

WESTOVER HILLS PRESBYTERIAN CHURCH
 STATED SESSION MEETING
March 8, 2009
12:00 p.m.

AGENDA

1. Opening Prayer
2. Order of the Day: Report from Presbytery Commissioners
3. Approval of Minutes
4. Correspondence and Membership Changes
5. Consent Agenda

6. Reports
 - Presbyterian Women
 - Board of Deacons
 - Christian Education
 - Fellowship
 - Membership/Communication
 - Mission
 - *Personnel Committee
 - *Preschool
 - Property and Maintenance
 - Service
 - *Stewardship
 - Worship and Music
 - Nominating
 - Pastor

7. Old Business

New Business:

- a. Elect an Elder to the nominating committee
- b. Approve the statistical report

8. Closing Prayer

Adjournment

2009	2010	2011
Marcey Berry	Betsy Barnes	Angela Finney
Nancy Evans	Wilma Lewis	Kathy Balkman
Betty Glenn	David Stricklin	Don Campbell
Ron Kuerner	Deanine Rogers	Eileen Joyce
Megan Rubio	Roy Nash	Dola Thompson-Pauly
Matthew Smith	Bob Quinn	Tammy Pflug
Bob Spencer	Susan Miller	Melanie Webre

CONSENT AGENDA:

Presbyterian Women

1. Permission to place “coffee fund” jars next to coffee makers to collect contributions to the Fair Trade Coffee mission. All money collected will help offset the expense of providing coffee for all church events.

Christian Education

2. Request permission to have confirmation during Easter morning worship (pending approval of the confirmands by the session during the meeting on April 5th).
3. Request approval to have a Rally Day Pot Luck after worship on August 30th in the fellowship hall.

Worship & Music

4. Holy Week Worship to include noon and 7 pm on Maundy Thursday and Good Friday.

CALENDAR ITEMS:

Presbyterian Women

- Saturday, April 4, 2009 Pink Hat Day at Vera Lloyd
- Monday, April 6, 2009 Next PWCT meeting 9:30 a.m.
- Saturday, May 2, 2009 PW Birthday Luncheon
- June 6, 2009 “Treats and Treasures” Sale

Christian Education

- May 24th: No Sunday School (Memorial Day)
- May 31st: Summer Sunday School classes begin
- Aug 30th: Rally Day Pot Luck
- Sep 6th: No Sunday School (Labor Day)
- Sep 13th: Fall Sunday School Begins

Fellowship

- Easter Egg Hunt after worship on Sunday, April 6,

**STATED SESSION MEETING
SUNDAY, FEBRUARY 8, 2009
CHAPEL**

The Session of Westover Hills Presbyterian Church met Sunday, February 8, 2009, in a stated session meeting in the Chapel. Dr. Debbie Freeman moderated and opened the meeting with prayer at 12:00 noon.

ELDERS PRESENT: Marcey Berry, Nancy Evans, Betty Glenn, Ron Kuerner, Megan Rubio, Matthew Smith, Bob Spencer, Betsy Barnes, Wilma Lewis, David Stricklin, Deanine Rogers, Roy Nash, Bob Quinn, Susan Miller, Angela Finney, Kathy Balkman, Eileen Joyce, Dola Pauly, Tammy Pflug, and Melanie Webre.

ELDERS ABSENT: Don Campbell (excused)

ALSO PRESENT: Dr. Debbie Freeman, Heather Kilpatrick, Jean Dabbs, and Dotty McLemore.

A quorum was present.

MINUTES:

The minutes of the Stated Session Meeting of January 11, 2009, were approved as written. The minutes of the Special Session Meeting of January 19, 2009, were approved as written. The minutes of the Special Session Meeting of February 1, 2009, were approved as written. The minutes of the Congregational Meeting of February 1, 2009, were approved as written.

CORRESPONDENCE & MEMBERSHIP CHANGES.

Letter from the First Presbyterian Church, Conway, Arkansas asking for the transfer of letter for W.J. (Bill) and Emelou Hamilton. Motion made and seconded to send this letter. Motion passed.

Letter from Tom and Lorene Gaines asking to be removed from the role of Westover Hills Presbyterian Church as they have joined First Presbyterian Church in Las Cruces, NM. Motion made and seconded to send a Letter of Transfer to the First Presbyterian Church per their request. Motion approved.

COMMUNION:

The Sacrament of Holy Communion was celebrated on Sunday February 1, 2009, and Wednesdays, January 14th, 21st, 28th, and February 4, 2009.

CONSENT AGENDA:

Presbyterian Women requests

1. Request consent to have a "Treats and Treasurers" Sale in the Fellowship Hall Saturday, June 6th to raise funds for PW mission projects.

Fellowship

2. Request consent to have a pre-travel brunch for the Chiapas Mission Team following worship on Sunday, March 22nd.
3. Request consent to have the annual Children's Easter Egg Hunt following worship on Easter Sunday, April 12th.

Property and Maintenance requests

4. Request consent to set Saturday, February 28th for work-day
5. Request approval to set up an account at Fuller Hardware for miscellaneous items with discount.

Consent agenda was approved after removing item #2.

COMMITTEE REPORTS:

Christian Education - Megan Rubio

1. Motion made that we start a beginning Spanish class taught by Carlos Lopez on Tuesday from March 10th to May 26th in the Mid-High Room from 12:00-1:00 p.m. Motion passed.
2. Motion made to hold a joint Vacation Bible School with St. Paul United Methodist Church. It will be a daytime program that will take place July 20-24. Motion passed.

Remainder of report received as information.

Preschool - Betty Glenn

Chili Supper & Silent Auction was a huge success. Made close to \$6,000. Everything seems to be going much better. Remainder of report received as information.

Stewardship - Bob Spencer

1. Endowment funds holding their on.
2. Required update information provided Bank of the Ozarks.
3. 2009 stewardship update.
4. Temporary change of Moderator for the Stewardship Committee.
5. Discussed the Horizons contract and Feasibility Study Matrix that needs to be completed by next week.
6. Initial fee of \$3,150 paid on January 22, 2009.

Remainder of report received as information.

Personnel - Kathy Balkman

Reported on the progress toward hiring a new Administrative Assistant.
Report received as information.

NEW BUSINESS:

1. Motion made to approve a barbecue lunch fund raiser for the Chiapas Mission Trip after worship on March 1, 2009. Approved.
2. Discussed getting a sound system for the fellowship hall and chapel. Property & Maintenance will get estimates.
3. Motion made to approve a vacation day for Heather on February 15th. Motion approved.
4. Nancy Evans will be a Commissioner to Presbytery Meeting in Clarksville on February 20-21st. David Stricklin will be alternate.
5. Discussed getting more information out to congregation. Clerk will put session highlights in newsletter.

There being no further business, the meeting was closed with prayer by Dr. Freeman at 1:15 p.m.

Respectfully submitted,

Angela Finney
Clerk of Session

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Presbyterian Women

Date of Meeting: March 2, 2009

Consent Agenda Items:

Permission to place "coffee fund" jars next to coffee makers to collect contributions to the Fair Trade Coffee mission. All money collected will help offset the expense of providing coffee for all church events.

Need for Docket Time in Session Meeting: No

Calendar Items:

Saturday, April 4, 2009 Pink Hat Day at Vera Lloyd
Monday, April 6, 2009 Next PWCT meeting 9:30 a.m.
Saturday, May 2, 2009 PW Birthday Luncheon
June 6, 2009 "Treats and Treasures" Sale

Actions Items for Discussion during Session Meeting: None

Information:

- PW Historian Charlotte Frith organized a Library work day Monday Feb.9th in the old chapel. Donna Callaway, Martha Branch, Nancy Evans, Melanie Webre, Jean and Learle Burford and Charlotte Frith (and others) worked to sort, organize and identify documents and photographs.
- The PW board voted to tithe 10% of the amount of our CD which matures this month to the building fund.
- Melanie Webre is applying for a scholarship for the Churchwide Gathering of Presbyterian Women in Louisville, Kentucky to be held July 11-14, 2009.
- Plans for the Birthday luncheon and the Treats and Treasures Sale were discussed. More info to come next month!

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Board of Deacons

Date of Meeting: 03-08-2009

Consent Agenda Items: None

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

Calendar Items: None

Actions Items for Discussion during Session Meeting: None

Information: All is going well; activities thru June 2009 will be reported at July Session meeting

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Christian Education

Date of Meeting: Feb 22, 2009

Consent Agenda Items:

1. Request permission to have confirmation during Easter morning worship (pending approval of the confirmands by the session during the meeting on April 5th).
2. Request approval to have a Rally Day Pot Luck after worship on August 30th in the fellowship hall.

Need for Docket Time in Session Meeting: No

Calendar Items: May 24th: No Sunday School (Memorial Day)
May 31st: Summer Sunday School classes begin
Aug 30th: Rally Day Pot Luck
Sep 6th: No Sunday School (Labor Day)
Sep 13th: Fall Sunday School Begins

Actions Items for Discussion during Session Meeting:

Information:

Easter Activities

- We will have an Easter Morning Fellowship time in the fellowship hall during the Sunday School hour in lieu of normal Sunday School classes. Everyone is invited and encouraged to attend. The CE Committee will provide refreshments and activities.
- Confirmation will occur during Easter morning worship.

Summer Sunday School

- The last day of spring Sunday school classes will be May 17th.
- There will be no Sunday School on May 24th due to Memorial Day weekend and to provide a break between our spring and summer sessions.
- Summer Sunday School classes will run from May 31st, to August 30th.
- We will have a Rally Day Pot Luck after worship on August 30th.
- There will be no Sunday School on Sept 6th due to Labor Day weekend and to provide a break between our summer and fall session.
- Fall classes will begin on Sept 13th.

God's Gift of Sexuality Workshop

- Heather Kilpatrick and several guest speakers will present a workshop on God's Gift of Sexuality on May 9th and May 16th. The workshop is for youth and their parents.

NEXT MEETING - will be Mar 31st. Meeting was closed with prayer.

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Fellowship

Date of Meeting: March 5, 2009

Consent Agenda Items: None

Need for Docket Time in Session Meeting: No

Calendar Items:

- Easter Egg Hunt after worship on Sunday, April 6,
- Westover Eat Over

Actions Items for Discussion during Session Meeting: None

Information:

- The first Westover Eat-Over at the home of Emily and Jeremiah Wood was a success!
- WOW Suppers are continuing to bring in more diners and that's a wonderful thing! Obviously with more diners, there is more food to buy, prepare and serve and more dishes, silverware and glasses to wash etc. Thank you to those who have stepped in and helped Lucy and Melanie handle the increased volume! Volunteers are needed and greatly appreciated. We are currently working on a program to enlist helpers to take a Wednesday to help serve, clean up, etc. Every little bit helps and it can be quite enjoyable fellowship! Stay Tuned!

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Preschool

Date of Meeting: February 25, 2009

Consent Agenda Items:

Need for Docket Time in Session Meeting: Yes

Calendar Items: None

Action Items for Discussion during Session Meeting:

The Preschool Board and Preschool is requesting permission to install security cameras to add to the safety of the children enrolled in our Preschool. The Preschool will pay for the cameras, the monitor, and the installation of the system.

Information:

1. The Preschool Parents raised \$6,965.00 at the Chili Supper and Silent Auction held in February. The money will be used to purchase materials and equipment needed in the Preschool. A portion of the money will be given to the church, as well as a portion going toward Bonuses for the Preschool Staff.
2. Registration for the 2009-2010 School Year continues to go very well.
3. The staff is preparing for the Quality Approval evaluation visit which will take place before the end of the school year. They are working very hard for this important visit.
4. The Board plans to show our appreciation to the staff with a time of fellowship for them before Spring Break.

Westover Hills Preschool 2008
 Bank Account Journal
 Month-to-date, Through February 2009

Bank Account Information

001
 Preschool operating checking acct.
 Bank of Ozarks
 Comment:

Ref No.	Date	Source	Payee / Memo	Account Code	Distribution Amount	Check Amount
44	2/12/2009	DPY	Sam's Club / debit/cups, crackers, milk	10200	\$25.16	\$25.16
45	2/12/2009	DPY	Sam's Club / debit/cups, crackers,paper towels	10200	\$47.76	\$47.76
47	2/9/2009	DPY	Wal-Mart / debit/milk, cereal,cups,crackers	10200	\$40.82	\$40.82
48	2/19/2009	DPY	Dollar Tree Stores / debit/rain forest animals	10200	\$27.95	\$27.95
49	2/19/2009	DPY	Office Depot / debit/copy paper	10200	\$37.61	\$37.61
58	2/3/2009	DEP	A/R Summary Posting 02/03/2009	10200	\$6,313.26	\$6,313.26
60	2/7/2009	DEP	Deposits/chili supper cash	10200	\$1,447.00	\$1,447.00
61	2/16/2009	DEP	Deposits/chili supper	10200	\$994.00	\$994.00
62	2/16/2009	DEP	A/R Summary Posting 02/16/2009	10200	\$4,899.16	\$4,899.16
63	2/17/2009	DEP	A/R Summary Posting 02/17/2009	10200	\$6,777.51	\$6,777.51
64	2/17/2009	DEP	A/R Summary Posting 02/17/2009	10200	\$150.00	\$150.00
65	2/21/2009	DEP	A/R Summary Posting 02/21/2009	10200	\$490.28	\$490.28
66	2/9/2009	DEP	Deposits/chili supper checks	10200	\$4,524.00	\$4,524.00
2305	2/12/2009	CHK	ACS Technologies / #108978 monthly support	10200	\$20.25	\$20.25
2306	2/12/2009	CHK	Westover Hills Presbyterian Church / payroll, bldg fee,	10200	\$9,529.57	\$9,529.57
2307	2/12/2009	CHK	Barbara Brossett / substitute 2-9-09	10200	\$40.00	\$40.00
2308	2/12/2009	CHK	Laura Shook / substitute 2-11-09	10200	\$40.00	\$40.00
2309	2/12/2009	CHK	Ulysses Neyland / 1/2 monthly cleaning stipend	10200	\$50.00	\$50.00
2310	2/26/2009	CHK	Westover Hills Presbyterian Church / payroll 2-28-09	10200	\$8,300.90	\$8,300.90
2311	2/26/2009	CHK	Alison Nicholson / sub -2-18 and 2-24	10200	\$80.00	\$80.00
2312	2/26/2009	CHK	Barbara Brossett / sub 2-16, 17, 19	10200	\$160.00	\$160.00
2313	2/26/2009	CHK	Kiera Viger / sub 2-20 for Faith	10200	\$42.50	\$42.50
2314	2/26/2009	CHK	Laura Shook / sub 2-18, 2-20, 2-26	10200	\$122.50	\$122.50
2315	2/26/2009	CHK	Ulysses Neyland / Feb. 1/2 monthly cleaning stipend	10200	\$50.00	\$50.00

Summary Information

Beginning Balance :	\$14,233.56
Total Debits :	\$25,595.21
Total Credits :	\$18,615.02
Current Balance :	\$21,213.75

Westover Hills Preschool 2008
 Bank Account Journal
 Month-to-date, Through February 2009

Bank Account Information

OS
 Bank of Ozarks Savings
 Bank of Ozarks
 Comment:

Ref No.	Date	Source	Payee / Memo	Account Code	Distribution Amount	Check Amount
59	2/3/2009	DEP	Deposits/reg & prepd tuition	11103	\$2,885.00	\$2,885.00

Summary Information

Beginning Balance :	\$17,484.53
Total Debits :	\$2,885.00
Total Credits :	\$0.00
Current Balance :	\$20,369.53

Westover Hills Preschool 2008
LW Analysis of Revenues & Expenses (no \$0 accounts)
Month-to-date, Through February 2009

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Revenues					
Bank Interest					
60000 - Interest-Operating Account	\$0.00	\$2.00	\$79.08	\$24.00	329.50%
60001 - Interest-Savings Account	\$0.00	\$2.00	\$28.98	\$24.00	120.75%
Total Bank Interest	\$0.00	\$4.00	\$108.06	\$48.00	225.13%
Fees					
60100 - Registration	\$0.00	\$1,350.00	\$6,108.00	\$5,400.00	113.11%
60200 - Material Fee	\$0.00	\$0.00	\$3,850.00	\$3,750.00	102.67%
60300 - Building Fee	\$0.00	\$0.00	\$10,625.00	\$8,400.00	126.49%
60400 - Tuition	\$13,135.00	\$13,133.33	\$93,277.00	\$118,200.00	78.91%
60500 - Extended Care	\$5,684.94	\$5,111.11	\$36,230.46	\$46,000.00	78.76%
60603 - Late Fees	\$0.00	\$5.00	\$50.00	\$60.00	83.33%
Total Fees	\$18,819.94	\$19,599.44	\$150,140.46	\$181,810.00	82.58%
Fund Raisers					
60700 - Chili Supper/Silent Auction	\$6,965.00	\$2,000.00	\$6,965.00	\$2,000.00	348.25%
60702 - Kroger Card Income	\$0.00	\$83.33	\$1,313.33	\$1,000.00	131.33%
Total Fund Raisers	\$6,965.00	\$2,083.33	\$8,278.33	\$3,000.00	275.94%
Other Income					
60800 - Other Contributions	\$0.00	\$0.00	\$260.00	\$0.00	0.00%
60820 - Quality Grant	\$0.00	\$0.00	\$1,200.00	\$1,200.00	100.00%
60830 - Picture Income	\$0.00	\$0.00	\$166.66	\$0.00	0.00%
60840 - Book Fair	\$0.00	\$0.00	\$584.83	\$585.00	99.97%
Total Other Income	\$0.00	\$0.00	\$2,211.49	\$1,785.00	123.89%
Play Day					
60900 - Play Day-Registraion	\$0.00	\$0.00	\$0.00	\$2,520.00	0.00%
60910 - Play Day-Tuition	\$0.00	\$0.00	\$0.00	\$16,000.00	0.00%
60920 - Play Day-Extended Care	\$0.00	\$0.00	\$544.25	\$1,500.00	36.28%
Total Play Day	\$0.00	\$0.00	\$544.25	\$20,020.00	2.72%
Total Revenues	\$25,784.94	\$21,686.77	\$161,282.59	\$206,663.00	78.04%

Westover Hills Preschool 2008

LW Analysis of Revenues & Expenses (no \$0 accounts)
 Month-to-date, Through February 2009

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Expenses					
Preschool					
70110 - Book Expense	\$0.00	\$0.00	\$34.95	\$35.00	99.86%
70111 - Book Fair Expense	\$0.00	\$0.00	\$584.83	\$585.00	99.97%
70120 - Building Fee Expense	\$700.00	\$700.00	\$4,226.14	\$8,400.00	50.31%
70130 - Computer expense	\$0.00	\$0.00	\$74.79	\$150.00	49.86%
70140 - Contract Labor	\$100.00	\$100.00	\$1,210.00	\$1,200.00	100.83%
70150 - Food	\$103.74	\$500.00	\$1,184.18	\$5,000.00	23.68%
70180 - Licensing	\$0.00	\$0.00	\$82.75	\$100.00	82.75%
70185 - Staff Development	\$0.00	\$33.33	\$65.00	\$400.00	16.25%
70190 - Office Supplies	\$37.61	\$115.83	\$383.43	\$1,390.00	27.58%
70191 - Postage	\$0.00	\$16.67	\$86.61	\$200.00	43.31%
70195 - Copier Expense	\$0.00	\$85.00	\$495.03	\$1,020.00	48.53%
70200 - Payroll	\$15,979.46	\$17,044.44	\$101,378.33	\$160,000.00	63.36%
70205 - Payroll Taxes	\$1,211.01	\$1,304.75	\$7,717.45	\$12,247.98	63.01%
70220 - Substitutes	\$485.00	\$175.00	\$3,053.25	\$1,400.00	218.09%
70230 - School Supplies	\$37.95	\$500.00	\$962.97	\$5,000.00	19.26%
70240 - Telephone Expense	\$90.00	\$90.00	\$630.00	\$1,080.00	58.33%
70270 - ACS Support	\$20.25	\$20.00	\$118.50	\$240.00	49.38%
70281 - Quality Grant Expense	\$0.00	\$0.00	\$1,200.00	\$1,200.00	100.00%
70282 - Kroger Card Expense	\$0.00	\$0.00	\$75.00	\$75.00	100.00%
70300 - Miscellaneous Expense	\$0.00	\$0.00	\$40.00	\$0.00	0.00%
Total Preschool	\$18,765.02	\$20,685.02	\$123,603.21	\$199,722.98	61.89%
Play Day					
70920 - Play Day-Food	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
70930 - Play Day-Supplies	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
70960 - Play Day-Salaries	\$0.00	\$0.00	\$0.00	\$6,500.00	0.00%
70965 - Play Day-Payroll Taxes	\$0.00	\$0.00	\$0.00	\$498.00	0.00%
Total Play Day	\$0.00	\$0.00	\$0.00	\$7,998.00	0.00%
Total Expenses	\$18,765.02	\$20,685.02	\$123,603.21	\$207,720.98	59.50%
Net Total	\$7,019.92	\$1,001.75	\$37,679.38	(\$1,057.98)	0.00%

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Stewardship

Date of committee meetings: None held before Session Meeting

Consent Agenda Items: none

Need for docket time in Session Meeting: Yes No

Monthly Update of Financial Status

Balance Sheet ~ Changes, CDs

Restricted Account ~ Summary explanation

Operating Account ~ Contributions comment

TPF Endowment as of Mar 2, 2009

Cotham Endowment \$93,130.83

Mission Endowment \$4,998.79

Debt Reduction payments schedule (see Enclosure 1)

2009 Audit Plans ~ Commence in late April, church only, Preschool, Jul-Aug

Calendar Items:

Information ~ May 11-15: commence mortgage refinancing process with BOZ

Actions for Discussion/Information during Session Meeting

Status of fixed assets inventory ~ Needed for refinancing effort

Structure of team to visit BOZ in May and July

New Business:

none

Attachments:

Consolidated Monthly Stewardship reports

Enclosure 1

Dollar figures are from February 2009 Balance Sheet

Mortgage Reduction			
As of Feb 28, 2009 assuming no other money came in except the Scherer money in 09	current mortgage @5.95%		
\$ 89,291.27	BOZ Construction		
\$ 100,000.00	BOZ CDs		Estimated Refinance amount
\$ 42,798.85	BOZ CC I & CC II		
\$ 232,090.12	sub total	\$ 2,280,453.52	31-Dec-08
\$ (18,000.00)	Debt Reductoin	\$ (6,000.00)	Jan-10
\$ (4,000.00)	Given for Horizons fee	\$ (6,000.00)	Feb-10
		\$ (6,000.00)	Mar-10
\$ 210,090.12	Available for 09 Mort	\$ (6,000.00)	Apr-10
		\$ (6,000.00)	May-10
	# of months money will pay Mortgage	\$ (6,000.00)	Jun-10
		\$ 2,244,453.52	Jul 1 09
\$ 17,965.46	Mar-09		
\$ 17,965.46	Apr-09		
\$ 17,965.46	May-09		
\$ 17,965.46	Jun-09		
\$ 17,965.46	Jul-09		This assumes the interest rate and amortization schedule is about the same when the new loan is granted effective Jul 09
\$ 17,965.46	Aug-09		
\$ 17,965.46	Sep-09		
\$ 17,965.46	Oct-09		
\$ 17,965.46	Nov-09		
\$ 17,965.46	Dec-09		
\$ 179,654.60	Estimated payments		
\$ 210,090.12	Available money		
\$ (197,620.06)	Estimated payments		
\$ 12,470.06	Assuming no other money came in during 2009.		
\$ (8,000.00)	Estimated Legal fees & closing costs for new loan estimate		
\$ 4,470.06	Balance		

Yearly Income Requirements through Feb 28			
	Operating	Mortgage	Monthly Total
2009 Budget	\$ 63,125.08	\$ 35,930.92	\$ 99,056.00
All Income	\$ 46,463.00	\$ 114,833.35	\$ 161,296.35
Balance	\$ (16,662.08)	\$ 78,902.43	\$ 62,240.35
With Adjustment	\$ (16,662.08)	\$ 78,902.43	\$ 62,240.35

Date: 03/01/2009
 Time: 2:38:48 PM

Westover Hills Presbyterian Church
Summary of Restricted Accts - MTD --- 2009A
Month-to-date, Through February 2009

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

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	\$2,925.15	\$20.00	\$0.00	\$2,945.15
90003 - Gifts/Misc	\$181.06	\$0.00	\$0.00	\$181.06
90004 - Flowers	\$615.00	\$0.00	\$395.77	\$219.23
90005 - Lacandon Ladies Society Mission	\$1,814.00	\$0.00	\$0.00	\$1,814.00
90006 - InterFaith Hospitality Network	\$419.27	\$405.00	\$150.00	\$674.27
90008 - Choir	\$65.67	\$0.00	\$0.00	\$65.67
90009 - Back-To-School Supplies	\$75.00	\$0.00	\$0.00	\$75.00
90010 - Misc. Designated	\$198.15	\$238.25	\$218.25	\$218.15
90012 - Lewis House	\$310.64	\$0.00	\$0.00	\$310.64
90013 - Mariners Project	\$26.06	\$0.00	\$0.00	\$26.06
90015 - One Great Hour of Sharing	\$0.01	\$0.00	\$0.00	\$0.01
90018 - Whitmore Preschool Scholarship	\$550.95	\$150.00	\$183.00	\$517.95
90020 - Pres. Women Birthday	\$0.01	\$0.00	\$0.00	\$0.01
90025 - Thank Offering	\$0.01	\$0.00	\$0.00	\$0.01
90026 - Deacons Helping Hands-PDF	\$50.00	\$50.00	\$0.00	\$100.00
90035 - Footsteps in Faith Scholarship Fund	\$284.00	\$0.00	\$0.00	\$284.00
90040 - Organ Fund	\$1,000.00	\$0.00	\$0.00	\$1,000.00
90045 - Joy Gift	\$0.01	\$0.00	\$0.00	\$0.01
90050 - Souper Bowl Luncheon	\$0.00	\$707.00	\$0.00	\$707.00
90055 - 2007 Cotham Lecture	\$60.61	\$0.00	\$0.00	\$60.61
90060 - Drama Group	\$168.23	\$0.00	\$0.00	\$168.23
90070 - Kerygma Study Books	(\$98.48)	\$98.48	\$0.00	\$0.00
90400 - Susie Wiggins' Seminary Fund	\$75.00	\$50.00	\$75.00	\$50.00
90500 - Chiapas Fund	\$7,023.87	\$1,550.00	\$8,338.08	\$235.79
90600 - Chapel Renovation	\$4,111.77	\$0.00	\$0.00	\$4,111.77
90700 - Computer Replacement	\$261.93	\$0.00	\$0.00	\$261.93
90800 - Honorarium	\$515.00	\$270.00	\$0.00	\$785.00
90905 - Talent Show Building Fund Proceeds	\$15.00	\$55.00	\$0.00	\$70.00
90906 - Capital Replacement	\$5,000.00	\$0.00	\$0.00	\$5,000.00
90908 - Gulf Coast Mission	\$50.00	\$0.00	\$0.00	\$50.00
90910 - Deacon Gas Money	\$50.00	\$0.00	\$0.00	\$50.00
90911 - Honorarium D Campbell Bdlg	\$170.00	\$145.00	\$0.00	\$315.00
Total Temporary Restricted	\$26,117.95	\$3,738.73	\$9,360.10	\$20,496.58

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Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Budget Remaining (This Year)	% of Annual (Budget Used (This Year)	MTD Actual (This Year)
Revenues					
Tithes and Offerings					
60100 - Loose Plate	\$5,000.00	\$668.08	\$4,331.92	13.36%	\$346.95
60200 - Pledge Receipts	\$332,750.41	\$41,514.50	\$291,235.91	12.48%	\$21,414.00
60250 - Non-Pledge Receipts	\$21,000.00	\$1,560.00	\$19,440.00	7.43%	\$890.00
Total Tithes and Offerings	\$358,750.41	\$43,742.58	\$315,007.83	12.19%	\$22,650.95
Other Income					
60300 - Building Deposits & Use Fee	\$10,000.00	\$1,299.02	\$8,700.98	12.99%	\$251.72
60400 - Interest Income	\$400.00	\$21.40	\$378.60	5.35%	\$0.00
60500 - Organ Mtnc. Fund	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
60600 - Preschool Use Fee	\$8,400.00	\$1,400.00	\$7,000.00	16.67%	\$700.00
Total Other Income	\$19,800.00	\$2,720.42	\$17,079.58	13.74%	\$951.72
Total Revenues	\$378,550.41	\$46,463.00	\$332,087.41	12.27%	\$23,602.67
Total Expenses	\$378,550.41	\$49,702.30	\$328,848.11	13.13%	\$27,747.62
Net Total	\$0.00	(\$3,239.30)	\$3,239.30	0.00%	(\$4,144.95)
Expenses					
Child Care					
71100 - Child Care	\$3,800.00	\$335.00	\$3,465.00	8.82%	\$147.50
Total Child Care	\$3,800.00	\$335.00	\$3,465.00	8.82%	\$147.50
Session/Presbytery Costs					
72100 - Session/Presbytery Costs	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
Total Session/Presbytery Costs	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
Christian Education					
73100 - Curriculum Literature	\$1,900.00	\$225.00	\$1,675.00	11.84%	\$0.00
73110 - Drama	\$800.00	\$257.87	\$542.13	32.23%	\$139.20
73300 - Youth Group	\$1,200.00	\$473.41	\$726.59	39.45%	\$352.72
73400 - Supplies	\$800.00	\$56.14	\$743.86	7.02%	\$56.14
73401 - Special Activities	\$350.00	\$0.00	\$350.00	0.00%	\$0.00
73402 - Camps, Conf., LDR Training	\$1,200.00	\$210.00	\$990.00	17.50%	\$0.00
73403 - Book Study Group/Library	\$100.00	\$81.00	\$19.00	81.00%	\$0.00
73404 - Childrens' Worship Folders	\$100.00	\$0.00	\$100.00	0.00%	\$0.00
73405 - Confirmation Act./Bibles	\$200.00	\$7.71	\$192.29	3.86%	\$7.71
73409 - Vacation Bible School	\$650.00	\$0.00	\$650.00	0.00%	\$0.00

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Total Christian Education	\$7,300.00	\$1,311.13	\$5,988.87	17.96%	\$555.77
Fellowship					
74100 - Kitchen Supplies/Coffee	\$750.00	\$146.72	\$603.28	19.56%	\$59.81
74200 - Special Projects	\$750.00	\$0.00	\$750.00	0.00%	\$0.00
74300 - Misc.-Fellowship	\$200.00	\$0.00	\$200.00	0.00%	\$0.00
74400 - Westover Wednesdays	<u>\$2,000.00</u>	<u>(\$464.30)</u>	<u>\$2,464.30</u>	<u>0.00%</u>	<u>(\$428.34)</u>
Total Fellowship	\$3,700.00	(\$317.58)	\$4,017.58	0.00%	(\$368.53)
Worship & Music					
84100 - Organ/Piano Maintenance	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$0.00
84200 - Music Library	\$350.00	\$203.95	\$146.0	58.27%	\$42.35
84300 - Paid Choir/Musicians	\$2,600.00	\$400.00	\$2,200.00	15.38%	\$0.00
84400 - Pulpit Supply	\$600.00	\$0.00	\$600.00	0.00%	\$0.00
84401 - Musician Substitutes	\$75.00	\$0.00	\$75.00	0.00%	\$0.00
84500 - Special Projects - W & M	\$200.00	\$1.82	\$198.18	0.91%	\$0.00
84700 - Communion	<u>\$100.00</u>	<u>\$15.69</u>	<u>\$84.31</u>	<u>15.69%</u>	<u>\$0.00</u>
Total Worship & Music	\$5,425.00	\$621.46	\$4,803.54	11.46%	\$42.35
Finance & Administration					
75100 - Office Supplies	\$3,400.00	\$715.93	\$2,684.07	21.06%	\$703.93
75200 - Postage	\$3,000.00	\$448.69	\$2,551.31	14.96%	\$342.00
75300 - Copier Expense	\$11,000.00	\$667.18	\$10,332.82	6.07%	\$496.68
75600 - Misc. - F & A	<u>\$3,100.00</u>	<u>\$574.90</u>	<u>\$2,525.10</u>	<u>18.55%</u>	<u>\$419.90</u>
Total Finance & Administration	\$20,500.00	\$2,406.70	\$18,093.30	11.74%	\$1,962.51
Staff Expense					
Pastor-Debbie					
76101 - Salary/Allowance - Debbie	\$59,198.00	\$9,866.32	\$49,331.68	16.67%	\$5,076.84
76105 - Auto Allowance - Debbie	\$1,700.00	\$0.00	\$1,700.00	0.00%	\$0.00
76201 - Pension/Insurance - Debbie	\$18,647.37	\$2,969.52	\$15,677.85	15.92%	\$1,484.76
76202 - Dental - Debbie	\$1,217.04	\$202.84	\$1,014.20	16.67%	\$101.42
76301 - FICA-Debbie	\$4,528.00	\$0.00	\$4,528.00	0.00%	\$0.00
76501 - Professional - Debbie	<u>\$3,000.00</u>	<u>\$146.72</u>	<u>\$2,853.28</u>	<u>4.89%</u>	<u>\$30.07</u>
Total Pastor-Debbie	\$88,290.41	\$13,185.40	\$75,105.01	14.93%	\$6,693.09
Church Staff					
DCE					
76900 - DCE's salary	\$31,930.00	\$5,321.64	\$26,608.36	16.67%	\$2,660.82

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76901 - DCE's FICA/Medicare	\$2,443.00	\$407.12	\$2,035.88	16.66%	\$203.56
77301 - DCE's auto allowance	\$200.00	\$132.11	\$67.89	66.06%	\$132.11
77302 - DCE book allowance	\$200.00	\$0.00	\$200.00	0.00%	\$0.00
77303 - DCE Cont. Ed.	\$750.00	\$0.00	\$750.00	0.00%	\$0.00
Total DCE	\$35,523.00	\$5,860.87	\$29,662.13	16.50%	\$2,996.49
Director of Music					
77200 - Director of Music's salary	\$22,898.00	\$3,816.32	\$19,081.68	16.67%	\$1,908.16
77202 - Director of Music FICA/Medicare	\$1,751.00	\$291.92	\$1,459.08	16.67%	\$145.96
Total Director of Music	\$24,649.00	\$4,108.24	\$20,540.76	16.67%	\$2,054.12
Other Staff					
76803 - Adm. Assistant's salary	\$28,000.00	\$2,333.34	\$25,666.66	8.33%	\$0.00
76805 - Adm. Assistant FICA/Medicare	\$2,142.00	\$178.50	\$1,963.50	8.33%	\$0.00
76807 - Adm. Assistants Auto Allowance	\$200.00	\$14.14	\$185.86	7.07%	\$0.00
76812 - Children's Choir Dir.	\$1,800.00	\$0.00	\$1,800.00	0.00%	\$0.00
76814 - Temporary Labor	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00
77500 - Sexton Salary	\$21,876.00	\$3,646.00	\$18,230.00	16.67%	\$1,823.00
77501 - Sexton FICA/Medicare	\$1,674.00	\$278.92	\$1,395.08	16.66%	\$139.46
Total Other Staff	\$56,692.00	\$6,450.90	\$50,241.10	11.38%	\$1,962.46
Total Church Staff	\$116,864.00	\$16,420.01	\$100,443.99	14.05%	\$7,013.07
Total Staff Expense	\$205,154.41	\$29,605.41	\$175,549.00	14.43%	\$13,706.16
Membership					
78100 - Membership Comm.	\$1,610.00	\$80.63	\$1,529.37	5.01%	\$80.63
78200 - Communication Com.	\$1,140.00	\$708.00	\$432.00	62.11%	\$708.00
Total Membership	\$2,750.00	\$788.63	\$1,961.37	28.68%	\$788.63
Diaconate					
86000 - Diaconate Care	\$1,000.00	(\$50.00)	\$1,050.00	0.00%	(\$50.00)
Total Diaconate	\$1,000.00	(\$50.00)	\$1,050.00	0.00%	(\$50.00)
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

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79700 - Pest Control	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
79800 - Dumpster	\$2,600.00	\$431.36	\$2,168.64	16.59%	\$431.36
79900 - Janitorial Supplies	\$4,500.00	\$1,095.53	\$3,404.47	24.35%	\$726.94
80000 - Misc.-P & M	\$2,850.00	\$166.42	\$2,683.58	5.84%	\$75.00
80001 - Grounds	\$1,800.00	\$322.50	\$1,477.50	17.92%	\$322.50
80002 - Van Expense	\$1,000.00	\$25.00	\$975.00	2.50%	\$0.00
80003 - Capital Replacement Account	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00
80004 - Elevator Maintenance	\$2,200.00	\$0.00	\$2,200.00	0.00%	\$0.00
80005 - Fire Alarm Inspection	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
80006 - RPZ Inspections	\$750.00	\$0.00	\$750.00	0.00%	\$0.00
80007 - HVAC Maintenance Contract	\$12,200.00	\$4,837.58	\$7,362.42	39.65%	\$4,837.58
Total Property & Maintenance	\$35,150.00	\$6,878.39	\$28,271.61	19.57%	\$6,393.38
Utilities					
81100 - Gas	\$12,000.00	\$3,569.77	\$8,430.23	29.75%	\$1,950.14
81200 - Electricity	\$21,000.00	\$2,524.88	\$18,475.12	12.02%	\$1,122.44
81300 - Water	\$2,500.00	\$163.04	\$2,336.96	6.52%	\$163.04
81400 - Sprinklers	\$900.00	\$67.68	\$832.32	7.52%	\$67.68
81500 - Telephone	\$7,800.00	\$1,797.79	\$6,002.21	23.05%	\$1,266.55
Total Utilities	\$44,200.00	\$8,123.16	\$36,076.84	18.38%	\$4,569.85
Insurance					
81600 - Insurance	\$11,500.00	\$0.00	\$11,500.00	0.00%	\$0.00
Total Insurance	\$11,500.00	\$0.00	\$11,500.00	0.00%	\$0.00
Service					
82100 - Service Comm.	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
Total Service	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
Benevolences					
83100 - Presbytery/Synod/GA	\$26,356.00	\$0.00	\$26,356.00	0.00%	\$0.00
83200 - Presbyterian Village	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
83400 - Stewpot	\$2,200.00	\$0.00	\$2,200.00	0.00%	\$0.00
83500 - Life Quest	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00
83604 - Pastors' Disc. Fund	\$840.00	\$0.00	\$840.00	0.00%	\$0.00
83606 - Theological Educ. Fund	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
83609 - Ferncliff	\$500.00	\$0.00	\$500.00	0.00%	\$0.00
Total Benevolences	\$32,796.00	\$0.00	\$32,796.00	0.00%	\$0.00

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Presbyterian Women					
83600 - Presbyterian Women	\$3,575.00	\$0.00	\$3,575.00	0.00%	\$0.00
Total Presbyterian Women	<u>\$3,575.00</u>	<u>\$0.00</u>	<u>\$3,575.00</u>	<u>0.00%</u>	<u>\$0.00</u>
Total Expenses	\$378,550.41	\$49,702.30	\$328,848.11	13.13%	\$27,747.62
Net Total	\$0.00	(\$3,239.30)	\$3,239.30	0.00%	(\$4,144.95)

Committee Report for Session Meeting
Westover Hills Presbyterian Church

Committee: Worship & Music

Date of Meeting: 22 February 2009

Consent Agenda Items: Daytime worship on Monday, Thursday, and Friday during Holy Week.

Need for Docket Time in Session Meeting: None

Calendar Items: None

Action Items for Discussion during Session Meeting:
None

Information:

Labyrinth

- The committee decided to put off the Labyrinth setup to Fall. Last year there were not many people walking the Labyrinth. We may develop a class to teach people about the meaning of the labyrinth before we set it up again in the fall.

Holy Week

- The committee discussed the possibility of have noon worship on Monday, Thursday, and Friday of Holy week for people who won't be able to attend church in the evening.

Palm Sunday and Easter

- The palms for Palm Sunday are ordered
- There will be an announcement on the careline and an insert in the bulletin about the Easter Lilies.

Special Services

- The committee began planning for Pentecost and Trinity Sunday.

Chip Andrus Visit

- March 4. The choir will have no practice so that everybody has an opportunity to attend. The committee will put together a lesson plan for March 11 and 18, discussing Invitation to Christ and the Chip Andrus lecture.

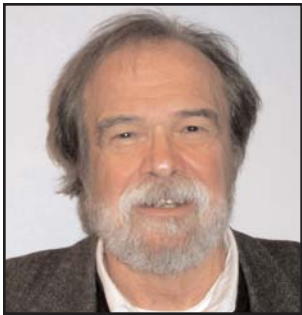
Next Meeting: March 15, 2009

University of the Ozarks, Clarksville Hosts 110th Stated Presbytery Meeting

(Commissioners may copy this page as their report to Session.)

The Presbytery of Arkansas convened Friday night, February 20, in Munger Chapel at the University of the Ozarks after three pre-presbytery workshops addressed the Form of Government changes/constitutional amendments, Clerk of Session Training, and bread-baking for communion. Leading evening worship were outgoing moderator Elder Jackson Farrow Jr. who preached, U. of O. student Evan Harbour, pastors from Cluster VII, and Dr. Mikael Lindström with the Ozarks Chamber Singers. Interim General Presbyter Rev. Dr. Sallie Watson and university chaplain Rev. Nancy Benson-Nicol celebrated the Sacrament of the Lord's Supper, and Revs. Karen Akin and Marion Humphrey assisted with the installation of Elder Claire Rhodes, commissioned lay pastor, as 2009 moderator. The worship offering for the Presbytery Scholarship Fund at U. of O. was \$1,571. A total of 309 commissioners, guests and youth advisory delegates attended the business, worship, reception celebrating the University's 175th birthday, and Saturday's sessions.

The Presbytery voted to: approve the Sacrament of the Lord's Supper on the Footsteps in Faith youth trip; waive rotation of elders and deacons at West End Church, Arkadelphia; concur with the sale of a piece of property by First, Hot Springs; approve a new job description for the General Presbyter and begin the search to fill that position; transfer to another presbytery Revs. Scott Smith, Ashley Griffith, Mark Hoehne, Elizabeth Gabbard, Susan and John Arnold; receive



Steve Merrin after his ordination to serve First, Fort Smith and approve his installation; sustain the exam for ordination of Candidate Randi Henderson and the details of her installation at Mount Comfort Church, Fayetteville; concur with dissolution of call between First, Jonesboro and Revs. David and Gordon was honorably retired and named pastor emeritus, First, Little Rock.

Amendments B, C, D, H and J and the four proposed ecumenical statements and disapprove Amendments A, E, F, G and I; approve the job descriptions for the Vice-Moderator and Moderator of Presbytery and Moderator of the General Council; approve the revised job description of the Stated Clerk; change the Manual of Operations to 1) allow the Committee on Disaster Preparedness and Response to address disasters outside the presbytery,



Randi Henderson was welcomed as she prepares to pastor Mount Comfort Presbyterian, Fayetteville.

and 2) set the quorum for any committee and General Council as related to the then current membership of those groups; elect Revs. Catherine Allsbury as moderator of the Committee on Representation and Marci Ward as moderator of the Committee on Mission and three members to fill vacancies; elect two new members of the Northwest Arkansas New Church Development Administrative Commission; approve the 2009 terms of call for Interim General Presbyter Rev. Watson and Associate General Presbyter Elder Joan Erickson and the new covenant for the IGP; approve the 2009 presbytery budget (totaling \$1,021,116.72, a 13.8% reduction from 2008); remove Georgann Peck from presbytery's roll of candidates at her request; and approve a letter to be sent to Governor Mike Beebe urging him to veto House Bill #1237 concerning carrying concealed weapons into churches.

Steve Merrin will be installed as associate pastor of First, Fort Smith on March 29.



The Presbytery heard reports of: Arkansas Chapter of the National Black Presbyterian Caucus; the State of the Presbytery; the annual work of Ferncliff Camp and Conference Center; filling the vacancy in the position of Stated Clerk by requesting Committee on Nominations to present to presbytery the name of a nominee; authorizing Presbytery moderator to inquire concerning hosting General Assembly; requesting committees to meet their meeting quorum by including members by phone; the work of Committee on Congregational Care and Development (Small Church Retreat, Grant Requests, Church Transformation, New Church Development); the work of Committee on Care and Nurture of Church Professionals (Annual Retreat, Mentoring, Support Groups, Pastoral Concerns); an update on Candidate for Ministry Barbara Padgett; greetings from Synod Executive Rev. Judy Fletcher; and a time for prayer and discernment led by Interim General Presbyter Watson.

08-B Ordained Officers
On Amending G-6.0106b, G-14.0240, and G-14.0450 (Item 05-09)

The 218th General Assembly (2008) directed the Stated Clerk to send the following proposed amendment to the presbyteries for their affirmative or negative votes:

1. Shall the current text of G-6.0106b be stricken and new text be inserted to read as follows: [Text to be deleted is shown with a strike-through; text to be added or inserted is shown as italic.]

~~“G-6.0106 b. Those who are called to office in the church are to lead a life in obedience to Scripture and in conformity to the historic confessional standards of the church. Among these standards is the requirement to live either in fidelity within the covenant of marriage between a man and a woman (W-4.9001), or chastity in singleness. Persons refusing to repent of any self acknowledged practice which the confessions call sin shall not be ordained and/or installed as deacons, elders, or ministers of the Word and Sacrament. Those who are called to ordained service in the church, by their assent to the constitutional questions for ordination and installation (W-4.4003), pledge themselves to live lives obedient to Jesus Christ the Head of the Church, striving to follow where he leads through the witness of the Scriptures, and to understand the Scriptures through the instruction of the Confessions. In so doing, they declare their fidelity to the standards of the Church. Each governing body charged with examination for ordination and/or installation (G-14.0240 and G-14.0450) establishes the candidate’s sincere efforts to adhere to these standards.”~~

2. Shall G-14.0240 be amended as follows: [Text to be deleted is shown with a strike-through; text to be added or inserted is shown as italic.]

“G-14.0240 Preparation and Examination for Office

~~“When persons have been elected to the office of elder or deacon, the session shall confer with them as to their willingness to undertake the office. The session shall provide for a period of study and preparation, after which the session shall examine the officers-elect as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the office; and readiness to assent to the constitutional questions for ordination and installation. If the examination is approved, the session shall appoint a day for the service of ordination and installation (see W-4.4000). If the examination is not approved for one or more elected officers, the session shall report its action to the congregation’s nominating committee, which shall bring nomination(s) to a meeting of the congregation for any office(s) not filled.”~~

3. Shall G-14.0450 be amended by inserting a new paragraph “b.” and by re-lettering current paragraphs “b.” through “d.” as “c.” through “f.” The text shall read as follows: [Text to be deleted is shown with a strike-through; text to be added or inserted is shown as italic.]

“G-14.0450 Final Assessment of Readiness to Begin Ordained Ministry

~~“In the final year of theological education or when a candidate has satisfied all of the requirements of this section, and before the candidate has received a call, the committee on preparation for ministry of the candidate’s presbytery shall conduct a final assessment of the candidate’s readiness to begin ordained ministry. A summary of this assessment shall~~