

WESTOVER HILLS PRESBYTERIAN CHURCH
 STATED SESSION MEETING
May 18, 2008
12:00 p.m.

AGENDA

1. Opening Prayer
2. **Invitation to Christ-pages 29-35 (please read and be prepared to discuss your thoughts on baptism. This study was approved at the October session meeting.)**
3. Approval of Minutes
4. Correspondence and Membership Changes
5. Consent Agenda
6. Reports
 - Executive Committee
 - Presbyterian Women
 - 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, APRIL 20, 2008
CHAPEL**

The Session of Westover Hills Presbyterian Church met Sunday, April 20, 2008, in a stated session meeting in the Chapel. Reverend Debbie Freeman moderated and opened the meeting with prayer.

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

ELDERS ABSENT: Angela Finney, Tammy Pflug, Megan Rubio, David Stricklin, and Bob Quinn (all excused).

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

A quorum was present.

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

Betty Glenn was approved to serve as Clerk of Session to take minutes in the absence of Angela Finney, Clerk of Session.

The minutes of the Stated Session Meeting of March 9, 2008 were approved as written.

There was no correspondence.

MEMBERSHIP CHANGES:

We note with sadness the death of Burnell Regnier on March 16, 2008.

Elizabeth Sears and Kayla Sears were baptized on March 23, 2008. We welcome Elizabeth Sears into full membership.

We welcome Carolyn Hodges into membership by transfer of letter from Second Presbyterian Church, Little Rock on April 20, 2008.

We welcome Liz Branch into membership by transfer of letter from St. Philip's Presbyterian Church, Houston, Texas on April 20, 2008.

CONSENT AGENDA:

Presbyterian Women

Request approval for a Civitan (Developmental Disabled Group) and PW brunch on June 28th in the fellowship hall from 8:30 to 11:30 a.m. This is the same group that worked with WHPC Youth. This would allow PW to raise funds to support our mission projects (Women and Children First and the Lewis House).

Board of Deacons

Request approval for Guidelines for Memorial/Funeral Services and Receptions.

Christian Education Committee

1. Request approval to distribute flyers to the neighborhood to publicize Vacation Bible School and Summer Sunday School. Membership and Communications has agreed to work with us on this project.

2. Request approval to collect an offering during Vacation Bible School to go to the Living Waters of the World Ministry. This Presbyterian ministry provides water filtration systems to impoverished areas that don't have access to clean water.

3. Request approval to not have Sunday School classes on May 25th, which is Memorial Day weekend. This is the weekend that Debbie is graduating down in Austin and it marks transition from regular Sunday School to our Summer Sunday School program

4. Request approval for the following Summer Sunday School programs:

a. Children - We Believe Curriculum

b. Youth - Combined mid-high and senior high youth class using the Thoughtful Christian curriculum for discussion classes.

c. Adult - Classes based on Bible Interpretation and Exploration using resources from the Thoughtful Christian and the Kerygma Curriculum.

Fellowship Committee

1. Request approval to schedule annual fish fry on July 12th.

Worship & Music Committee

1. Request approval to adopt the attached roster as the new calling format in order to simplify the process.

The Consent Agenda was approved after Christian Education asked for Item #2 to be removed and Worship & Music asked for their item to be removed for discussion later.

COMMITTEE REPORTS:

Christian Education - Heather Kilpatrick

Heather showed a DVD on The Living Waters of the World Ministry. This Presbyterian ministry provides water filtration systems to impoverished areas that don't have access to clean water. She requested permission to collect an offering during Vacation Bible School to go to the Living Waters Ministry. The Session approved this request.

Fellowship Committee - Charlotte Frith

The annual fish fry will be held on July 12th. It will be catered by Corkey's and will include barbeque and fish. The cost will be \$9.99 per person. It will be less for children. There will also be a talent show held at the fish fry. Fellowship has referred the question concerning continuing Wednesday evening dinners to Personnel Committee. The remainder of the report was received as information.

Stewardship Committee - Bob Spencer

Susan Miller shared her thoughts on what stewardship means to her. She reminded us that "we give through prayer and guidance of the Lord."

The Audit Team is working and will have a written report after meeting with Randy Perryman. Personnel and Stewardship Committees plan to meet together.

Bob Spencer would like to present information to the entire congregation regarding the lack of monthly payments on Phase II of the Capital Campaign. Bob moved that we put in both monthly newsletters a cumulative income/expenditure report with the verbiage that states how much we

are behind or ahead in our operating account and building fund. There was a second to the motion. The discussion that followed stressed the importance of keeping the congregation informed and keeping the information simple. The motion carried.

A motion was made for the Session to send out a letter to the congregation stating our current financial situation and the need to stress the importance of being in a favorable financial situation. The motion was seconded. During discussion, it was suggested that we ask David Stricklin to compose the letter to the congregation with Session approval. Before taking a vote, Debbie Freeman prayed for God's guidance as we work through this situation. Motion carried. The remainder of the report was received as information.

Worship & Music Committee - Stu Rubio

Stu discussed and explained the new calling roster. A motion was made and seconded to approve the calling roster with home and work numbers both added to list. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

A request was made that we find out where the money from the AA Group that meets at our church goes. The group gives one-half of what they collect each month to the church.

Debbie Freeman asked for retroactive permission to have served Communion on the recent mission trip to Chiapas. A motion to this effect was made, seconded, and approved. It had already been approved by the Chiapas session.

Heather Kilptrick thanked the Session for the opportunity to participate in the mission trip to Chiapas.

Mary Ellen Guise thanked everyone for their support during her recent illness.

Debbie Freeman asked for permission to accompany Bill Branch to a Presbytery Meeting in Chiapas in July. She offered to take study leave if necessary. Permission was granted.

The Session offered best wishes to Debbie as she prepares to go to Austin on Thursday to defend her Dissertation.

There being no further business, the meeting was adjourned with prayer at 1:50 p.m.

Respectfully submitted,

Betty Glenn
Acting Clerk of Session

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

The purpose of the special session meeting was to receive a new member, Carolyn Hodges.

Elders present: Wilma Lewis, Nancy Evans, Shep Miers, and Ray Stephens

A quorum was present for the purpose of membership changes.

Reverend Debbie Freeman moderated and opened the meeting with prayer.

Carolyn Hodges was examined by Reverend Freeman. A motion was made to receive Carolyn Hodges into membership by transfer of letter from Second Presbyterian Church, Little Rock, Arkansas. Motion passed. Carolyn will answer the same questions before the congregation during worship this morning.

Eileen Joyce will serve as sponsor for Carolyn

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

Respectfully submitted,

Ray Stephens
Acting Clerk of Session

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

The purpose of the special session meeting was to receive a new member, Liz Branch.

Elders present: Ron Kuerner, Nancy Evans, Mary Ellen Guise, and Ray Stephens

A quorum was present for the purpose of membership changes.

Reverend Debbie Freeman moderated and opened the meeting with prayer.

Liz Branch was examined by Reverend Freeman. A motion was made to receive Liz into membership by transfer of letter from St. Philip's Presbyterian Church, Houston, TX. Motion passed. Liz will answer the same questions before the congregation during worship this morning.

Bev and Ron Kuerner will act as sponsors for Liz and her husband, Rev. Bill Branch.

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

Respectfully submitted,

Ray Stephens
Acting Clerk of Session

Special Session Meeting
Sunday, April 27, 2008

The purpose of the special session meeting was to receive a new member, Ray Koone.

Elders Present: Wilma Lewis, Bob Quinn, and Ray Stephens.

A quorum was present for the purpose of membership changes.

Reverend Debbie Freeman moderated and opened with prayer.

Ray Koone was examined by Reverend Freeman. A motion was made to receive Ray Koone by Transfer of Letter from Park Hill Baptist Church, North Little Rock, Arkansas. Motion passed.

Ray will answer the same questions before the congregation during worship this morning. Tommy Callaway will serve as sponsor for Ray.

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

Respectfully submitted,

Ray Stephens
Acting Clerk of Session

Consent Agenda
Session Meeting May 18, 2008

The Christian Education Committee

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

Membership & Communications Committee

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 to 4:30 PM
Sunday October 18, 2008 - 2:30 to 4:30 PM
These have all been cleared by Ralph Finney.
2. Approve date for next New Member Recognition event for Sunday November 2, 2008 immediately following worship subject to clearance through Ralph Finney.

Worship and Music Committee

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 15th.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Presbyterian Women
Date/Time: May 5, 2008 10:30 am

Consent Agenda Items: NONE

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

Calendar Items:

PW birthday lunch will be a potluck on June 1st after church. Setup will be on Saturday, May 31 at 10:00 in the fellowship hall (Betty Glenn is clearing this with Ralph on the church calendar).

Civitan Brunch (Developmental Disabled Group) and PW on June 28th in the fellowship hall from 8:30 to 11:30. . This will allow PW to raise funds to support our mission projects (Women and Children First and the Lewis House).

WHPC PW will host the Fall Gathering for Cluster IX on September 20. Registration will begin at 9:30 am.

Synod of the Sun Spirituality Retreat will be May 23-25 at Lyon College in Batesville

Mo Ranch Bible Study Conference will be July 21-23 (Monday – Wednesday)

Information:

Virginia Scott, Lucy Owen, Betty Glenn, Cecile Knight, Carolyn Nash and Kay Stephens attended Pink Hat Day on April 26 at Vera Lloyd in Monticello.

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

Layettes have been assembled with baby caps, jackets, blankets, and booties or socks for the UAMS preemies. Carolyn Nash will deliver them this week.

PW will provide the dinner for Vacation Bible School on Monday night June 9th.

PW will collect health kit supplies during the month of May for Disaster Relief Kits.

PW will collect cookies for the Red Cross during the month of June. Looking at baking cookies at the church on June 14th. Melanie will check with Ralph about putting this on the church calendar.

A request for small casseroles and small packages of cookies to help the Deacons replace the food from the freezer that had to be thrown out after the power was off for five days. Looking for a date in June to use the kitchen to cook up several casseroles to replenish the Deacon's freezer.

Bring Ice Chest to kitchen on Saturday, May 10 to help empty out the icemaker. The ice scoops got frozen in the bottom when the power came back on and the icemaker needs to be cleaned out and sanitized.

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

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Christian Education

Date of Meeting: May 4, 2008

Need for Docket Time in Session Meeting: NO

Calendar Items: VBS Orientation Meeting – May 22 at 6:30 pm
Rally Day – Aug 24, 2008 (pending approval of session)

Actions Items for Discussion during Session Meeting: None

Information:

Vacation Bible School

- We continue to conduct planning meetings for Vacation Bible School, which will be held June 8th – 12th. We have secured most of the teachers and activity leaders.
- We will hold a VBS Orientation Meeting on May 22 at 6:30pm with all of the teachers and activity leaders to discuss the schedule and activities for the week.
- The following groups have been asked to prepare meals for VBS: Chiapas Mission Team, PW, Choir, Youth. They will donate the food for the meal. Any money collected from donations can be used for the service project or charity of their choice.
- A flyer will be distributed to the preschool students. We will also visit their classrooms on May 19-20, and Heather will speak at the end-of-year program on May 21st.
- M&C is helping us distributed flyers to the neighborhoods around the church on May 18th at 2:30. Everyone is welcome to join us.

Summer Sunday School

- We are working on recruiting teachers for Summer Sunday School classes. We have finalized the preschool, children, and adult curriculums. The youth curriculum is almost complete.

Looking Ahead

- At our next committee meeting we will begin planning for our fall programs. These include Fall Sunday School classes, Fall DRAMA theme and dates, and Fall Westover Wednesday classes and dates.
- You are invited to give suggestions for any of the above programs to a member of the CE committee. We welcome input and ideas from the session and congregation.

NEXT MEETING - will be Sunday, June 29th after worship. Meeting was closed with prayer.

Director of Christian Education

April 08 Report

March 30 - April 3 – Led DRAMA, prepared supplies for the Mexico Mission trip; attended Kerygma Bible Study

April 4 & 5 – rearranged YouthQuake due to storms and flooding; attended YouthQuake in Mt. Ida with Lindsay Freeman and Elizabeth Ellis, this is my last event as Youth Council Moderator

April 6 – returned from Mt. Ida; attended worship; departed for Mexico Mission Trip

April 6 - 13 Participated in the Mexico Mission trip including worshipping and working in Santo Domingo, Chiapas, worshipping in Granizo, leading two afternoons of Vacation Bible School.

April 14 – 19 led DRAMA; led Bible study for PW Circle; led meditation for Wednesday evening worship; attended Kerygma Bible Study; hosted Bible signing dinner for the graduating senior's Bibles; attended New Member Gathering to share about CE programs; provided AV for Movie Night

April 20 – led mid-high Sunday school; attended worship; attended Session meeting; led youth fellowship

April 21 – 26 led PW Circle Bible Study; led DRAMA; met with Debbie, Misty Clark and Betty Glenn to discuss room usage and interaction between CE programs and preschool program; attended class at LifeQuest; held VBS planning meeting; attended Wednesday night worship; led Kerygma Bible Study

April 27 led mid-high Sunday school; attended worship; attended New Member luncheon; led youth fellowship

April 28 – May 2 met with staff; led DRAMA; met with worship planning team; attended LifeQuest class; helped to set out Labyrinth;

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Fellowship

Date of Meeting: May 4, 2008

Consent Agenda Items: none

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. The Beacons supplied refreshments for the Graduate Recognition Reception on May 4, and Susan Miller furnished table decorations. Many thanks to this group for their help.
2. 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.
3. A sign-up sheet will be posted in the narthex for the talent show. An announcement will be made on Sundays and put in the newsletter to recruit talent. For those not wishing to perform, tables will be set up for displaying art, etc. We discussed having a silent auction for items donated if we can get enough donations.
4. Members were informed that movie night has been cancelled.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Membership & Communications

Date of Meeting: May 4, 2008

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

Calendar Items:

See above

Actions Items for Discussion during Session Meeting:

None

Information:

- Facility maps will be prepared to assist visitors and new members with the WHPC facility. Ray has asked and received from Bob Spencer some maps that can be adapted. Tom Callaway may have some others that would be better to use. Committee suggested that new members may be able to give valuable input on what to include.
- Eileen has taken the "Praising God in the Heights..." booklet to be printed.
- New Member Gathering name will be changed to "WHPC 101". After several comments concerning how valuable these quarterly events are and the old name seems to exclude anyone other than new members, we have decided to change the name. The general membership will be invited to learn more about WHPC and what makes it so special. Prospective members (visitors who have worshiped with us two or more times will receive a written invitation at least two and a half weeks prior to the event and a follow-up reminder phone call no later than Tuesday of the week of the event. Ray is working on a written event description to assist the future committee moderator.
- New Member Recognition Event – Our cutoff dates for recognizing new members will be October through March for the Spring NMR event and April through September for the fall NMR event. Written invitations will be sent to the new members who have joined during the previous six months advising them that we will be honored by their presence and recognized as new members at the event. The menu will be tweaked by adding fruit and reducing the amount of food that is ordered.
- VBS Flyer Distribution will be done on Sunday May 18th at 3 PM. Ray is preparing the maps. Heather has committed the youth to assist again. M&C members participating are Dotty, Eileen, Allison, Sid and William.
- Sid discussed a subject of importance to the church as a whole and challenged us to give some deep thought to how we draw new families to the church. We are losing an amazing group of Senior High youth who will be going off to school. We need to develop some "attention getters" – activities that draw from the neighborhood, such as a basket ball team in an organized league, a dance once per month, overnight trips to an Arkansas attraction, etc. Also, Heather is doing a marvelous job, but is stretched in her capacity as the DCE. We may need to look at a youth leader whose dedicated purpose is the youth program. This is food for thought only at this time.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Service

Date of Meeting: May 18, 2008

Consent Agenda Items: None

Need for Docket Time in Session Meeting: No

Calendar Items:

Actions Items for Discussion during Session Meeting:

Information: The service committee is

1. preparing for IHN in July.
2. Planning for the Alternative Christmas Market in November
3. Continuing with 2nd Sunday Mission
4. Working with Arkansas Food Bank to deliver food to persons who can't get to the food pantries.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Stewardship

Date of committee meetings: Tuesday, May 06, 2008

Consent Agenda Items: none

Need for docket time in Session Meeting: Yes No

Minute for Mission

Audit: Pending

Monthly Update of Financial Status

Balance Sheet ~ Modified

Restricted Account ~ Summary explanation

Operating Account ~ Monthly report

TPF Endowment updates

Cotham Endowment \$126,073.77

Mission Endowment \$ 6,322.00

Monthly Financial Update for Mid Month Newsletter (see attachment)

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

Exploring CD rates and other options to improve interest income

The Stewardship committee is preparing to meet with the BOZ in June to discuss refinancing options.

Continue to prepare a loan request to PC USA in June or July

Calendar Items:

None for May

Actions for Discussion during Session Meeting

None

Attachments:

Monthly Financial Update

Income charts

Income Requirements through Apr 30, 2008

	Operating	Mortgage	Total to date
2008 Budget	\$122,021.32	\$71,861.84	\$193,883.17
All Income	\$110,331.32	\$31,673.80	\$142,005.12

Balance	(\$11,690.00)	(\$41,903.04)	(\$51,878.12)

2008 Budget: The cumulative 2008 **Budget** and **Mortgage** income requirements from Jan 1 through Apr 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 – Apr 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 April 30, 2008

Operating Account Checking	
Operating	(\$4,497.84)
Operating Reserve Acct	\$30,876.86
Operating Designated Funds (Restricted)	<u>\$20,683.78</u>
Operating Total	\$47,062.80

Construction Account balance to service the Mortgage	\$239,818.25
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Liabilities

Construction Loan Payable (mortgage due in full Jul 1, 09)	\$2,360,543.39
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Dear Westover Friends,

We want to give you a quick overview of how the bills are going on the building and remodeling projects we completed last year, and we'd like to suggest an important way everybody can make a huge difference in the total price tag.

You may recall we were able to pay for part of the cost of the work done on our wonderful buildings out of funds the church received through gifts for that purpose. We financed the rest of the work through a building loan. As of April 30, the total amount we owed was \$2,360,543.39. The building loan will come due on July 1, 2009. When the loan comes due, we will have to have a really big bake sale to pay it off or get a new mortgage.

While we have every confidence a Westover bake sale would produce a sizeable amount of money, let's assume for the moment we may not have a \$2.3 million bake sale in us. That gets us back to the mortgage option. Though mortgage rates are lower than they used to be, we will still have to pay a great deal of money in interest on a loan of this size. We'd rather pay as little interest as possible. So, here's the suggestion:

If you have made a pledge for the building project and can pay all of it off now, or even a pretty large portion of it, that would be a great thing to do. Every dollar we give now is one we don't have to borrow and pay interest on.

If you haven't made a pledge to the building project, that's OK, but if you can give something to retire more of this debt before we have to refinance it, your gift will help a great deal.

No offense to the mortgage bankers. They're very nice people, but we'd all rather see our money go to the fine ministries Westover has become known for, in Little Rock, around the state, in other parts of the country, and even outside the U.S.

So please consider making a special gift now or prepaying a pledge you've already made. Send or bring a check to church marked building fund. We'll have some more to say about this at a worship service soon. If you have any questions in the meantime, please call the Stewardship Moderator, Robert Spencer, Mary Ellen Guise, or Ron Kuerner.

Thanks so much!

The Session

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	\$ 181,431.86	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 11,209.90
March					
1	\$ 182,386.86	\$ 955.00	\$ -	\$ 955.00	\$ 12,164.90
2	\$ 183,541.31	\$ 1,154.45	\$ -	\$ 1,154.45	\$ 13,319.35
3	\$ 184,141.31	\$ 515.00	\$ 85.00	\$ 600.00	\$ 13,919.35
4	\$ 185,521.31	\$ 1,180.00	\$ 200.00	\$ 1,380.00	\$ 15,299.35
5	\$ 187,511.31	\$ 1,865.00	\$ 125.00	\$ 1,990.00	\$ 17,289.35
April					
1	\$ 189,006.31	\$ 1,360.00	\$ 135.00	\$ 1,495.00	\$ 18,784.35
2	\$ 198,440.76	\$ 1,500.00	\$ 240.00	\$ 1,740.00	\$ 20,524.35
3	\$ 200,155.76	\$ 9,149.45	\$ 285.00	\$ 9,434.45	\$ 29,958.80
4	\$ 200,155.76	\$ 1,340.00	\$ 375.00	\$ 1,715.00	\$ 31,673.80

Stewardship Committee
Budget Income Tracking
as of 4-27-08

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	\$3,550.50	\$845.00	\$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	\$7,402.00	\$715.00	\$118.00	\$8,235.00	\$25,359.50	\$48,320.85
			2	\$5,461.00	\$460.00	\$174.00	\$6,095.00		
			3	\$4,436.00	\$70.00	\$104.00	\$4,610.00		
			4	\$5,741.50	\$600.00	\$78.00	\$6,419.50		
\$19,446.50	\$ 23,460.11	Mar-08	1	\$6,840.00	\$429.00	\$74.00	\$7,343.00	\$34,795.07	\$83,115.92
			2	\$5,862.00	\$365.00	\$98.07	\$6,325.07		
			3	\$7,227.50	\$214.00	\$90.00	\$7,531.50		
			4	\$4,667.50	\$405.00	\$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	\$7,077.50	\$190.00	\$107.00	\$7,374.50	\$22,509.60	\$105,625.52
			2	\$4,632.50	\$550.00	\$71.00	\$5,253.50		
			3	\$2,175.00	\$470.00	\$89.10	\$2,734.10		
			4	\$6,775.50	\$225.00	\$147.00	\$7,147.50		
				\$20,660.50	\$1,435.00	\$414.10			

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

Accounts

Assets

Assets

Checking account at BOZ

10000 - BOZ #1 Operating (\$4,497.84)

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

10020 - BOZ #3 Operating Designated Funds \$20,683.78

Operating Total \$47,062.80

10900 - Construction Account \$187,669.63

10030 - BOZ #4 Capital #1 \$13,972.29

10035 - BOZ #5 Capital #2 \$38,176.33

239,818.25

Construction Total

Liabilities

Liabilities

40000 - Construction Loan Payable \$2,360,543.39

**Summary of Restricted Accts
Month-to-date, Through April 2008**

Accounts	Beginning Balance	Restricted Revenues	Restricted Expenses	Ending Balance
Temporary Restricted				
10202 - Capital Campaign Grounds	\$1,671.03	\$200.00	\$0.00	\$1,871.03
90000 - Memorial Fund	\$9,845.15	\$330.00	\$0.00	\$10,175.15
90003 - Gifts/Misc	\$181.06	\$0.00	\$0.00	\$181.06
90004 - Flowers	\$482.31	\$0.00	\$482.31	\$0.00
90005 - Chiapas Mexico Mission Trip 2007	\$1,800.00	\$80.00	\$0.00	\$1,880.00
90006 - InterFaith Hospitality Network	\$629.03	\$75.00	\$205.66	\$498.37
90008 - Choir	(\$24.33)	\$40.00	\$0.00	\$15.67
90009 - Back-To-School Supplies	\$50.00	\$0.00	\$0.00	\$50.00
90010 - Misc. Designated	\$176.47	\$643.05	\$119.00	\$700.52
90012 - Lewis House	\$700.25	\$10.00	\$237.13	\$473.12
90015 - One Great Hour of Sharing	\$319.62	\$0.00	\$319.62	\$0.00
90018 - Whitmore Scholarship	\$1,270.95	\$0.00	\$322.00	\$948.95
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
90040 - Organ Fund	\$1,358.00	\$0.00	\$0.00	\$1,358.00
90045 - Joy Gift	\$20.00	\$0.00	\$20.00	\$0.00
90050 - Souper Bowl Luncheon	\$25.00	\$260.00	\$684.50	(\$399.50)
90060 - Drama Group	\$96.99	\$0.00	\$48.66	\$48.33
90070 - Kerygma Study Books	\$65.32	\$77.00	\$74.75	\$67.57
90096 - Ellis Family Chiapas	\$1,325.00	\$0.00	\$0.00	\$1,325.00
90400 - Susie Wiggins' Seminary Fund	\$50.00	\$75.00	\$125.00	\$0.00
90500 - Chiapas Trip 2008	\$866.51	\$300.00	\$0.00	\$1,166.51
Total Temporary Restricted	<u>\$21,232.36</u>	<u>\$2,090.05</u>	<u>\$2,638.63</u>	<u>\$20,683.78</u>

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

Accounts	Annual Budget	YTD Actual	Annual Budget	% of Annual	MTD Actual
	(This Year)	(This Year)	Remaining	Budget Used	(This Year)
			(This Year)	(This Year)	
Revenues					
Tithes and Offerings □	60100 - Loose Plate	\$7,500.00	\$1,913.02	\$5,586.98	25.51% \$414.10
60200 - Pledge Receipts		\$324,123.00	\$97,160.50	\$226,962.50	29.98% \$20,760.50
60250 - Non-Pledge Receipts		<u>\$12,000.00</u>	<u>\$6,652.00</u>	<u>\$5,348.00</u>	<u>55.43%</u> <u>\$1,435.00</u>
60100 - Loose Plate		\$7,500.00	\$1,913.02	\$5,586.98	25.51% \$414.10
60200 - Pledge Receipts		\$324,123.00	\$97,160.50	\$226,962.50	29.98% \$20,760.50
60250 - Non-Pledge Receipts		<u>\$12,000.00</u>	<u>\$6,652.00</u>	<u>\$5,348.00</u>	<u>55.43%</u> <u>\$1,435.00</u>
Total Tithes and Offerings		\$343,623.00	\$105,725.52	\$237,897.48	30.77% \$22,609.60
Other Income					
60300 - Building Deposits & Use Fee		\$10,000.00	\$1,550.12	\$8,449.88	15.50% \$187.14
60400 - Interest Income		\$400.00	\$49.47	\$350.53	12.37% \$9.31
60500 - Organ Mtnce. Fund		\$1,000.00	\$0.00	\$1,000.00	0.00% \$0.00
60600 - Preschool Use Fee		\$8,226.00	\$2,666.64	\$5,559.36	32.42% \$666.66
60700 - Joy Gift		\$295.00	\$20.00	\$275.00	6.78% \$20.00
60705 - One Great Hour of Sharing		\$1,265.00	\$319.57	\$945.43	25.26% \$319.62
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>\$4,605.80</u>	<u>\$17,835.20</u>	<u>20.52%</u> <u>\$1,202.73</u>
Total Revenues		<u>\$366,064.00</u>	<u>\$110,331.32</u>	<u>\$255,732.68</u>	<u>30.14%</u> <u>\$23,812.33</u>
Expenses					
Child Care					
71100 - Child Care		<u>\$5,000.00</u>	<u>\$1,070.00</u>	<u>\$3,930.00</u>	<u>21.40%</u> <u>\$287.50</u>
Total Child Care		\$5,000.00	\$1,070.00	\$3,930.00	21.40% \$287.50
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		\$500.00	\$178.71	\$321.29	35.74% \$0.00
Christian Education					
73100 - Curriculum Literature		\$1,900.00	\$303.89	\$1,596.11	15.99% \$26.22
73110 - Drama		\$800.00	\$394.87	\$405.13	49.36% \$57.50
73300 - Youth Group		\$1,000.00	\$210.39	\$789.61	21.04% \$135.74
73400 - Supplies		\$800.00	\$460.43	\$339.57	57.55% \$309.52

73401 - Special Activities	\$100.00	\$59.50	\$40.50	59.50%	\$0.00
73402 - Camps, Conf., LDR Training	\$1,000.00	\$450.00	\$550.00	45.00%	\$0.00
73403 - Book Study Group/Library	\$100.00	\$43.52	\$56.48	43.52%	\$0.00
73404 - Childrens' Worship Folders	\$100.00	\$87.60	\$12.40	87.60%	\$0.00
73405 - Confirmation Act./Bibles	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
73407 - Special Speakers	\$250.00	\$0.00	\$250.00	0.00%	\$0.00
73408 - Teacher Rec./Sr. Bibles	\$100.00	\$227.28	(\$127.28)	227.28%	\$287.28
73409 - Vacation Bible School	<u>\$650.00</u>	<u>\$6.44</u>	<u>\$643.56</u>	<u>0.99%</u>	<u>\$6.44</u>
Total Christian Education	\$6,900.00	\$2,243.92	\$4,656.08	32.52%	\$822.70
Fellowship					
74100 - Kitchen Supplies/Coffee	\$650.00	\$515.43	\$134.57	79.30%	\$77.00
74200 - Special Projects	\$850.00	\$92.00	\$758.00	10.82%	\$0.00
74300 - Misc.-Fellowship	\$200.00	\$0.00	\$200.00	0.00%	\$0.00
74400 - Westover Wednesdays	<u>\$2,000.00</u>	<u>\$43.61</u>	<u>\$1,956.39</u>	<u>2.18%</u>	<u>\$236.23</u>
Total Fellowship	\$3,700.00	\$651.04	\$3,048.96	17.60%	\$313.23
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	\$650.00	\$1,350.00	32.50%	\$250.00
84400 - Pulpit Supply	\$1,000.00	\$150.00	\$850.00	15.00%	\$150.00
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%	\$36.47
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	\$897.74	\$4,327.26	17.18%	\$436.47
Finance & Administration					
75100 - Office Supplies	\$3,300.00	\$917.59	\$2,382.41	27.81%	\$510.44
75200 - Postage	\$2,700.00	\$906.00	\$1,794.00	33.56%	\$134.00
75300 - Copier Expense	\$10,000.00	\$3,631.17	\$6,368.83	36.31%	\$856.84
75600 - Misc. - F & A	<u>\$2,700.00</u>	<u>\$618.72</u>	<u>\$2,081.28</u>	<u>22.92%</u>	<u>\$144.00</u>
Total Finance & Administration	\$18,700.00	\$6,073.48	\$12,626.52	32.48%	\$1,645.28
Staff Expense					
Pastor-Debbie					
76101 - Salary/Allowance - Debbie	\$57,474.00	\$19,157.92	\$38,316.08	33.33%	\$4,789.48
76105 - Auto Allowance - Debbie	\$1,700.00	\$500.96	\$1,199.04	29.47%	\$500.96
76201 - Pension/Insurance - Debbie	\$17,817.00	\$5,939.04	\$11,877.96	33.33%	\$1,484.76
76202 - Dental - Debbie	\$1,216.00	\$405.68	\$810.32	33.36%	\$101.42
76301 - FICA-Debbie	\$4,397.00	\$1,099.25	\$3,297.75	25.00%	\$1,099.25
76501 - Professional - Debbie	<u>\$3,000.00</u>	<u>\$106.35</u>	<u>\$2,893.65</u>	<u>3.55%</u>	<u>\$35.00</u>
Total Pastor-Debbie	\$85,604.00	\$27,209.20	\$58,394.80	31.79%	\$8,010.87

Church Staff					
DCE					
76900 - DCE's salary	\$31,000.00	\$10,333.36	\$20,666.64	33.33%	\$2,583.34
76901 - DCE's FICA/Medicare	\$2,371.00	\$790.48	\$1,580.52	33.34%	\$197.62
77301 - DCE's auto allowance	\$200.00	\$173.61	\$26.39	86.81%	\$45.34
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	\$11,672.47	\$22,848.53	33.81%	\$2,826.30
Director of Music					
77200 - Director of Music's salary	\$22,231.00	\$7,410.32	\$14,820.68	33.33%	\$1,852.58
77202 - Director of Music FICA/Medicare	<u>\$1,701.00</u>	<u>\$566.88</u>	<u>\$1,134.12</u>	<u>33.33%</u>	<u>\$141.72</u>
Total Director of Music	\$23,932.00	\$7,977.20	\$15,954.80	33.33%	\$1,994.30
Other Staff					
76803 - Adm. Assistant's salary	\$27,300.00	\$9,100.00	\$18,200.00	33.33%	\$2,275.00
76805 - Adm. Assistant FICA/Medicare	\$2,088.00	\$764.00	\$1,324.00	36.59%	\$191.00
76807 - Adm. Assistants Auto Allowance	\$200.00	\$96.44	\$103.56	48.22%	\$28.78
76812 - Children's Choir Dir.	\$1,800.00	\$886.56	\$913.44	49.25%	\$221.64
76814 - Temporary Labor	\$300.00	\$500.00	(\$200.00)	166.67%	\$0.00
77500 - Sexton Salary	\$21,239.00	\$7,079.68	\$14,159.32	33.33%	\$1,769.92
77501 - Sexton FICA/Medicare	<u>\$1,625.00</u>	<u>\$541.60</u>	<u>\$1,083.40</u>	<u>33.33%</u>	<u>\$135.40</u>
Total Other Staff	<u>\$54,552.00</u>	<u>\$18,968.28</u>	<u>\$35,583.72</u>	<u>34.77%</u>	<u>\$4,621.74</u>
Total Church Staff	<u>\$113,005.00</u>	<u>\$38,617.95</u>	<u>\$74,387.05</u>	<u>34.17%</u>	<u>\$9,442.34</u>
Total Staff Expense	\$198,609.00	\$65,827.15	\$132,781.85	33.14%	\$17,453.21
Membership					
78100 - Membership Comm.	\$1,610.00	\$346.25	\$1,263.75	21.51%	\$273.15
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%	\$273.15
Diaconate					
86000 - Diaconate Care	<u>\$1,000.00</u>	<u>\$390.75</u>	<u>\$609.25</u>	<u>39.08%</u>	<u>(\$36.34)</u>
Total Diaconate	\$1,000.00	\$390.75	\$609.25	39.08%	(\$36.34)
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	\$0.00	\$400.00	0.00%	\$0.00
79600 - Painting	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
79700 - Pest Control	\$500.00	\$80.63	\$419.37	16.13%	\$0.00
79800 - Dumpster	\$2,200.00	\$803.13	\$1,396.87	36.51%	\$205.38
79900 - Janitorial Supplies	\$4,500.00	\$1,248.22	\$3,251.78	27.74%	\$537.23
80000 - Misc.-P & M	\$1,500.00	\$701.45	\$798.55	46.76%	\$455.57

80001 - Grounds	\$1,800.00	\$809.14	\$990.86	44.95%	\$322.50
80002 - Van Expense	\$1,000.00	\$3.75	\$996.25	0.38%	\$0.00
80003 - Capital Replacement Account	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00
80004 - Elevator Maintenance	\$2,000.00	\$1,989.57	\$10.43	99.48%	\$0.00
80005 - Fire Alarm Inspection	\$250.00	\$234.67	\$15.33	93.87%	\$234.67
80006 - RPZ Inspections	\$750.00	\$150.00	\$600.00	20.00%	\$150.00
80007 - HVAC Maintenance Contract	<u>\$12,200.00</u>	<u>\$4,837.50</u>	<u>\$7,362.50</u>	<u>39.65%</u>	<u>\$0.00</u>
Total Property & Maintenance	\$32,950.00	\$10,858.06	\$22,091.94	32.95%	\$1,905.35
Utilities					
81100 - Gas	\$10,000.00	\$6,444.85	\$3,555.15	64.45%	\$1,567.53
81200 - Electricity	\$20,500.00	\$4,462.80	\$16,037.20	21.77%	\$965.12
81300 - Water	\$2,000.00	\$708.85	\$1,291.15	35.44%	\$211.32
81400 - Sprinklers	\$600.00	\$154.93	\$445.07	25.82%	\$26.37
81500 - Telephone	<u>\$8,000.00</u>	<u>\$3,151.91</u>	<u>\$4,848.09</u>	<u>39.40%</u>	<u>\$747.33</u>
Total Utilities	\$41,100.00	\$14,923.34	\$26,176.66	36.31%	\$3,517.67
Insurance					
81600 - Insurance	<u>\$10,900.00</u>	<u>\$2,543.75</u>	<u>\$8,356.25</u>	<u>23.34%</u>	<u>\$0.00</u>
Total Insurance	\$10,900.00	\$2,543.75	\$8,356.25	23.34%	\$0.00
Service					
82100 - Service Comm.	<u>\$1,200.00</u>	<u>\$300.00</u>	<u>\$900.00</u>	<u>25.00%</u>	<u>\$300.00</u>
Total Service	\$1,200.00	\$300.00	\$900.00	25.00%	\$300.00
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>	\$793.75	\$2,381.25	25.00%	\$0.00
Total Presbyterian Women	\$3,175.00	\$793.75	\$2,381.25	25.00%	\$0.00
Total Expenses	<u>\$366,064.00</u>	<u>\$115,790.91</u>	<u>\$250,273.09</u>	<u>31.63%</u>	<u>\$26,918.22</u>
Net Total	\$0.00	(\$5,459.59)	\$5,459.59	0.00%	(\$3,105.89)

**Summary of Restricted Accts
Month-to-date, Through April 2008**

Accounts	Beginning Balance	Restricted Revenues	Restricted Expenses	Ending Balance
Temporary Restricted				
10202 - Capital Campaign Grounds	\$1,671.03	\$200.00	\$0.00	\$1,871.03
90000 - Memorial Fund	\$9,845.15	\$330.00	\$0.00	\$10,175.15
90003 - Gifts/Misc	\$181.06	\$0.00	\$0.00	\$181.06
90004 - Flowers	\$482.31	\$0.00	\$482.31	\$0.00
90005 - Chiapas Mexico Mission Trip 2007	\$1,800.00	\$80.00	\$0.00	\$1,880.00
90006 - InterFaith Hospitality Network	\$629.03	\$75.00	\$205.66	\$498.37
90008 - Choir	(\$24.33)	\$40.00	\$0.00	\$15.67
90009 - Back-To-School Supplies	\$50.00	\$0.00	\$0.00	\$50.00
90010 - Misc. Designated	\$176.47	\$643.05	\$119.00	\$700.52
90012 - Lewis House	\$700.25	\$10.00	\$237.13	\$473.12
90015 - One Great Hour of Sharing	\$319.62	\$0.00	\$319.62	\$0.00
90018 - Whitmore Scholarship	\$1,270.95	\$0.00	\$322.00	\$948.95
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
90040 - Organ Fund	\$1,358.00	\$0.00	\$0.00	\$1,358.00
90045 - Joy Gift	\$20.00	\$0.00	\$20.00	\$0.00
90050 - Souper Bowl Luncheon	\$25.00	\$260.00	\$684.50	(\$399.50)
90060 - Drama Group	\$96.99	\$0.00	\$48.66	\$48.33
90070 - Kerygma Study Books	\$65.32	\$77.00	\$74.75	\$67.57
90096 - Ellis Family Chiapas	\$1,325.00	\$0.00	\$0.00	\$1,325.00
90400 - Susie Wiggins' Seminary Fund	\$50.00	\$75.00	\$125.00	\$0.00
90500 - Chiapas Trip 2008	\$866.51	\$300.00	\$0.00	\$1,166.51
Total Temporary Restricted	<u>\$21,232.36</u>	<u>\$2,090.05</u>	<u>\$2,638.63</u>	<u>\$20,683.78</u>

Personnel Committee meeting notes from Monday, May 12, 2008

Betty "Rosie" Spencer is resigning her position as disbursing treasurer as of the end of May. This is a voluntary position that requires approximately half day every week. Job description is attached. We need to find a replacement for this position. If we know someone we should consider for the position, please submit their names. Otherwise, we need permission to put out a notice on the careline. We would also entertain suggestions for an appreciation event in Rosie's honor.

We would like to request approval to resume the Wednesday night dinners. I have spoken with Lucy and they are willing to prepare meals for every Wednesday. There may be exceptions to "every" Wednesday. If approved, we would like to resume next week, May 21.

There is a need for a new computer in the office. Charlie Frith is getting the necessary specs etc for what is needed. The P & M has asked personnel committee to take on this project. We are asking for approval to use up to \$3000 from memorial funds. We probably will not need this much. We did not want to cut ourselves too short of funds.

We also request that future budgets include a line item for upgrades to technology equipment, i.e., new computer, software, telephones, etc. as part of a regular allocation for deferred maintenance and replacement.

We have also completed 2 quarterly "visitations" with staff, Heather and Renetta.

Submitted by Mary Ellen Guise, moderator

Proposed Job Description for the Disbursing Treasurer Westover Hills Presbyterian Church

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

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

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

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

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

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

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

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

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

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

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Worship & Music

Date of Meeting: 4 May 2008

Need for Docket Time in Session Meeting: None outside of the Invitation to Christ discussion at the beginning of the meeting. **Please read p. 29-35.**

Calendar Items: June 1st - Service led by the Chiapas mission trip group
June 1st - Commission session members attending the Presbytery meeting on
June 7th
June 15th - Presentation by the Chiapas mission trip group immediately following Sunday morning worship (pending consent agenda approval)
September 21st - Choir/Volunteer Appreciation Sip 'n Chat

Action Items for Discussion during Session Meeting: None

Information:

I2C

- The committee continued our discussion on the Invitation to Christ paper. Please read pages 29-35 for the Session meeting discussion. We also discussed the possibility of asking Chip Andrus (one of the authors of this paper) to come to our church and speak to us on a Wednesday evening. This could possibly kick off a church-wide study of the sacraments. Pastor Freeman contacted him and he is very willing and excited to come and talk to us about these topics. More information will follow as we work out the details.

Special Services

- The committee finalized plans for the Pentecost service. We hope you enjoyed the representation of the church around the world.
- We also set definite dates for the events that will be led by the Chiapas mission trip group.

Appreciation Sip 'n Chat

- We finalized Sep 21st as the date to show our appreciation for the choir and all those in the church who give of their time to help the services run smoothly (i.e. liturgists, communion servers, ushers, greeters, sanctuary preparers, and those who help schedule these volunteers).

Funeral Attendance

- The committee discussed the idea of setting aside a section for elders at funeral services. We decided that Pastor Freeman would do some additional research on the idea.

Pastor's Report

April 08

In difficult times as well as times of joy the church joins together as community of faith, praying, worshiping, working, and living as God's people. During the month of April we had several such events that brought this community together. Though we are struggling financially we are all working at how we can address this matter. When storms hit Little Rock and in particular affected members of our congregation we responded in faith and with generosity. In times of need, in welcoming new members, and in honoring our graduates, we have banded together as a community and demonstrated our love of God and one another and those whom God has called us to care for, even the least and the lost. Thank you for giving me the opportunity to minister with you and to you.

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

On April 1 Debbie and Ethel Ann Foster delivered home communion to Dorothy Dober Richard Dixon. This is a wonderful ministry, so if Jack Evans calls and invites you to go take the opportunity to do so. It means so much to these people who cannot get out as much as they used to.

On April 6, Debbie and 13 others were commissioned during morning worship, fed by the fellowship committee, transported by others, and sent off on the mission trip to Chiapas.

On April 9, attended the Presbyterian Village luncheon with the residents from Westover Hills.

On April 18, attended the senior Bible signing event at Betty Glenn's house.

On April 19, met with 2009 Stewardship Campaign committee.

On April 20 moderated the Session meeting.

On April 22, Debbie and Bob Spencer delivered home communion to Bettye and Rex Thompson and Mary and Herb Knopf.

On April 23, attended the LifeQuest Pastors' recognition lunch.

On April 24, successfully presented the final project of my doctoral work at Austin Presbyterian Theological Seminary, in Austin.

On April 28, attended a meeting at Ferncliff

On April 29, Debbie and Tammy Pflug delivered home communion to Beverly Poe and Catherine Getchell

April

- Every Sunday Debbie teaches the lectionary Sunday school class based on the scripture for the next Sunday's sermon (Jack Evans has helped with this class).

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

- Every Tuesday I participate in a lectionary study group

- Every Wednesday Evening there is a Wednesday Evening worship which has worship groups participating in planning and leading.

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

- Every third Wednesday is Presbytery Church Professionals' day at Stewpot. Westover always has a good showing with Dick Frothingham, Don Campbell, Heather, Debbie often going. Occasionally we take others with us.

- Every Thursday there is a Kerygma class that meets in the Mid-High room that I teach on "The Lord's Prayer". If I am not here Heather teaches it.

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

Those who are interested in current news about the Presbyterian Church (USA) can go to the following web site for information and a news feed: <http://www.pcusa.org/pcnews/lists.htm>

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

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

Respectfully Submitted,

Debbie Carl Freeman
Pastor, Westover Hills Presbyterian Church

Dear Friends,

Per the Book of Order the Committee on Ministry of the Presbytery conducts a triennial to each congregation in the Presbytery. It has been three years since our last visit. We agreed last January or February for the representatives of the COM to come to our July 13 session meeting.

On Sunday, you will receive Triennial Visit Report Forms. Rev. Camille LeBron Powell, Associate Pastor, from Second Presbytery Church, requests that each member of the session fill one of these forms out and return it to her so that when she and the Rev. Howard "Flash" Gordon come to visit with us they will have some idea of the thinking of our session prior to their visit. If you will fill out the form and return it to the church office by June 1, we will send all of them together to Camille.

Also, the COM has included a set of information, which is available on the denomination's website of the 10-year trends of our congregation. Please look through these for your information.

Thank you,

Debbie

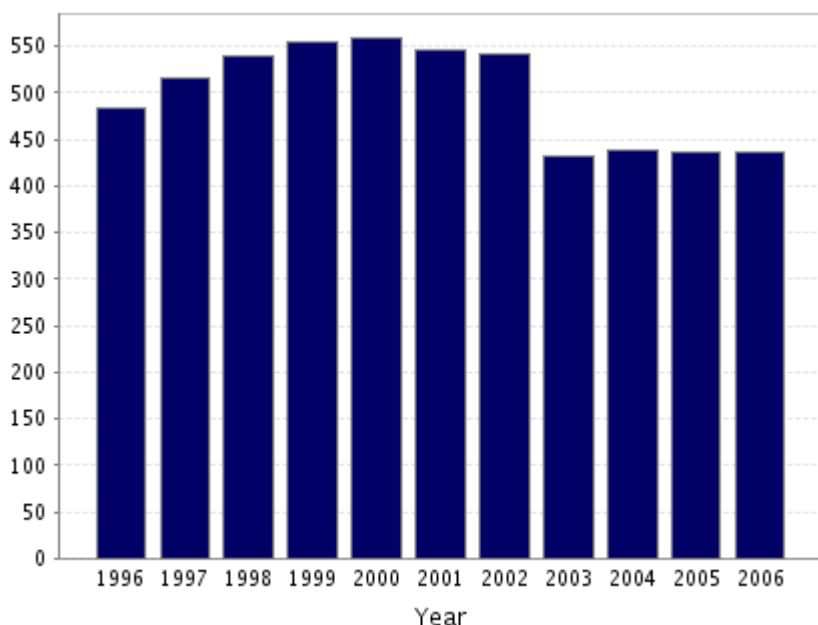


All Statistics

Westover Hills Presbyterian Church

Little Rock, AR

Total Membership



Your congregation's reported total membership, 436, was larger than the 2006 PC(USA) average, 209.

The chart above shows the number of members in your congregation for the years 1996 through 2006. Membership for the Presbyterian Church (U.S.A.) and its predecessor denominations (the UPCUSA and the PCUS) peaked in the early 1960s, then began a steady, slow decline. From 1996 to 2006, PC(USA) membership has declined by about 1.4% annually. In general, smaller-membership congregations (less than 250 members) were more likely to experience net losses in the last ten years and larger-membership congregations (more than 250 members) were more likely to experience net gains. Nonetheless, a majority of all congregations (including larger-membership congregations) experienced net losses over this period.

Changes in membership result from the difference between new members added (membership gains) and current members subtracted (membership losses). The overall trend since 1996 has been one of declining gains. Since 1996, certificate and other losses have decreased more substantially than losses due to death. The total number of PC(USA) members lost each year has been declining in the last 10 years but the trend has not been sufficient to make up for the greater yearly decline in membership gains.

The average Presbyterian Church has 209 members (the mean in 2006). About 25% of the total congregations report between 1 and 50 members. Another 23% report between 51 and 100 members.

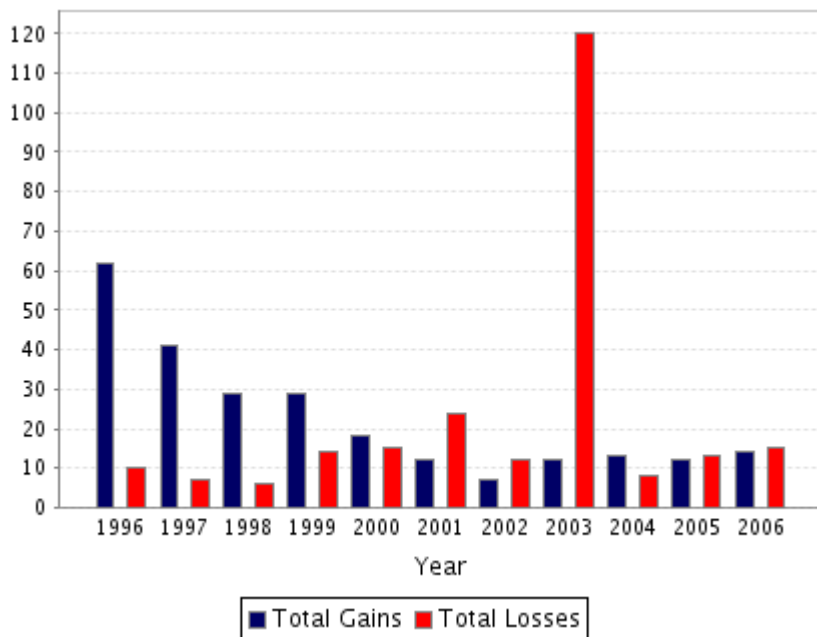
Most PC(USA) members are white (92.9%). Other racial and ethnic members include African-Americans (3.1% of the total membership of the denomination), Asians (2.3%), Hispanics (1.2%), Native Americans (0.2%), and others (0.3%). Despite changes in the total membership of the PC(USA), the percentage of racial-ethnic minority members has stayed about the same since 1996. The ratio of female members (58%) to male members (42%) has also remained stable since the mid-1960s.

Key Questions:

- Is your congregation larger or smaller than the average PC(USA) congregation?
- How does the percentage increase or decrease in membership of your congregation compare to that of the denomination as a whole?
- What factors in your congregation help explain the membership trends in your congregation?
- What factors in the community are relevant to your membership trends?

What will be your congregation's strategy to increase its membership?

Total Gains and Losses



Your congregation's reported total gains in membership, 14, were less than the 2006 average for all PC(USA) congregations, 15. The reported total losses, 15, were less than the 2006 PC(USA) average, 19.

The chart above shows the total gains and total losses in membership reported by your congregation for the most recent ten years. The total number of PC(USA) members lost each year has been declining in the last ten years, but the trend has not been sufficient to make up for the greater yearly decline in membership gains.

Total Gains in membership is the number derived by adding gains through: Profession of Faith, Reaffirmation and Restoration (the number of persons received during the year through professions of faith, reaffirmation, and restoration after removal, deletion, or temporary exclusion); Certificate (persons received into membership upon receipt of a certificate of transfer from another church); and Other (all other additions to the active roll).

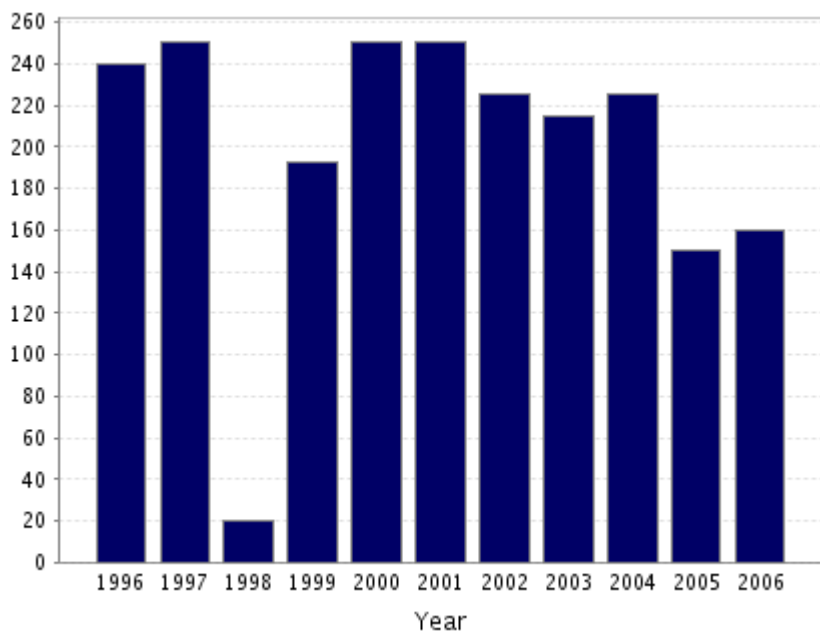
Total Losses in membership is the number derived by adding membership losses through: Certificate (persons received by other churches for whom certificates of transfer have been issued); Death (members whose names have been deleted because of death); and Other (all other persons whose names have been removed from the active membership roll through transfer from the active to the inactive roll, deletion from the active roll for any other reason, or temporary exclusion or removal from the active roll).

Key Questions:

- ❏ What is the relationship between total losses and total gains in your congregation?
- ❏ Have membership gains been large enough to offset membership losses? What type of gains are characteristic of your congregation (e.g., Profession of Faith, Reaffirmation)?
- ❏ What type of losses are characteristic of your congregation (e.g., transfers, deaths)?

What steps can your congregation take to increase membership gains and to decrease membership losses?

Worship Attendance



Your congregation's reported worship attendance, 160, was larger than the 2006 PC(USA) average, 117.

The chart above shows the average worship attendance in your congregation for each year since 1996. The average (mean) worship attendance for all Presbyterian Church (U.S.A.) congregations is 117 persons. This number is typical for American Protestant congregations, most of which average between 60 and 120 worshippers each Sunday. While membership in the PC(USA) has declined in the last ten years, the average worship attendance has remained relatively stable.

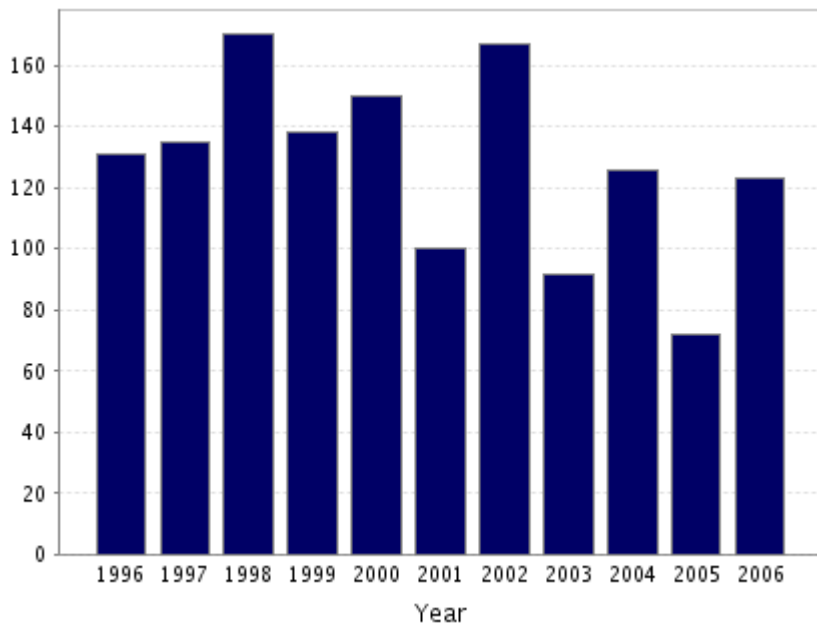
Smaller-membership churches tend to have a higher percentage of their members attending worship services than larger-membership churches. Low relative worship attendance -- defined as average attendance that is less than 52% of the congregation's total membership -- is about twice as common in larger-membership congregations (more than 250 members) as in smaller-membership congregations.

Key Questions:

- Is your congregation's worship attendance increasing or decreasing?
- What is the ratio of your worship attendance to your membership (i.e., is it above or below the current average of 52%)?
- How would you describe the people who regularly attend worship services?

Is your worship style effective with younger generations (persons born after 1955), with new immigrant populations, or with other specific populations in your area?

Christian Education Enrollment



Your congregation's reported Christian education enrollment, 123, was about the same as the 2006 PC(USA) average, 124.

The chart above shows the average number of persons in your congregation enrolled in Christian education for the most recent 10 years. The total Christian education enrollment for all PC(USA) congregations has been stable during the last 10 years. Most PC(USA) congregations, regardless of size, report Christian education enrollment that is less than 50% of their congregation's total membership. In smaller-membership congregations, Christian education enrollment is a larger percentage of the membership than in larger-membership congregations.

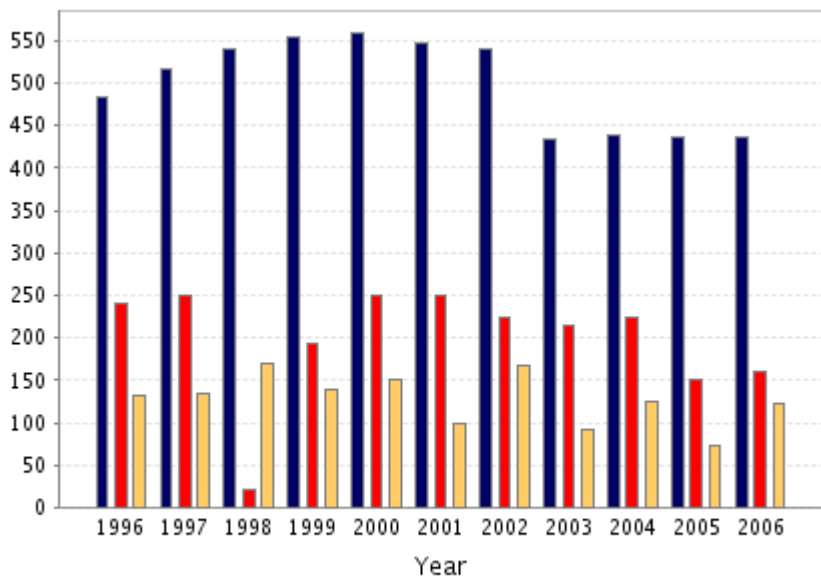
Key Questions:

- How would you describe the trend in your congregation's Christian education enrollment?

- ❖ What is the ratio of your congregation's Christian education enrollment to its membership (the number of persons participating in Christian education divided by total membership)?
- ❖ Is this percentage increasing or decreasing?
- ❖ How does the changing age and/or family profile of your congregation relate to your congregation's Christian education trends?

How many new Christian education classes have been organized in the last two years?

Membership, Worship Attendance and Christian Education Enrollment

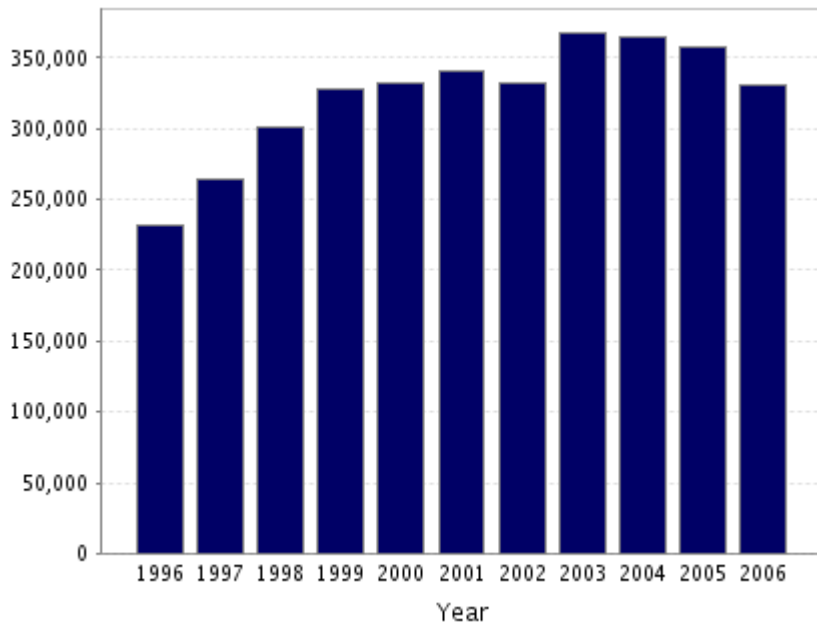


■ Membership ■ Worship Attendance ■ Christian Education Enrollment

Your congregation's reported total membership, 436, was larger than the 2006 average (mean) for all PC(USA) congregations, 209. The reported average worship attendance, 160, was larger than the 2006 PC(USA) average (mean), 117. The reported enrollment in Christian education, 123, was about the same as the 2006 PC(USA) average (mean) of 124.

The chart above shows the number of members, worship attendance, and Christian education enrollment for the most recent 10 years.

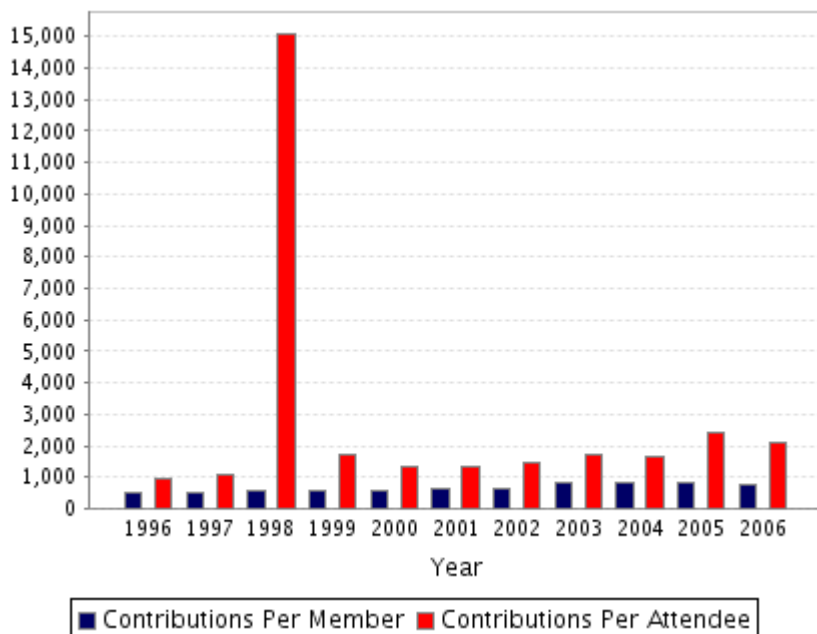
Total Contributions



Your congregation's reported total contributions, \$331,231, were larger than the 2006 PC(USA) average, \$235,671.

The chart above shows the total contributions to your congregation for the most recent 10 years. Contributions are all monies received by all treasurers of organizations in the church, including payments on pledges, loose offerings and special offerings.

Contributions per Person



Your congregation's reported average contribution per member, \$759, was less than the 2006 average for all PC(USA) congregations, \$1,041.29. The reported average contribution per worship attendee, \$2,070, was about the same as the 2006 PC(USA) average, \$2,018.86.

First, the chart displays the average contribution per member for the last 10 years. Contributions are all monies received by all treasurers of organizations in the church, including payments on pledges, loose offerings and special offerings. Among all Presbyterian Church (U.S.A.) congregations the average contribution in 2006 per member was \$1041. In general, per-member contributions are larger in larger-membership congregations and smaller in the smaller-membership congregations. Second, the average contribution per worshiper was also calculated. Some experts recommend the latter statistic because it reflects a more accurate picture of the giving level of the active members of the church. Generally, the average contribution per worshiper is the higher number. Among all PC(USA) congregations, average contributions per worshiper were \$2019 in 2006.

Key Questions:

What are the significant trends in your congregation's contributions?

Given this era of intergenerational transfer of wealth, how can your congregation increase the number of bequests?

What factors are influencing the congregation's investment income?

What is the level of your congregation's giving to mission?

Has mission giving increased or decreased as a percentage of all contributions or expenditures?

Note 1: Membership numbers and other statistics for congregations affiliated with the Presbyterian Church (U.S.A.) and one or more other denominations reflect only portions of the actual totals.

Note 2: "0" may indicate values of zero, missing data, or data "not reported."

Source: Comparative Statistics, annual editions 1996-2006, **Presbyterian Research Services**.