

**MONDAY, MARCH 20, 2023**  
**REGULAR MEETING OF SESSION**

On Monday, March 20, 2023 the 644<sup>th</sup> regular meeting of Session of Westminster Presbyterian Church was held in Galbreath Chapel at Westminster Presbyterian Church. Dr. Forrest was the Moderator and opened the meeting with prayer at 7:05 p.m.

Attending were Dr. Forrest and Elders Eccher, Exley, Heilman, Galbreath, Killmeyer, Ludwig, Malarkey, Marsh, McGee, Page, Ralston, Rost, and Williams, constituting a quorum. Jan Baumann, Volunteer Coordinator, also attended to present a proposal of the Membership Commission.

**REPORT OF THE CLERK**

A motion to approve the minutes of the 643<sup>rd</sup> (January 7, 2023) regular meeting of Session was made, seconded and approved. A motion to approve the membership action reported below also was made, seconded, and approved.

**BAPTISMS**

**January 15, 2023**

Duncan Matthew Amick, Parents: Valerie and Matthew Amick  
Betsy Mae Amick, Parents: Valerie and Matthew Amick  
Juliet Jaclyn Amick: Valerie and Matthew Amick

Cole Edward Wesolek, Parents: Amy and Mark Wesolek

**March 19, 2023**

Oliver Edward Jones, Parents: Alexandra and James  
Halle Ann Kikta, Parents: Brittany and Matthew Kikta

**MARRIAGE**

**January 14, 2023**

Carolyn Boucek and Michael Certo

## **DEATHS**

2706

Martha ‘Marty’ Clendaniel, January 22, 2023

Samuel McKenney III, January 31, 2023

Howard Bower, February 11, 2023

John ‘Jack’ Laffin, February 26, 2023

Glenn Johnson, March 2, 2023

George F. Kopac, March 15, 2023

## **MEMBERSHIP**

### **Inactive by Request**

Ryan Williams, living out of state

Gavin Williams, worshipping elsewhere

## **SERVICE OF THE LORD’S SUPPER**

During worship services on Sunday February 5, 2023, and Sunday March 5, 2023, the sacrament of the Lord’s Supper was administered to communicants.

## **BUSINESS ITEMS**

### **Approval of Change of Office of President**

Dr. Forrest reminded Session that at Westminster the Chair of the Personnel Commission serves as President of the Congregation and of the Board of Trustees. Elder Andrew Marsh has resigned as Chair of the Personnel Commission and President in order to devote time to leading the search for a transitional Associate Pastor, and Elder Denise Rost is now Chair of the Personnel Commission. A motion was made and seconded to confirm Elder Rost as President of the Congregation and the Board of Trustees. The motion passed unanimously.

### **Approval of Additional Check Signing Authority**

Dr. Forrest reminded Session that the individuals who currently have authority to sign checks and other documents required to conduct the banking business of the Church are Dr. Forrest, David Heilman, Treasurer, and Carol Weber, Director of Finance and Operations. Carol Weber recently resigned her position at Westminster, and her last day of employment will be March 24, 2023. Dr. Forrest advised that two signatures are required on all checks issued on the accounts of Westminster. Because Dr. Forrest and Elder Heilman might not both be available when a check is required, Dr. Forrest recommended that Session authorize a total of four individuals to sign checks or other required banking documents. She recommended granting such authority to Elder Brian Eccher, Chair of the Finance Commission and to Elder William Ludwig, Clerk of Session and Secretary of Westminster Presbyterian Church, both of whom have indicated a willingness to accept such authority.

Following discussion, a motion was made to approve the following resolution:

Resolved: The Session of Westminster Presbyterian Church of Upper St. Clair, a not for profit Pennsylvania Corporation, designates Brian Eccher and William Ludwig, in addition to Dr. Jo Forrest and David Heilman, as persons authorized to sign checks and other banking documents on its bank accounts whenever two signatures are required. This authority is effective March 21, 2023 and will continue until such time as it is revoked by this Session.

The motion was seconded and passed unanimously.

### **Endowment Committee Appointments**

A motion was made, seconded and approved to appoint Broc Sleek to the Endowment Committee and to appoint Elder Deborah Waller as the Session Liaison.

### **Spire Publication Schedule and Deadlines**

Dr. Forrest advised that the *Spire* is now published seasonally. The next publication will be in May to celebrate Pentecost. She encouraged the submission of articles of approximately 250 words and reported that the deadline for May publication is April 14.

### **Discussion of Sunday Morning Worship Schedules**

Dr. Forrest initiated a discussion of Sunday morning worship and seminar offerings and whether the current schedules should be evaluated. She reported that attendance at all three services has grown and that periodic joint services have been very well attended. She also stated the Bridge worshippers do not attend seminars due to timing issues. Members of Session discussed congregational preferences, Sunday School programs and attendance, the potential impact of altering the current service schedule, and the roll and timing of seminars.

Dr. Forrest suggested appointing a small group to examine the current schedule and offerings, to identify strengths and weaknesses of the current offerings and programs, to explore options, and to make recommendations for further discussion, particularly regarding programming for Sunday morning worship in the Fall. Elders Exler, Marsh, Rost, and Heilman volunteered to serve on that committee.

### **Approval of Diverse Hiring Commitment**

Dr. Forrest presented the Diverse Hiring Commitment Policy that the Pittsburgh Presbytery has asked churches within the Presbytery to approve. A motion was made, seconded, and unanimously approved to follow the recommendations of the Presbytery related to interviewing candidates for potential employment at Westminster.

### **Commission Reports and Actions**

The following Commissions submitted written reports prior to the meeting:

Adult Spiritual Development  
Children's and Family Ministries/WECEP  
Communication  
Finance  
Outreach  
Personnel  
Stewardship  
Worship  
Youth Ministry

Jan Baumann, Volunteer Coordinator and member of the Membership Commission, presented a written and oral proposal to change the name of that Commission to the Community Engagement Commission. The reason for the proposed new name is to convey more accurately the scope of the Commission's purpose and functions. Ms. Baumann listed in detail the many roles that the Commission plays in the missions of Westminster in addition to the traditional functions of attracting and welcoming new members. Some of those include hosting a variety of social and dining events throughout the year for both members and prospective members, organizing bike rides and other recreational activities, serving the community at large with a variety of food services, shelter and supplies, an annual rummage sale to benefit local missions, and organizing Westminster's support of Rise Against Hunger. Other areas of responsibility include Writers of Westminster, the Pet Ministry, and Town Hall South. Ms. Baumann explained that the role of the Commission is to encourage and enable both members of the Church and members of the community to be involved in the missions of Westminster.

Following questions and discussion, a motion was made, seconded, and unanimously approved to change the name of the Commission from the Membership Commission to the Community Engagement Commission.

In addition to the written report, Elder Eccher reported on behalf of the Finance Commission that Westminster recently received two large contributions, one a gift of \$250,000 and one a bequest of \$40,000. He stated that the proceeds of the \$250,000 gift will be divided, with \$125,000 to be applied to repayment of the endowment loan principal and \$125,000 added to operational funds. The \$40,000 bequest is a general bequest, and the funds will be added to the current cash position. Elder Eccher also reported that the independent audit for 2022 is nearly complete and is expected to be a clean audit.

Elder McGee supplemented the written report of the Outreach Commission. She advised that the Commission is in the process of reducing the number of partners that it helps to fund. The Commission's priorities will be to fund organizations that provide hands on engagement opportunities for members of Westminster. In addition, the Commission intends to clarify for members its use of funds and to invite greater input.

Reporting for the Property Commission, Elder Galbreath discussed major maintenance that will be required soon. He estimated that the total cost of those projects will be \$250,000.

### **SENIOR PASTOR'S REPORT**

Dr. Forrest discussed the search for a transitional Associate Pastor, the possibility of adding a part-time Parish Associate for Pastoral Care, and the options to replace the director of finance with an interim director, a temp to permanent employee or of outsourcing the financial and payroll functions. She commended the members of the Chancel Guild for their outstanding work providing flowers and décor for the Sanctuary and throughout the Church. Dr. Forrest also reminded Session that she will be away for five days in April and for two weeks in May.

### **JOYS AND CONCERNS**

Meeting participants shared individual joys and concerns for the Church, its members and their families, and for the community.

### **ADJOURNMENT WITH PRAYER**

There being no further business, the meeting was adjourned at 8:45 p.m. with prayer led by Dr. Forrest. The next meeting of Session will be held on April 17, 2023 in Galbreath Chapel.

Respectfully submitted,

William C. Ludwig  
Clerk of Session

Approved:

