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN?

THE SESSION COMMITTEE DO THEIR JOB WELL BUT BONDING AS A SESSION AND EXCHANGING IDEAS IS PRETTY LOOSE , AND NOT MUCH OPPORTUNITY.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

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Name of Church Westover Hills **No. of Session Members** _____

Date of Visit _____ **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep’s Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS _____ **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH?
WE ARE STRONG IN FELLOWSHIP AND SERVICE AND WEAK IN EDUCATION. WE NEED MORE YOUNG MEMBERS.

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS?

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. INTERFAITH, MISSIONS, AND OTHER SERVICE PROJECTS. WEDNESDAY NIGHT WORSHIP SERVICE

5. WHAT AREAS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? SUNDAY SCHOOL - WE HAVE AN ACTIVE CE COMMITTEE AND WE RECOGNIZE THE PROBLEM.

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? _____ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS - WE ARE VERY ACTIVE WITH IHN, STEWPOT, VERY LLOYD, CHIAPAS, MEXICO, AND WOMEN AND CHILDREN FIRST.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? __YES__ PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH. WE HAVE HAD POSITIVE RESPONSE ANY TIME WE HAVE SAID WE WERE FROM WHPC.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? I FEEL IT IS VERY GOOD. WE INVITE OTHER CHURCHES TO OUR ACTIVITIES AND SEEK WAYS TO PARTICIPATE IN THEIR ACTIVITIES.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? ALL COMMITTEES HAVE BEEN ENCOURAGED TO HAVE GOALS THAT WOULD IMPLEMENT CHURCH GOALS.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? INCREASING MEMBERSHIP, ESPECIALLY CHILDREN, INCREASING SUNDAY SCHOOL ATTENDANCE, AND PAYING FOR FACILITIES.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? I AM RELUCTANT TO PREDICT, I JUST KEEP THE FAITH.

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. THE MEMBERSHIP AND COMMUNICATION COMMITTEE HAS INVOLVED THE CHURCH IN MAKING VISITORS FEEL WELCOME.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? I THINK THE SESSION AND STAFF WORK VERY CLOSELY TOGETHER. I THINK THE JOYS AND CONCERNS HAVE BEEN STATED ABOVE.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
COMMITTEE ON MINISTRY
TRIENNIAL VISIT REPORT FORM**

Dear Moderator/Session member: G-11.0502c of our Book of Order states that, “The Committee on Ministry shall visit each Session at least once every three years discussing with them the mission and ministry of the particular church...” Our visit is in response to this mandate.

Name of Church _____ **Westover Hills** **No. of Session Members** 21

Date of Visit 7-13-08 **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep’s Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS _____ **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH? WE ARE AN ACTIVE CHURCH BUT COULD DEFINITELY USE AN INFUSION OF YOUNG , ACTIVE FAMILIES INTO THE CONGREGATION.

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? THERE WAS AN OBVIOUS PURGING OF THE BOOKS EARLIER THIS DECADE. THE NUMBERS WERE ABOUT WHAT I WAS EXPECTING WITH THE CONGREGATION SLOWLY DECREASING IN NUMBERS. I WOULD ALSO EXPECT THAT OUR CE PARTICIPATION NUMBERS HAVE GOINE DOWN IN THE YEAR AND A HALF SINCE THESE TRENDS WERE REPORTED.

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. WE HAVE WORSHIP TEAMS OF 3-4 MEMBERS WHO LEAD ALMOST EVERY ASPECT OF OUR WEDNESDAY NIGHT WORSHIP SERVICES. WE DELIVER AUDIO TAPES OF OUR SUNDAY SERVICE TO SHUT INS. AS A RESULT OF A STUDY OF THE INVITATIONS TO CHRIST PAPER, OUR PASTOR INTEGRATES THE SACRAMENTS INTO EARLY SERVICE.

5. WHAT AREARS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? SUNDAY SCHOL AND VBS PARTICIPATION ARE DISAPPOINTING. I KNOW THAT OUR CE COMMITTEE WORKS VERY HARD ON THEIR PROGRAMS, BUT PEOPLE JUST AREN’T COMING.

6. .HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION? _____ IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE? 32 SUNDAYS 52 WEDNESDAYS

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS. THE MAJOR FOCUS OF OUR MISSIONS IN AN ANNUAL TRIP TO CHIAPAS, MEXICO. WE’VE ALSO PARTICIPATED IN TRIPS TO THE GULF COAST REGION. WE HAVEN’T HAD A TYPICAL YOUTH MISSION TRIP IN A NUMBER OF YEARS.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM. WE HAVE ATTEMPTED TO FOCUS ON ALL OF THE ASPECTS OF STEWARDSHIP IN RECENT YEARS. MONEYWISE, OUR COMMITTEE WORKS VERY HARD TO ENCOURAGE THE CONGREGATION TO GIVE MORE, BUT WE ARE IN BAD SHAPE DUE TO SOME RECENT BUILDING.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION. AS OTHER CHURCHES WORK HARDER AND HARDER TO CATER TO THE COMMUNITY (WHICH ISN'T NECESSARILY GOOD) IT IS BECOMING MORE CHALLENGING TO ATTRACT NEW MEMBERS

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? _YES_____ PLEASE ATTACH_____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH. WE LIVE 25 MINUTES AWAY FROM THE CHURCH SO I DON'T KNOW THE FEELINGS OF THE LOCAL COMMUNITY.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A "CONNECTIONAL CHURCH." HOW DO YOU FEEL YOUR CHURCH'S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? BESIDES A THANKSGIVING SERVICE, I HAVE NOT OBSERVED MUCH CONNECTION WITH OTHER PCUSA CHURCHES AT ALL.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? I THINK WE DO WELL ADDRESSING OUR GOALS BUT COULD USE A LITTLE MORE FOCUSED EFFORT ON SEEKING JUSTICE AND INCREASING MEMBERSHIP.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? WE ACCOMPLISHED SOME GREAT LONG RANGE PLANNING TWO YEARS AGO BUT HAVE FAILED TO ADDRESS IT SINCE. WE DON' HAVE SUCH A COMMITTEE.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? WE MAY BE IN DIRE STRAIGHTS FINANCIALLY. I DON'T SEE VERY MUCH OF A DIFFERENCE AS FAR AS MEMBERSHIP.

16. ASK MOST CHURCH MEMBERS, "IS YOURS A FRIENDLY CHURCH?" AND THE ANSWER IS ALMOST ALWAYS "YES!" IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON'T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. OUR CHURCH WORKS HARD TO GO UP AND WELCOME VISITORS BEFORE AND AFTER THE SERVICE (IT'S WHAT ATTRACTED US). WE ALSO HAVE A NUMBER OF SIGNS ALL AROUND THE CHURCH. I'M NOT EXACTLY SURE WHAT MEASURES ARE IN PLACE TO COMMUNICATE WITH VISITORS ASIDE FROM SUNDAY MORNING.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH? SEND US SOME YOUNG FAMILIES! ALONG THOSE LINES, WE COULD USE SOME EDUCATION ON HOW OTHER CHURCHES HAVE BEEN SUCCESSFUL IN ATTRACTING THEM.

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? A VAST MAJORITY OF THESE PEOPLE WORK WELL TOGETHER. THOUGH, AS WITH MANY CHURCHES, THERE IS A MEMBER OR TWO ON THE SESSION WHO WORK EXCEEDINGLY HARD TO ADVANCE THEIR OWN AGENDAS.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

**PRESBYTERY OF ARKANSAS
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Name of Church_____ **Westover Hills Presbyterian Church**_____ **No. of Session Members** 21

Date of Visit_____ 7-13-08_____ **Time**_____ **No. present including Moderator**_____

COM Reps_____ **Rep’s Address**_____

City_____ **Zip**_____ **Phone:**_____

1. AVERAGE AGE OF MEMBERS_60's___ **AVERAGE CHURCH SCHOOL ATTENDANCE**_123__

Average Worship Attendance_____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH? ABOVE AVERAGE - WE ARE BUSY. WE HAVE MANY ACTIVITIES AVAILABLE FOR EVERY AGE IN THE CONGREGATION, BUT SEEM TO BE DOING A LESS THAN FAVORABLE JOB OF GETTING PEOPLE TO PARTICPATE ON A CONSISTENT BASIS.

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? COMPARED TO OTHER CONGREGATONS AND THE AVERAGE IN MOST AREAS, IT APPEARS WE ARE DOING PRETTY WELL. THE ONE AREA WHERE WE WERE BELOW THE AVERAGE (CONTRIBUTIONS PER PERSON) IS DISTURBING TO ME AND SOMETHING REALLY NEED TO ADDRESS. DOES IT HAVE TO DO WITH THE FACT THAT OUR CONGREGATION IS AN AGING GROUP OF PEOPLE MOSTLY?

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. MISSION/SERIVCE; WITHIN THE COMMUNITY; IN THE STATE; IN OTHER STATES; IN OTHER COUNTRIES (MEXICO); OUR ONE DAY A WEEK DRAMA PROGRAM; OUR ADULT MUSIC PROGRAM; PRESBYTERIAN WOMEN GROUPS AND ACTIVITIES.

5. WHAT AREARS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? MANY OF THE SAME PEOPLE COUNTIUE TO DO MOST OF THE WORK. WE NEED TO FIND WAYS TO INVOLVE MORE PEOPLE; TO MOTIVATE MEMBERS TO WANT TO BECOME INVOLVED.

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION?6-8___IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE?

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS. INTERFAITH, STEWPOT, RED CROSS, LEWIS HOUSE BOYS AT VERA LLOYD HOME; EQUAL EXCHANGE FAIR TRADE COFFEE AND OTHER PRODUCTS; UAMS; ARKANSAS CANCER RESEARCH CENTER- PRESBYTERIAN WOMEN, LACANDON PRESBYTERY- CHIAPAS MEXICO- WESTOVER PRESCHOLL- FOOD PANTRIES- DRAMA

8. DESCRIBE YOUR STEWARDSHIP PROGRAM - VERY DEDICATED TO TAKIN CARE OF AND TRYING TO SEE THAT WE ARE GOOD STEWARDS OF OUR RESOURCES; BUT ALSO FACED WITH SOME CONCERNS WHERE FINANCES ARE CONCERNED. THIS QUESTION AND #3 ARE VERY TIED TOGETHER.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION. THE AREA SURROUNDING WESTOVER HILLS SEEMS TO BE ATTRACTING YOUNGER FAMILIES, AND IT WOULD BE GREAT TO SEE SOME OF THOSE FAMILIES BECOME PART OF OUR CHURCH FAMILY.

10. DOES YOUR SESSION HAVE A MISSION STATEMENT?_ YES OUR CHURCH HAS A MISSION STATEMENT WHICH GUIDES THE SESSION AND CONGREGATION. PLEASE ATTACH_____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH. I AM NOT SURE. I WOULD HOPE THAT THOSE WHO ARE FAMILIAR WITH THE ACTIVITIES OF THE CHURCH WOULD VIEW OUR WORK IN OUTREACH AND MISSION IN A POSITIVE LIGHT.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A "CONNECTIONAL CHURCH." HOW DO YOU FEEL YOUR CHURCH'S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? I DON'T SEE US "DOING" VERY MUCH WITH THE OTHER PRESBYTERIAN CHURCHES IN THE CITY/COUNTY. THIS WAS NOT THE CASE 40 YEARS AGO.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? THROUGH PRAYER AND GOOD, OPEN DISCUSSION. SESSION MEMBERS ARE DEDICATED.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? GROWTH (MEMBERSHIP); CONTINUING MISSIONS; FINANCES. FINANCIAL SUPPORT FOR CHURCH- OPERATING & BUILDING FUND.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? HOPEFULLY WE WILL HAVE MORE MEMBERS OF ALL AGES AND DIVERSITY OF BACKGROUNDS; ALSO THAT CURRENT MEMBERS WHO DO NOT ACTIVELY PARTICIPATE IN CHURCH ACTIVITIES WILL BE MORE ACTIVE.

16. ASK MOST CHURCH MEMBERS, "IS YOURS A FRIENDLY CHURCH?" AND THE ANSWERE IS ALMOST ALWAYS "YES!" IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON'T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. PHONE CALLS ARE MADE; WRITTEN NOTES ARE SENT; CLASSESS ARE OFFERED PERIODICALLY TO INFORM VISITORS AND PROSPECTIVE MEMBERS OF WHAT WE OFFER AT WESTOVER HILLS. MEMBERS DO A GREAT JOB OF MAKING VISITORS FEEL WELCOME ON SUNDAY. WE DON'T ALWAYS DO A VERY GOOD JOB TO PLUGGING NEW MEMBERS INTO GROUPS WHEN THEY JOIN.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH?

18. DO YOU PERCEIVE ANY TENSION BETWVEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? I THINK IT IS A GOOD, POSITIVE RELATIONSHIP. THERE APPEARS TO BE GOOD, IMPROVED COMMUNICATION. THE STAFF IS RESPONSIVE AND HELPFUL AND WILLING TO LISTEN TO SUGGESTIONS, CONCERNS AND IDEAS.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.

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Date of Visit _____ **Time** _____ **No. present including Moderator** _____

COM Reps _____ **Rep’s Address** _____

City _____ **Zip** _____ **Phone:** _____

1. AVERAGE AGE OF MEMBERS _____ **AVERAGE CHURCH SCHOOL ATTENDANCE** _____

Average Worship Attendance _____

2. HOW WOULD YOU DESCRIBE THE OVERALL HEALTH OF THIS CHURCH? SPIRITUALLY OUR HEALTH IS EXCELLENT. OUR FINANCIAL STATE REQUIRES ONGOING OBSERVATION AND NUDGES TO REMAIN FINANCIALLY SOUND.

3. HOW DOES THIS YEAR’S ANNUAL REPORT COMPARE IN MEMBERSHIP WITH THAT OF FIVE YEARS AGO? WHAT FACTORS DO YOU FEEL HAVE BEEN INFLUENTIAL IN THIS CHANGE, IN ANY, AND DOES YOUR BUDGET REFLECT THESE CHANGES? WHEN WAS THE LAST TIME YOU REVIEWED YOUR CHURCH MEMBERSHIP ROLLS? DECLINING MEMBERSHIP AND THE AGING OF OUR CONGREGATION. ATTENDANCE IS ALWAYS AN ISSUE. OUR SOCIETY HAS CHANGED OVER THE PAST DECADE AND THSE CHANGES IMPACET ON OUR GROWTH AND SUSTAINMENT.

4. DESCRIBE THE STRONGEST, MOST EFFECTIVE PROGRAMS OR ACTIVITIES OF YOUR CHURCH. IHN ALLOWS MANY PEOPLE TO PARTICIPATE WITH THEIR TIME AND TALENTS AND RESOURCES. THE PASTORS' HOME COMMUNION, HOME VISITATION, AND ACCESSABLITY TO THE MEMBERSHIP IS HIGHLY EFFECTIVE.

5. WHAT AREARS DO YOU RECOGNIZE AS WEAKNESSES IN THE PROGRAMS OF THE CHURCH AND HOW ARE YOU WORKING ON THEM? WE SOMETIMES LACK ADEQUATE PARTICIPATION IN CHURCH PROGRAMS. WE OFFER SOMETHING FOR EVERYONE , BUT SOME DO NOT PARTICIPATE.

6. HOW MANY TIMES A YEAR DO YOU SERVE HOLY COMMUNION?_____IF YOURS IS A PASTORLESS CHURCH, WHO NOW OFFICIATES AT THIS SERVICE? COMMUNION ON EVERY WEDNESDAY EVENING AND ABOUT 50% ON SUNDAYS.

7. DESCRIBE YOUR OUTREACH OR MISSION PROJECTS - INTERFAITH HOSPITALITY ALLOWS US TO AID FAMILIES IN DISTRESS. OUR CHIAPAS MISSION ALLOWS US TO WORK ONE ON ONE WITH OUR FRIENDS AND FOLLOWERS OF CHRIST IN ANOTHER COUNTRY.

8. DESCRIBE YOUR STEWARDSHIP PROGRAM - WE EMBRACE TEACHING TIME, TALENTS AND RESOURCES. WE IDENTIFY NEEDS TO THE MEMBERSHIP. STAYING FINANCIALLY SOUND IS A STRUGGLE.

9. WHAT CHANGES DO YOU SEE COMING TO THE COMMUNITY THAT WILL AFFECT THE CHURCH OR CONGREGATION? I THINK IT IS OUR RESPONSIBILITY TO INVITE THE COMMUNITY INTO OUR CHURCH AND LET THEM KNOW WHAT WE HAVE TO OFFER THE COMMUNITY THROUGH OUR WORK SERVING GOD AND ALL THE PEOPLE.

10. DOES YOUR SESSION HAVE A MISSION STATEMENT? __ YES __ PLEASE ATTACH _____

11. DESCRIBE HOW YOU FEEL THE COMMUNITY REGARDS YOUR CHURCH IN TERMS OF MISSION, LEADERSHIP, OUTREACH. IT IS MY FEELING THAT WITH OUR OUTREACH AND MISSION THAT WE SET EXAMPLES FOR OTHERS TO FOLLOW. THE LEADERSHIP OF THE CHURCH IS EXCELLENT AND STRIVES TO DO BETTER.

12. WE PRESBYTERIANS PRIDE OURSELVES ON BEING A “CONNECTIONAL CHURCH.” HOW DO YOU FEEL YOUR CHURCH’S RELATIONSHIP IS WITH OTHER PRESBYTERIAN CHURCHES? WE DON’T EXERCISE THIS OPTION ON A REGULAR BASIS. WHILE GOOD, ALL PRESBYTERIAN CHURCHES COULD DO BETTER.

13. HOW IS YOUR SESSION ADDRESSING THE GOALS OF THE CHURCH? WE SEEK SPIRITUAL GUIDANCE AS WE DISCUSS, DECIDE, AND STRUGGLE WITH ISSUES. WE HAVE TO REMIN CONSTANT IN FOLLOWING OUR STATED GOALS. WE ARE AWARE OF THE NEED TO MEET OUR GOALS.

14. WHAT ARE THE CONCERNS OF YOUR LONG RANGE PLANNING COMMITTEE? WE HAVE A SHORT FALL IN LONG RANGE PLANNING. AT TIMES, WE ARE REACTIVE. WE HAVEN’T ADDRESSED A 5 YEAR PLAN, ETC.

15. AS YOU TRY TO LOOK INTO THE FUTURE, WHERE DO YOU SEE YOUR CHURCH TEN YEARS FROM NOW? MEMBERSHIP IN AN AGING CONGREGATION IS A MAJOR CONCERN. WE HAVE A NEED TO ATTRACT YOUNG FAMILIES WITH CHILDREN TO ASSURE OUR EXISTENCE IN THE FUTURE.

16. ASK MOST CHURCH MEMBERS, “IS YOURS A FRIENDLY CHURCH?” AND THE ANSWER IS ALMOST ALWAYS “YES!” IN LARGE CHURCHES, PEOPLE HAVE A CIRCLE OF FRIENDS, IN SMALL CHURCHES, EVERYBODY KNOWS EVERYBODY. BUT WHAT ABOUT THE PEOPLE WHO VISIT AND DON’T COME BACK? WHAT STEPS DO YOU TAKE TO INSURE THAT EVERY VISITOR IS MADE WELCOME? WHAT FOLLOWUP DO YOU DO? INCLUDE SIGNAGE...LETTING VISITORS KNOW WHERE THE SANCTUARY IS, THE NURSERY, ETC. THIS IS AN ONGOING TASK, OUR MEMBERSHIP COMMITTEE DOES A GOOD JOB WITH NEW IDEAS AND ASSURING THE VISITOR IS MADE WELCOME. OUR WELCOMING NEW MEMBERS PROGRAM IS SUPERB.

17. HOW MAY PRESBYTERY HELP YOUR CHURCH? THE PRESBYTERY HAS LINKS TO MANY ORGANIZATIONS AND PEOPLE THAT CAN ASSIST US WHEN WE ARE SEARCHING FOR ANSWERS TO QUESTIONS.

18. DO YOU PERCEIVE ANY TENSION BETWEEN MINISTER AND SESSION OR CHURCH, OR BETWEEN SESSION OR CHURCH AND MINISTER THAT SHOULD BE DEALT WITH BEFORE ESCALATION TAKES PLACE? IN AN OBJECTIVE MANNER AND WITH THE HELP OF THE HOLY SPIRIT, WOULD IT NOW BE PROPER TO HOLD A DIALOGUE ON SUBJECTS OF CONCERN? SOMETIMES THE SESSION IS RECLUSIVE. WE ARE NOT OPEN ENOUGH TO THE MEMBERSHIP. WE HAVE AN EXCELLENT STAFF THAT TRY TO SERVE ALL.

COM Reps: Send copies of report to Pastor/Moderator, Clerk of Session, Presbytery Office, COM Moderator and Toney McMillan, 929 Main Street, Arkadelphia, AR 71923.