

**Covenant Presbyterian Church
Meeting of Session
Monday, April 9, 2018
7:00pm
CONSENT AGENDA**

ACTION ITEMS

1. Approval of February 12, 2018 Session Meeting Minutes (pp.2-4). Helen Richards, Clerk of Session, moves that the minutes of this meeting be approved as written
2. Approval of March 12, 2018 Session Meeting Minutes (pp.5-8). Helen Richards, Clerk of Session, moves that the minutes of this meeting be approved as written.
3. Approval of Called Session Meetings Minutes from March to receive new members (p.9). Helen Richards, Clerk of Session, moves that the minutes of these meetings be approved as written.
4. Approval of request for changes to active roll (p.10).
5. Approval of baptisms (p.11).

INFORMATION ITEMS

1. March 2018 Treasurer's Report (pp.12-13).
2. Clerk's Communications (p.14).

FUTURE EVENTS

- April 15 First Fruits Sunday
- April 19, 20, 21 Habitat Build
- April 22 Youth Sunday
- May 14 Next Session Meeting & Quest Examination – 6:30 pm
- May 15 Presbytery Meeting, Myers Park PC at 9:30 am

**Covenant Presbyterian Church
Minutes of the Session Meeting
February 12, 2018**

Call to Order and Opening Prayer

Moderator Bob Henderson called the meeting to order at 7:05 pm. Rev. Henderson reflected on the visit with Suhad Masri and Futoon Qaderi of Tomorrow's Youth Organization and how significant and meaningful that partnership has become for both Covenant and Tomorrow's Youth Organization. The Moderator led the Session in an opening devotion.

Determination of Quorum and Adoption of Agenda

A quorum was present and the agenda was adopted with one change. The Clerk's Report was moved to follow the Staff Announcements. The revised agenda was approved unanimously.

Adoption of Consent Agenda

The Consent Agenda was presented for approval. It was noted that the number of Session Meetings held for the purpose of receiving new members on Page 11 was incorrect. The number was corrected to read that four called Session Meetings were held for the purpose of receiving new members and the Consent Agenda was approved.

Administration - Hank Stallings

Based on the requirement established by the Finance Committee and affirmed in January 2012 by the Finance Committee, the church needs to maintain a General Fund balance of 12% of the Operating Budget. Based on the 2018 Operating Budget of \$4,190,100, the 12% requirement equals \$502,812. As of 12/31/2017, there was an excess of \$68,580 in the General Fund over the 12% requirement.

Motion: The Finance Committee recommended and moved to transfer \$68,580 from the General Fund to the P&E Reserve to support strategic and/or capital campaign expenses. The motion was unanimously approved.

Planning and Evaluation

No report.

Personnel Report - Mary Delk

Mary reported that the traditional music search committee is down to two highly qualified candidates. Final interviews are being scheduled.

Capital Campaign - Nancy Falls

The first newsletter for the Capital Campaign will be mailed this week. Several other communications and informational activities are being planned including Vision Awareness Gatherings, a second newsletter, FAQs, worship arts and a promotional video. The Session viewed a draft of the promotional video.

The Capital Campaign will have its own specific email to respond to questions and comments concerning the campaign: CovenantCapitalCampaign@gmail.com

Feedback was provided on ways to make our website friendly for friends, former members and other individuals not affiliated with Covenant to participate in the campaign.

Ministry Reports

Congregational Life – no report

Education – no report

Engagement – Susan Lawson

Susan provided a summary of the new members that joined Covenant in 2017. A total of 102 new members joined the church. The largest number of members (35) fell into the age 25-35 demographic with the 28203 zip code accounting for 30% of the new members. More than half of the new members (53%) regularly attend the 9:30 contemporary service and 87% of our new members are involved with Covenant in other ways (small groups, outreach, fellowship, etc.) in addition to Sunday worship.

There were 126 visitors/prospective members for the month of January.

The Engagement Ministry Goals for 2018

- Explore possibilities of membership growth with the capital campaign
- Invite recent joiners to answer questions about their reason for joining Covenant
- Embrace our reputation of being a warm and welcoming congregation by reminding current membership to be authentically hospitable

Mission and Outreach – no report

Worship – no report

Old Business/New Business - None

Staff Announcements/Pastoral Concerns

Carla gave a brief overview of Suhad Masri and Futoon Qaderi's time in Charlotte.

Jessica Patchett is looking for an educational summer intern and appreciates recommendations.

Pastoral concerns and joys were shared.

Clerk's Report-Helen Richards

Helen was pleased to announce that Joe Taylor accepted the position of Affordable Housing lead on the Capital Campaign Leadership Team.

The Session then went into Executive Session to discuss a legal matter.

Closing Prayer

Following a prayer led by Joan Watson, the meeting was adjourned at 8:55 pm.

Respectfully submitted,



Helen Richards, Clerk



Robert W. Henderson, Moderator

**Covenant Presbyterian Church
Minutes of the Session Meeting
March 12, 2018**

Call to Order and Opening Worship

Moderator Bob Henderson called the meeting to order at 7:00 pm. Rev. Henderson's devotion was based on the Ten Commandments and provided examples of how God leads us.

Determination of Quorum and Adoption of Agenda

A quorum was present and the agenda was adopted.

Adoption of Consent Agenda

The Consent Agenda was presented for approval. A procedural question was raised concerning the February 12, 2018 Session Meeting minutes and further discussion was moved to New Business. The remainder of the Consent Agenda was approved.

Administration

No report.

Planning and Evaluation

No report.

Capital Campaign Report – Lauren Sawyers, Will Summerville

Lauren summarized a multitude of activities as the campaign approaches key dates.

- Vision Awareness Gatherings were very successful for providing information and building excitement.
- Campaign teams have been trained as well as the Follow-Through team.
- Youth and children involvement through cornhole tournament and piggy banks.
- Powerful stewardship journeys.
- Spiritual Life provided a prayer walk, bulletin inserts and a responsive prayer.
- Worship Art's banners and chalkboard art.
- The invaluable service of the Mailing Team.
- Coordinated communications on the website, FAQ and newsletters with the third newsletter going to print this week.
- Will thanked the Session for their support and would like to announce a campaign total based on early lead gifts at the March 18th services. He also asked the elders to consider an early commitment so that he can announce that the Session is 100% behind the campaign.

Order of the Day

Daniel Heath joined our Session meeting via video conference call from Princeton Seminary. Daniel had requested to become a candidate for ministry. He shared his Princeton experiences and spiritual journey with the Session and responded to questions about his journey from several Elders.

Motion: Clerk Helen Richards moved that the Session endorse Daniel Heath as a candidate for ministry. The motion was unanimously and enthusiastically approved.

Anne McQuiston will work with Daniel to complete the necessary paperwork.

Personnel Report – Katie Stewart, Mary Delk, Joe Pool

Katie announced that Julia Watkins and Ian Clark will join the Covenant staff as Pastoral Residents with both being in place by June 1. Julia will serve in Mission and Outreach while Ian will assist the Education Ministry. Both will graduate in May from Princeton Theological Seminary.

Mary reported that the traditional music search committee is in its final stages with two highly qualified candidates.

Joe announced that a search committee has been formed with the task of finding a Director of Recreation Ministries. Bill Keith, Burnet Tucker and Marilyn Mickle are on the search committee. Michelle Williamson, with the help of several volunteers, has been instrumental in coordinating desk coverage and maintaining programming.

Ministry Reports

Education – Stuart Pratt

The Education Ministry is striving to accomplish two goals in addition to the broad goal of continuing the energy, passion and high levels of participation in all areas of the ministry:

1. Complete and implement "planning calendars" for each of the sub-ministry areas under the Ministry of Education (e.g., Middle School Youth, High School Youth, Preschool, Adult Ed.). These planning calendars will outline the yearly events and activities that each group does throughout the year (e.g., Child of the Covenant or Youth Sunday) and then document what steps are necessary to make each event happen. The goal is that these calendars become "living documents" that are improved and adapted each year so that the Education Ministry can build up the institutional memory of the ministry and be more intentional and organized in planning events.
2. Adopt and utilize ShelbyNext to track attendance and volunteer participation. As a first step, which is already underway, each ministry area will become accustomed to using ShelbyNext to track attendance. Additionally, the software will begin tracking volunteer participation, which will allow the ministry to identify members to target for volunteer "asks" and better coordinate how volunteers are used.

Engagement – no report

Mission and Outreach – no report

Congregational Life – Gene Graziano

Gene highlighted the goals and objectives for the Congregational Life Ministry:

1. Tell Our Story. Sharpen communications with the congregation to inform them of groups and activities under the Congregational Life Ministry banner by highlighting programs in the newsletter and website, by Minute for Ministry presentations and by preparing programs for Open Table.
2. Enrich the Overall Culture of Care. Expand the awareness level of how Covenant supports the needs of its members by adding a Congregation Care and Support link to the website, by including a link where members can sign up to volunteer and by including photos and contact information for the various leaders of the Congregational Life programs.
3. Open Table Assessment and Implementation. Develop a comprehensive, cohesive system for planning, coordinating, promoting and delivering an outstanding Open Table experience.

Worship – Anne McQuiston

Anne summarized the Worship Ministry goals and objectives:

Goals:

1. Create a welcoming environment in all worship spaces.
2. Develop ways to enhance the worship experience in all services.
3. Engage youth in worship across all services.

Objectives:

1. Create of a calendar detailing all worship services and what is required for each service.
2. Align all worship services under the same committee chairs.
3. Ensure that all worship committees have a description that includes the scope of their work, how leadership is recruited, terms of service and leadership succession.
4. Meet with music directors and ministers to plan for the inclusion of youth in worship services.

Clerk's Report-Helen Richards

Clerk Helen Richards updated the Session in relation to the alleged sexual assault incident. At this time, the police are handling the case, and Covenant is not involved.

Old Business/New Business

After some discussion, it was decided to seek advice regarding the procedural question raised in relation to the February 12, 2018 Session Meeting minutes.

Staff Announcements/Pastoral Concerns

Carla Leaf announced that she is looking for housing for the Stapleton/Davidson interns. Host families have always enjoyed the special relationships that have developed from this experience.

Jessica Patchett shared the news of Claire Tomkinson's baby.

Bob Henderson said that although key positions are filled on the Capital Campaign Implementation Team, there are still plenty of opportunities for people who want to participate in the campaign. Bob also shared touching emails he received from older members and how moved they have been with Covenant's campaign initiatives.

Bob acknowledged Ardy Skidmore's attendance and how grateful he has been for her service as an intern and her presence at Covenant.

Pastoral concerns and joys were shared.

Closing Prayer

Following a prayer led by Joan Watson, the meeting was adjourned at 8:30 pm.

Respectfully submitted,



Helen Richards, Clerk



Robert W. Henderson, Moderator

**Covenant Presbyterian Church
Called Session Meetings
March 18 and 25, 2018**

Covenant held two Called Session Meetings for the purpose of receiving new members. Lora Borrelli introduced the following new members and information:

March 18, 2018

Judy Emken Reaffirmation

March 25, 2018

John Wyatt Reaffirmation
Ruth Wyatt Reaffirmation
Betty Richardson Affiliate Membership
Tom Fehring Reaffirmation
Anne Fehring Reaffirmation

Active (confirmed) members as of 3/31/18: 2276
2018 new members as of 3/31/18: 19
New members since last report: 6
2018 transfers as of 3/31/18: 13
2018 deaths as of 3/31/18: 6

Motions of acceptance were made, seconded and approved. Each meeting adjourned with prayer.

Respectfully submitted,



Helen Richards, Clerk



Robert W. Henderson, Moderator

**Covenant Presbyterian Church
Session Meeting
Request for Changes in the Active Roll**

Removed from Active Roll Per Request

<u>Name</u>	<u>Transferred to:</u>
Barbara Pair	Remove from roll per request
Norma Williamson	Transfer to First United Methodist Church, Montgomery, AL
Thad Throneburg	Remove from roll per request
Van King	Transfer to First Presbyterian Church, Greensboro, NC
Jean King	Transfer to First Presbyterian Church, Greensboro, NC

**Covenant Presbyterian Church
Session Action Item
Summary**

SUBJECT: April & May 2018 Baptisms

DATE: April 9, 2018

Report From: Baptism Committee

Mary Clare Bracey, Chairperson

Background: Baptism must be approved by the Session.

Process to Date: Parents requested that their children be baptized.

Budget Impact: None

Actions Taken or Recommendation: The Baptism Committee recommends approval of the following baptisms at Covenant in April and May 2018:

April 15th at the 8:45 am service in the Covenant Chapel
Clara Comerford Miller

Parents- William and Erin Miller

April 15th at the 9:30 am service in the Covenant Sanctuary
Eleanor Christine McCready

Parents: Dan and Laura McCready

Kate Loucille Scarboro

Parents: Chad and Lauren Scarboro

Kate Abigail Shaffer

Parents: Jacy and Brannon Shaffer

April 15th at the 11:00 am service in the Covenant Sanctuary
Shirley Sutton Derrick

Parents: James and Courtney Derrick

April 15th at the 11:00 am service in the Covenant Fellowship Hall
Finnegan James Callaway & Grayson Lillian Callaway

Parents: Donna and Jason Callaway

April 29th at the 11:00 am service in the Covenant Sanctuary
Ella Claire Kelly

Parents: Greg and Heather Kelly

May 13th at the 9:30 am service in the Covenant Sanctuary
Luke David McNichol

Parents: Matt and Suzanne McNichol

May 13th at the 11:00 am service in the Covenant Sanctuary
Sylvia Carlisle Call

Parents: Creighton and Lauren Call

Motion: Motion to approve the baptisms of Clara Comerford Miller, Eleanor Christine McCready, Kate Loucille Scarboro, Kate Abigail Shaffer, Shirley Sutton Derrick, Finnegan James Callaway, Grayson Lillian Callaway, Ella Claire Kelly, Luke David McNichol and Sylvia Carlisle Call.

Covenant Presbyterian Church Monthly Financial Comments March 2018

The focus of this report is 1st quarter 2018 (March YTD).

Income Statement Comments

Operating Income: Total Operating Income continues to have a favorable year to date variance of \$23,389, on the strength primarily of pledge receipts which were \$48,553 ahead of budget for the quarter. Pledge receipts were 31% of the annual budget, slightly higher than the same measure last year. Miscellaneous Contributions (\$19,258) and Rec Wing revenues (\$8,266) continue to trend below budget partially offsetting the favorable pledge receipt variance. However, the unfavorable trends leveled off in the month of March in both categories. Budgeted amounts for both categories are based on prior year actuals. Miscellaneous Contributions are particularly difficult to budget as they are gifts from visitors and members who do not pledge. Rec Wing income is down primarily due to rentals that have not materialized. Other categories to note were greater than budget Preschool Tuition receipts due to higher enrollments offset by lower than expected High School Trips receipts due to the timing of fee payments.

Operating Expenses: The majority of categories of expenses continue to be below budget, totaling a \$36,498 favorable variance for the quarter. Education had the largest variance due to having to pay only 10% of flight fees instead of the budgeted full amount. Personnel followed Education with a \$12,502 favorable variance due to the current open positions. The Administration category continues its favorable trend due to lower than budget spending in the Property category (HVAC maintenance).

The Bottom Line: As expected, expenses exceeded income for the quarter resulting in a "loss" for the month of \$24,247. However, the strong January net income of \$383,290 means that we continue to run a surplus for the year of \$258,127 which is \$59,887 above plan. This compares to a favorable variance of \$34,579 for the same period last year.

Balance Sheet Comments

The balance sheet continues to be healthy. Significant changes in Covenant's Balance Sheet for March 31, compared to February 28, were as follows:

Assets/Liabilities:

Checking: Increase reflects capital campaign contributions (which is also reflected in the increase in Restricted Funds balance).

Accounts Receivable and Advances: Decrease due to sales tax refunds received in March.

General and Cornerstone Endowment Funds: Reflects the sharp drop in the markets at the end of February. We value on a month delay basis.

Fund Balances:

Donor Advised: Decrease due to a distribution within Covenant.

General Fund: Decrease reflects the net operating loss in March of \$24,247.

Covenant Presbyterian Church			Period ending: 03/31/18		Y-T-D Actual as % of Annual Budget					
INCOME STATEMENT	YTD Budget	YTD Actual	YTD Variance	Annual Budget	2018	2017	2016	2015	2014	2013
Income:										
1 Pledge Receipts	\$ 833,500	\$ 882,053	\$ 48,553	\$ 2,875,000	31%	29%	33%	36%	35%	35%
2 Misc Contributions	\$ 75,050	\$ 55,792	\$ (19,258)	\$ 310,000						
3 Investment Income	\$ 133,116	\$ 133,338	\$ 222	\$ 270,000						
4 Other	\$ 8,400	\$ 8,655	\$ 255	\$ 35,000						
5 Recreation Wing	\$ 26,900	\$ 18,634	\$ (8,266)	\$ 141,300						
6 Preschool	\$ 120,000	\$ 125,477	\$ 5,477	\$ 313,800						
7 Food Service	\$ 23,800	\$ 25,660	\$ 1,860	\$ 95,000						
8 MS/Quest Trips	\$ 6,400	\$ 5,480	\$ (920)	\$ 18,000						
9 HS Trips	\$ 10,500	\$ 6,475	\$ (4,025)	\$ 62,700						
10 Adult Trips	\$ 3,000	\$ 2,490	\$ (510)	\$ 69,300						
Total Income	\$ 1,240,666	\$ 1,264,055	\$ 23,389	\$ 4,190,100	30%	29%	34%	35%	35%	38%
Expenses:										
11 Worship	\$ 32,625	\$ 31,767	\$ (858)	\$ 112,850						
12 Congregational Life	\$ 6,588	\$ 4,939	\$ (1,648)	\$ 36,650						
13 Engagement	\$ 1,100	\$ 825	\$ (275)	\$ 8,200						
14 Mission & Outreach	\$ 119,428	\$ 117,674	\$ (1,754)	\$ 511,300						
15 Education	\$ 46,220	\$ 29,015	\$ (17,205)	\$ 155,503						
16 Recreation Wing	\$ 4,700	\$ 5,550	\$ 850	\$ 35,200						
17 Preschool	\$ 79,310	\$ 77,259	\$ (2,051)	\$ 269,750						
18 Food Service	\$ 18,175	\$ 21,121	\$ 2,946	\$ 71,500						
19 Administration	\$ 146,300	\$ 142,298	\$ (4,002)	\$ 570,300						
20 Personnel	\$ 587,981	\$ 575,479	\$ (12,502)	\$ 2,418,847						
Total Expenses	\$ 1,042,426	\$ 1,005,928	\$ (36,498)	\$ 4,190,100	24%	25%	23%	23%	24%	22%
Net Income	\$ 198,240	\$ 258,127	\$ 59,887	\$ -						
BALANCE SHEET										
		March	February	Change						
Assets:										
21 Checking		\$ 3,702,916	\$ 3,099,473	\$ 603,444						
22 WF Holding/Rosebro & M&F		\$ 1,869,882	\$ 1,867,189	\$ 2,694						
23 Petty Cash		\$ 350	\$ 350	\$ -						
24 Accounts Receivable and Advances		\$ 12,656	\$ 23,363	\$ (10,707)						
25 General Endowment Fund Mkt Valu		\$ 8,105,505	\$ 8,336,604	\$ (231,099)						
26 Cornerstone Endowment Fund Mkt		\$ 4,086,522	\$ 4,203,035	\$ (116,513)						
Total Assets		\$ 17,777,832	\$ 17,530,014	\$ 247,818						
Liabilities:										
27 Accounts Payable and Misc. Accrual		\$ 5,091	\$ 9,732	\$ (4,641)						
Total Liabilities		\$ 5,091	\$ 9,732	\$ (4,641)						
Fund Balances:										
28 Donor Advised		\$ 144,788	\$ 226,788	\$ (82,000)						
29 Infrastructure Fund/Cornerstone Ir		\$ 277,546	\$ 277,546	\$ -						
30 Payable to Endowment Corpus		\$ 6,430	\$ 150	\$ 6,280						
31 Restricted Endowments & Cornerst		\$ 12,192,027	\$ 12,539,639	\$ (347,612)						
32 Restricted Funds		\$ 4,254,792	\$ 3,556,795	\$ 697,997						
33 Non-Budgeted Benevolences		\$ 17,055	\$ 16,045	\$ 1,010						
34 Section 125 Plan		\$ 2,494	\$ 2,099	\$ 396						
35 Genl Fund Balance		\$ 760,939	\$ 785,186	\$ (24,247)						
36 Columbarium		\$ 49,030	\$ 47,485	\$ 1,545						
37 Reserve Fund Balances		\$ 67,640	\$ 68,549	\$ (910)						
Total Fund Balances		\$ 17,772,741	\$ 17,520,282	\$ 252,459						
Total Liab. & Fund Balances		\$ 17,777,832	\$ 17,530,014	\$ 247,818						

**Covenant Presbyterian Church
Session Information Item
Summary**

Subject: Clerk Communications

From: Helen Richards, Clerk

Communication has been received from the following organizations in acknowledgement of donations:

- Bright Stars of Bethlehem
- Charlotte Family Housing
- Charlotte Rescue Mission
- Community Culinary School of Charlotte
- Heifer International
- Princeton Theological Seminary