



Stated Session Meeting

20 December 2010

The December 2010 Stated Session Meeting of Northwood Presbyterian Church constituted the annual joint meeting of the Session and Diaconate, a member congregation of the Presbytery of Tampa Bay of the Presbyterian Church (U.S.A.) and was held in room 5 of the church education building at 7:00 P.M., December 20, 2010. The Moderator, the Rev. Chris Curvin, called the meeting to order with the opening prayer by Elder Suzanne Hamilton.

Moderator: The Rev. E. Chris Curvin (Pastor and Head of Staff)

Pastors: The Rev. Paul Means (Associate Pastor for Congregational Care and Mission)

Clerk of Session: Jim Youngblood

Elders of Session:

Class of 2010

Ron Duffey
Suzanne Hamilton
Jon Mills
JoAnne Spigarelli (E)
Andy Strelcheck
Steve Winder

Class of 2011

Susan Black
Janet George
Troy Harris
John Hildebrandt (E)
Martha Tobiassen
Jim Warren

Class of 2012

Loisanne Bilka
Darrough Diamond
Bill Martin
Dan Jeffre
Mark Schneider
Doug Winder

Roll Called and Quorum Declared by the Clerk of Session.

Approval of the Minutes: The following minutes were adopted:

- Stated Session Meeting on November 29, 2010
- Called Session Meeting on November 21, 2010 for New Members

Consent Agenda: The following motions were APPROVED:

- Motion 1:** The Worship Ministry Team moved to RECOMMEND the approval of Tom Baker as the new Usher Coordinator.
- Motion 2:** The Stewardship, Finance, and Property Ministry Team moved to RECOMMEND the approval of the proposed budget based on \$600,000 in pledges and past giving history.
- Motion 3:** The Stewardship, Finance, and Property Ministry Team, with the approval of the Human Resources Committee, moved to RECOMMEND a 2% increase for church staff and an hourly increase of 25 cents for all hourly employees, inclusive of school staff.

Adjournment: There being no further business to come before the Session, this meeting was adjourned with prayer by the Rev. Paul Means at 8:00 P.M.

The Rev. Chris Curvin, Moderator

Elder Jim Youngblood, Clerk of Session

These minutes approved by Session on 24 January 2011.

REPORT OF THE DIACONATE

Monday December 6, 2010

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

Moderator – David Nelson: Thanked everyone for coming and especially Shawn for having us to his home for some fellowship. Short review of Nov. minutes. Reminder to keep a list of who helps assist in our ministries so we are sure to they all get invited to the Deacons brunch. Went over Brunch menu and Brunch preparations. Brunch has been moved to Mar 5th 9am-11am. Deacons will meet February 27th for March meeting to finish preparing for Brunch. Some things decided Georgianna will take care of getting centerpieces; we will use centerpieces for raffles as well. Shawn will get Carvel coupons again for raffles. David will handle shopping for food. Rest will help set up and tear down. David also encouraged us not to forget to use the bulletin for snippets for services the deacon's provide.

Co-Moderator – Shawn Wolf: No report.

Prayer Chain – Judy Peterson & nancy Baker: 7 prayer requests

Meals – Mimi Judd: 3 meals delivered in November

Parish Nurses/Care Notes-Sue Miskiewicz: No report.

Hospital Visitation-Sue Miskiewicz: No report.

Homebound/Flower Ministry – Vickie Mills & Barbara Finn: Vickie Mill & Barbara Finn, Working w/Paul to define ministries for New Deacon & training for volunteers.

Greeting Cards- Carol Rathmill: 7 cards, 6 get-well cards, 1sympathy

Greeters – Billie NeSmith: Need greeters for end of December, January covered

Transportation-Cookie Roffrey: Transportation covered, Cookie is checking with her drivers to see who might be available for transportation for Christmas Eve services; this will be for regular church members that use the transportation bus. She has a driver for the 7:30 service.

College/Military-Diane Bolton: 20 Christmas cards sent, 6 lamb cards.

God's Toolbox- Sue Dye: 1 call

Hurricane/Secretary- Georgianna Winder: No report.

Members Present: David Nelson, Shawn Wolf, Tammy Shierling, Vickie Mills, Carol Rathmill, Mimi Judd, Cookie Roffrey, Sue Dye, Diane Bolton & Georgianna Winder

Members Absent: Billie NeSmith, Judy Peterson, Sue Miskiewicz, Barbara Finn

Opening Prayer: Cookie Roffrey

Closing Prayer: David Nelson

Reports of Session Standing Ministry Teams and Committees

REPORT OF THE WORSHIP & MUSIC MINISTRY TEAM

Monday December 13, 2010

A. MOTIONS FOR SESSION APPROVAL

Motion 1: The Worship Ministry team moves to RECOMMEND the approval of Tom Baker as the new Usher Coordinator.

B. ACTIONS TAKEN

It was unanimously agreed that individual Home Communion wafer/juice packages will not be purchased. It was suggested that intinction be used.

C. ITEMS FOR INFORMATION

A. Opening Prayer & Devotions – Jackie Koski

B. Pastor's Report

Pastor Chris thanked Stephanie Carson for the fine performance of the Christmas Cantata last Sunday.

In 2011 he would like to see a renewed emphasis on "leadership" provided for all church members and programs.

The church budget for 2011 is anticipated to be the same as for 2010.

C. Committee Reports

1. Music – Stephanie Carson

a. Preparation for the opera performance of Amahl and the Night Visitors on Dec. 19 at 4 PM is proceeding well. A large turnout is expected. There is going to be a free-will offering and a \$3 dinner after the performance.

b. Chancel Choir – The Cantata went very well. The Choir will also sing for the 7:30 PM Christmas Eve service.

c. VIP – A variety of pacing formats is being used for the Contemporary Service. Opportunities for using the new computer and monitor are being explored. Video is being used during Advent.

d. Handbells – Jubilation Ringers received much positive feedback from their performance on December 1. Celebration Ringers will ring on December 19. There is more demand for ringer membership than there are spaces available.

e. Youth – Attendance remains good. Both groups sing in December.

f. Children – There is no Kings Kids this month. Angel Choir sings for the 4:30 pm Christmas pageant on Christmas Eve.

g. Annual Garage Sale – This event is scheduled for January 22, 2011. A planning meeting is to take place on January 2. The proceeds of the garage sale will be divided with 75% going to music workshops and 25% going to Pierced Youth.

2. Communion Servers-Dan Jeffre

a. Communion servers for the Christmas Eve 11 PM service have been arranged.

b. All attendees at the Home Communion Workshop have been recognized.

3. Communion Prep – Melanie Brown

Preparations were discussed and arranged.

4. Discovering Northwood – Susan Gajentan

New member classes will be held on January 16 and January 23, 2011.

5. Flowers - Linda Diamond

Most accounts have been paid for the year. Only nine remain unpaid.

6. Sanctuary Paraments – Donna Elwood and Joan Baker

- a. A procedure for preparing the candles/holders and their distribution for the Christmas Eve services was determined.
- b. Forty poinsettias have been ordered for the sanctuary for the Christmas season. Those that still remain viable will remain in place through the January 2 services.
- c. There was a suggestion that the artificial greenery in the front corners of the sanctuary may need to be replaced in the near future due to deterioration.

7. Ushers: Susan Black

- a. Due to George Thiers resignation for health reasons, we are requesting Session approve Tom Baker as our new Usher Coordinator.
- b. Several ushers are still needed for the 11 pm Christmas Eve service, and volunteers are being secured.

D. Old Business

Session approved the Communion Policy and Schedule for 2011 and the Special Offering Schedule for 2011.

The Property Team approved the garage sale on 1-22-11 and the Auction in Oct. 2011, but requesting a firm date in October for the event.

E. New Business

Usher Coordinator position for the Worship Team is filled, pending Session approval.

F. Next Meeting - January 10, 2011. Devotions by Susan Black

Members Present: Susan Black, Dan Jeffre, Jackie Koski, Pastor Chris, Joan Baker, Melanie Brown, Stephanie Carson, Linda Diamond, Donna Elwood and Susan Gajentan

Opening Prayer: Jackie Koski

Closing Prayer: Dan Jeffre

REPORT OF THE YOUTH & YOUNG ADULTS MINISTRY TEAM
Monday December 6, 2010

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

1. H.I.M.:

- H.I.M. will be working with Stephanie Carson for the 4:30 Christmas Eve Service.
- H.I.M. will be working with Janice Wisinski for Easter

2. Pierced:

- See attached report.

3. Paint Ball Team:

- On Break until 2011 at which time they will regroup and see where the interest lies.

4. Boy Scouts:

- Meeting Regularly.

5. Director's Report:

- Small Group Ministries will be done on the 15th for the remainder of the year. They'll resume the second week of January.
- Metropolitan Ministries went really well for both the Pierced group on the 21st and the youth who went the 23rd. There's a strong desire to continue the tradition of helping with Metropolitan Ministries in the future.
- The Middle School Retreat went well. We had 5 attend for a total of over 100 Middle Schoolers.
- Game Night is 12/10 and will resume again after the New Year.
- High Schoolers are using an advent curriculum and are looking for a new curriculum for the new year.
- Youth Christmas Party on December 19th will consist of the opera, dinner, white elephant exchange, and games.

6. Old Business:

- Two parents were approached regarding joining the Youth and Young Adult Ministry Team and expressed interest, but have issues with the day and time. More discussion to follow.
- The Youth and Young Adult Ministry Team budget was submitted to Chris Hurst.
- The All Youth Retreat will be held April 8th-10th, 2011. The cost is \$120 per person.

7. New Business:

- There was discussion and interest as to including a Middle School and High School Representative to attend our monthly meetings for the first half hour. The youth would need to commit to a school year term and would need to have transportation to and from.
- The Presbytery is hosting a High School Retreat at a location to be determined. It'll be March 25th-27th. The Youth and Young Adult team will offer the retreat and see if there is any interest.

NORTHWOOD PRESBYTERIAN CHURCH

2875 State Road 580, Clearwater, FL 33761-3231

A Stephen Ministry Congregation

(727) 796-8090, Fax 797-8276

- Confirmation is around the corner and will start with an Orientation on January 23rd.

Members Present: Katie Kopp; Troy Harris, Doug Winder, Susan Gajentan, Miriam Pena, Christine Wolf

Opening Prayer: Troy Harris

Closing Prayer: Katie Kopp

REPORT OF THE HOME COMMUNION COMMITTEE
Monday, December 13, 2010

The following visits have been reported by seven HC teams—September, October, and November, 2010

<u>Month</u>	<u># Visits</u>	<u>Celebrants</u>	<u>Communion serving</u>
September	7	7	15 (8 Hosts 1 nonNPC)
October	5	3	6
November	9	9 (1 friend)	13 (8 hosts) 2 non NPC

Hosts celebrating Communion on more than one visit are counted **each time**

Our Lord Jesus is the Host of the Communion Table. Ordained officers of the Presbyterian Church (USA) are authorized to serve in His stead. On November 21, 2010 NPC recognized Tammy Shierling, Andrew Antonskes, Muriel Antonakes, Becky Sharp, Barbara Finn, and Jane Urban, NPC elders and deacons who completed, "The Drama of Home Communion" workshop and are now qualified to serve Communion. Other hosts include Edna Bechtold, Barbara Englehardt, Bill Bilka, Jean DeFilippo, Fred Drew, Beverly Hanson, Jackie Koski, Jon Mills, Vickie Mills, Sue Miskeiewicz, Barbara Schlerf, and Ruth Thompson. There are also four Itinerant Hosts. These men and women visit when a host is unable to serve. In addition to taking Communion, hosts have been diligent in supporting members and/or their families.

Celebration Cup: Celebration Cup is a single serving of juice and wafer communion cups. When ready to use, the sealed lid is broken and elements are served. The Worship Committee has directed teams to use the cup and wafer until the Worship Committee's Dec.13th meeting to determine if we should make the cup a regular option for the year 2011.

Four hosts (two teams) reported— the lid can be a little difficult to remove but with use hosts say it becomes easier. Two hosts are very enthusiastic for the cups and two people equally prefer the traditional intinction elements. Others are using the cups but made no comment. Our recommendation is to provide the CC so teams can have a choice. (Teams using the traditional bread and cup will prepare their elements.)

Currently in addition to visiting homes, hosts regularly take Communion to residents at Palm Garden Of Pinellas. It is estimated Palm Garden will continue to use the intinction method of distribution. Cups cost \$25.99 per 100 plus Tax and 7% shipping

Home Communion Vocabulary Lesson:

Hosts Church officers commissioned to serve communion to home bound members.

Itinerant Host --Commissioned Elder or Deacon serving when needed

Team—Two or more ordained church officers serving Communion into the home or other living facility.

Barbara Yonteck, Home Communion Pastor

REPORT OF THE STEWARDSHIP, FINANCE, & PROPERTY MINISTRY TEAM
Monday December 13, 2010

A. MOTIONS FOR SESSION APPROVAL

1. Approval of the proposed budget based on \$600,000 in pledges and past giving history.
2. Approval of the HR recommended 2% increase for church staff and an hourly increase of 25 cents for all hourly employees (inclusive of school staff).

B. ACTIONS TAKEN

- The Committee approved sharing the cost of 11 round tables with the Kitchen Krew.
- The Committee requested additional information regarding a "Silent Auction" proposed for October.
- The Committee approved the January 22nd "Garage Sale."
- The Committee tentatively approved the proposed patio to be located in the courtyard subject to further review of the plans at the next meeting.

C. ITEMS FOR INFORMATION

- The Committee reviewed income, balance sheet, and budget and expense information.
- The water cooler by the Family Life Center is being replaced.
- One half of a recent gift will be retained in the operating account and one half will be invested in the endowment.
- Key and lock replacement will be addressed at the February meeting.

Members Present: Ed Bunch, Ron Duffey, Chris Hurst, Janet George, Mark Schneider, Ray Spigarelli, Steve Winder and Pastor Chris Curvin

Opening Prayer: Ron Duffey

Closing Prayer: Chris Hurst

REPORT OF THE MEMBERSHIP AND EVANGELISM MINISTRY TEAM
Monday December 13, 2010

A. MOTIONS FOR SESSION APPROVAL

NONE

B. ACTIONS TAKEN

The next Discovering Northwood class will be held January 16 and 23 at 10:45 a.m. Several visitors have already expressed interest in attending the class. The team will continue reaching out to regular visitors and invite them to the class.

The team discussed how to make the Discovering Northwood classes more interactive. It was suggested that prospective members receive a list of questions regarding Northwood and what Presbyterian's believe. The list can then be used by prospective members to initiate questions during the class as well as take notes. Darrough and Andy agreed to work on an initial list of questions which will then be provided to Pastor Chris.

Only two couples have signed up to be new member sponsors. Team members will continue to ask individuals/families if they are interested in becoming new member sponsors. After each Discovering Northwood Class new members will be paired with sponsors. Anyone interested in becoming a new member sponsor should contact Andy or Darrough.

The team scheduled the Discovering Northwood classes through May. Classes for later in the year will be scheduled by the summer calendar meeting. The class schedule is as follows:

Jan 16, 23 – 10:45 a.m.

Mar 20, 27 – 9:30 a.m.

May 15, 22 – 10:45 a.m.

C. ITEMS FOR INFORMATION

None

Members Present: Darrough Diamond, Bill Bilka, Andy Strelcheck, and Pastor Curvin.

REPORT OF THE CHRISTIAN EDUCATION MINISTRY TEAM
Monday December 13, 2010

A. MOTIONS FOR SESSION APPROVAL

NONE

B. ACTIONS TAKEN

NONE

C. ITEMS FOR INFORMATION

Marriage Alive: Spencer has ordered a DVD and book for the next year's program.

Janice: Reported the 1st and 2nd grade children had invited more friends to SS.

There will be a volunteer training Jan. 5 for the next King's Kids session which begins again Jan. 12.

Parents have been appreciative of new security measures at sign-out.

Nick Weidner has volunteered to conduct CPR/ First aid class for pre-school teachers and staff.

VBS curriculum selection will begin.

Upcoming event: "Start your heart for Jesus" picnic/hiking/biking scheduled for John Chesnut Park Feb. 12. Hot dogs will be provided and people will bring dishes to pass. Park pavilion has been reserved.

Members Present: Bill Martin, Janice Wisinski, Spencer Briggs, Martha Tobiassen.